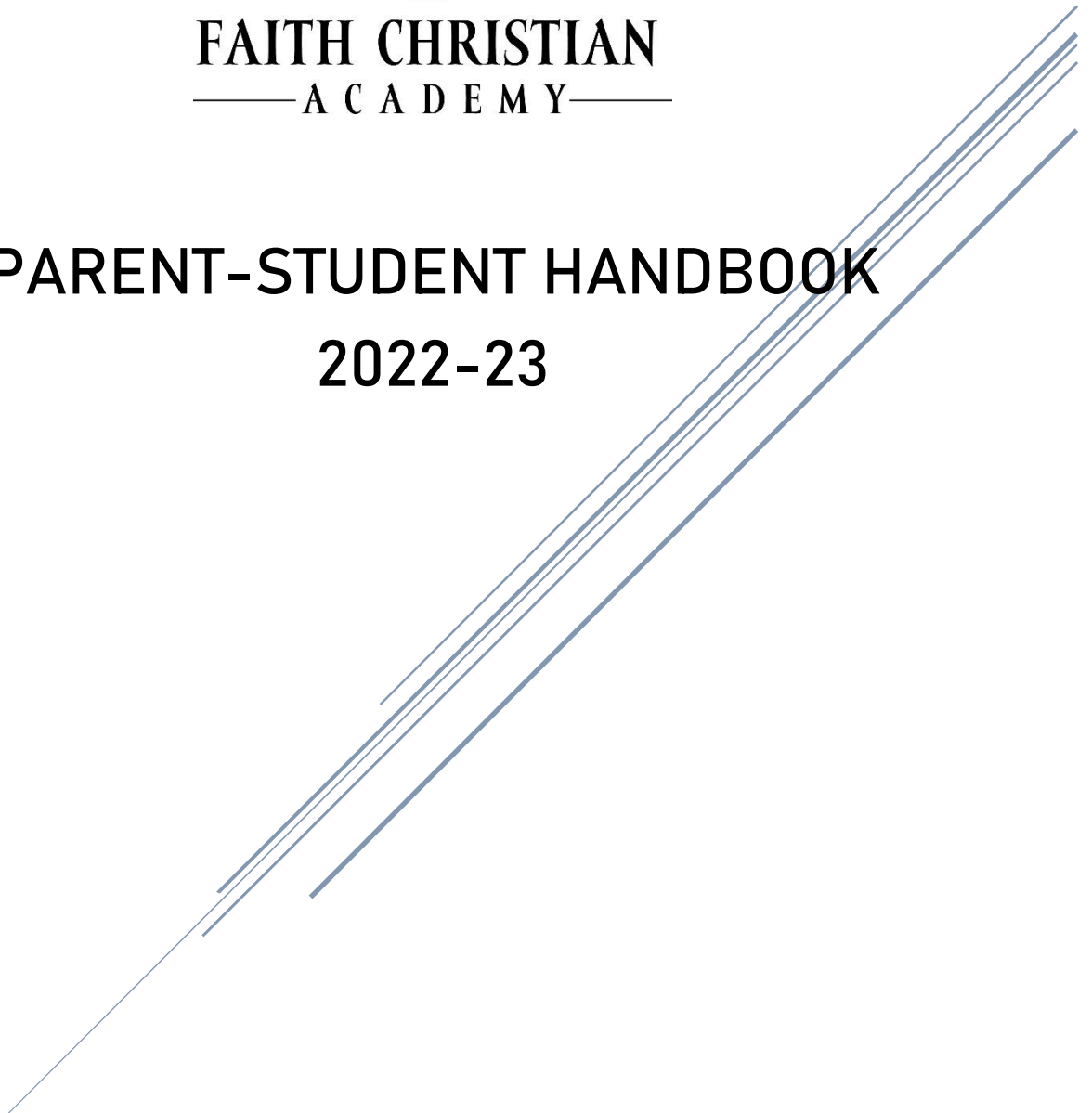




FAITH CHRISTIAN
— A C A D E M Y —

PARENT-STUDENT HANDBOOK
2022-23





Dear Faith Christian Academy Families,

Faith Christian Academy sees the role of the school and parents as a partnership. The school is committed to providing a biblically focused, academic environment that strives to build a solid foundation and moral structure into the lives of students that prepares them to stand strong for Jesus Christ. Parents are committing to supporting the school by meeting their financial responsibilities, volunteering time, talents and resources as needed and supporting teachers and administrators in maintaining a safe, organized and positive environment.

The following manual is for the purpose of defining the roles of this partnership, providing guidelines that help keep our campus organized and safe, and explanation and definition to what is expected academically, behaviorally and spiritually.

We desire that FCA students become Godly leaders impacting their homes, churches and community for the sake of the Gospel message. We look forward to partnering with you in this immense task of training up the next generation to serve the Lord and positively impact others. Thank you for choosing FCA to assist you with this task of educating your child(ren). We are looking forward to serving you and your family.

Serving Christ,

Lisa A. Moore
School Administrator



I. FCA FACTS

A. FCA History

The desire and vision for Faith Christian Academy grew out of the concern of parents and other interested citizens. Because of the prevailing humanistic philosophy in society and schools, a group called "Concerned Citizens" was formed to investigate textbooks in local and county public schools. Through this investigation, and a final evaluation, the group realized that God and the principles from His Word were not a part of the school's curriculum. In January of 1988, by the grace of God, Faith Christian Academy's School Board was formed, consisting of nine individuals from the "Concerned Citizens" group. The Board believed that God's Word, His principles, and standards for living should be included in a young child's training and education. Through definite steps of faith, the goal of educating children in a Christian environment was soon to become a reality. The School Board prayed and searched for a suitable place to house the school. God answered the Board's prayer, by leading them to property in Hurt, VA. In March 1989, construction began, and Faith Christian Academy opened August 28th, 1989 with 36 students.

FCA is a nondenominational, Christ-centered school, directed by an Executive Board in cooperation with the Administrator. It is a policy of the school not to discriminate in the admission of students, or hiring, on the basis of race, color, sex, or national or ethnic origins; to do so would be in violation of Christian principles as set forth in the Bible.

Faith Christian Academy is fully accredited through the Association of Christian Schools International (ACSI) for the kindergarten through twelfth grades. ACSI is recognized by the Virginia Council of Private Education as one of the nine approved accrediting agencies.

B. FCA Mission & Core Values

1. Mission

Faith Christian Academy partners with the church and with Christian families committed to a Christ-centered, biblically-based education for their children, to prepare each student to hold a biblical worldview of life, to excel in academics, to realize their full God-given potential, and to enable children to proclaim Jesus Christ to their culture.

2. Core Values

- Preparing students for higher education through high academic standards Planting a passion for life-long learning
- Promoting Christ-likeness in each student
- Preparing students for service and leadership in the church, community, family and school
- Developing Christian thinkers with thoughts filtered through Scripture – promoting Christian world-view thinking
- Promoting the development of leadership qualities by providing quality extracurricular activities



C. FCA Christian Statements of Belief and Conduct

Statement of Faith

Convinced that the Bible is the verbal, plenary, inspired Word of God, Faith Christian Academy is a Christ-centered, nondenominational, Christian school. It is a policy of the school not to discriminate in the admission of students, or hiring, on the basis of race, color, national or ethnic origins. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired & infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of FCA's faith, doctrine, practice, policy, and discipline, our School Board is FCA's final interpretive authority on the Bible's meaning and application.

We affirm the following statements of faith:

1. We believe the Bible to be the inspired, infallible and authoritative Word of God. The Word of God is the foundation of all truth therefore all truth is God's truth. (II Tim. 3:16, II Peter 1:20-21)
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 1:1-5, Matt. 1:21-23, Heb. 4:15, Matt. 9:6, I Cor. 15:3-4, I Peter 3:18, Acts 1:9-11)
4. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (I John 5:29, Rev. 20:15)
5. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Eph. 4:5)
6. We believe in the present ministry of the Holy Spirit by indwelling the Christian enabling him to live a godly life. (I Cor. 12:12-27)
7. We believe God is Creator and Sustainer of all things and the Source of all truth. (Gen. 1:1, Col 1:16-17, John 18:37)
8. We believe man was created in God's image but chose to rebel against God. His rebellion brought all men under the dominion of sin. (Gen. 1:7, Gen. 3, Eph. 2:1, Rom 6:23)
9. We believe God provided a means of regenerating man and restoring him unto Himself. He sent His Son, Jesus Christ, to shed His precious blood as the sacrifice for man's sin. Therefore, each student is encouraged to receive Christ as his personal Savior and as the Lord in his life.
10. As a Board and faculty which represent a variety of Protestant backgrounds, we believe our unity is found in the Person of Jesus Christ whom we see as "the Way, the Truth, and the Life". (John 14:6 & I Cor. 15:3-4)
11. We believe firmly the historical truth claims and moral foundations of Christianity. This includes but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians, who choose to enroll their children at FCA, are agreeing to understand and agree that FCA will teach these principles and biblical values.
12. We believe that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore, God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. (Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.)



13. We believe the following teachings of the Scriptures regarding marriage and divorce we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex is immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage, and we regard sexual sin of the spouse, such as adultery, homosexual behavior, bestiality or incest, as the only biblical grounds for considering divorce, and then only when appropriate counseling has failed to restore the relationship. FCA abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices that promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome both the practice of such activity and the perversion leading to its practice. (Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; and Luke 16:18.)
14. *Marriage Defined: Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, FCA will only recognize marriages between a biological man and a biological woman. Further, the School Board Directors, Administration, and Staff of FCA shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of FCA shall only host weddings between one man and one woman.*
15. We believe gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.
16. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26 - 27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
17. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor. 6:9-10). We believe that in order to preserve the function and integrity of FCA as Christian ministry, and to provide a biblical role model to the FCA families, it is imperative that all persons employed by FCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their



sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

18. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

D. FCA Non-Discrimination Statement/Policy

Faith Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

In addition, enrollment, re-enrollment, and attendance at FCA by students is privilege and not a right and shall be maintained or continued at the sole discretion of the FCA Board. The Board reserves the right to dismiss any student, when it deems necessary in the best interest of the school.

E. FCA Expected Student Outcomes

1. Spiritually
 - Students will be biblically led by Christ and exhibit the fruits of the Spirit in their daily lives and all activities (Colossians 2:6-8; Philippians 4:13, Galatians 5:22-23)
 - Students will seek to be Kingdom builders by fulfilling the Great Commission (Matt 28:18-20)
2. Intellectually
 - Students will use their unique intellectually abilities to achieve their potential be equipped to think critically and creatively in the context of Truth. (2 Tim 2:15)
 - Students will have been given the opportunity to acquire knowledge and develop their moral character through the education at FCA
 - Students will understand that all things come from God and have a basic understanding of each discipline in order to see God's Providential Hand in all academic areas. (Col. 3:17)
3. Physically
 - Students will understand how the physical training helps to develop the mind and honors God through the development and care of their bodies as the temple of the Holy Spirit. (Romans 12:1; I Corinthians 3:16-17)
 - Students will exhibit a Biblical character as they seek to consider others and honor God through competition so that they see all is done to the glory of God. (2 Timothy 2:5)
4. Socially
 - Students will grow and develop effective relational skills in order to be an example of people of God's kingdom.
 - Students will know Christ's love and share His love with other people as they interact with people in a variety of situations. (Romans 8:36-39)



F. FCA Educational Goals

1. Spiritual

- To seek to win to Christ those who are uncommitted
- To educate students so that they successfully integrate a Christian philosophy into their total life
- To lead the pupils into a personal, saving relationship with Christ as Lord and Savior
- To teach the Bible as God's inspired Word and as completely true
- To assist students in beginning to integrate Biblical truth into each area of their lives in order to think in a Christian manner, and make decisions based on Christian principles
- To employ staff members who are committed to Jesus Christ and can communicate God's love and principles by example
- To employ teachers who have the necessary certification and skills to teach effectively in appropriate instructional areas, and be sensitive to the home background of each student

2. Intellectual

- To provide an academic climate conducive for learning
- To encourage the learning of necessary skills required for meaningful participation in society as an adult
- To nurture competency in communication and research skills, and in the ability to make mature decisions
- To realistically instruct each student academically, and to help him progress as far as his potential will carry him
- To encourage good study habits in order for students to excel in all educational disciplines

3. Social

- To provide children with opportunities for growth in the social skills required for adequate involvement in today's society
- To enable students to adequately understand and appreciate the privileges and responsibilities of living in a democracy
- To develop a respect for authority in one's life: God, parents, government, school, work, etc evolving into complete self-discipline
- To promote good citizenship and appreciation of one's Christian and American heritage
- To impart knowledge of the world and current affairs from God's perspective that relates man to God's plan
- To instill character qualities that would be applied in every area of one's life and lead toward establishing a God-centered home

4. Cultural

- To promote appreciation for and creativity in the arts
- To encourage students to understand and appreciate cultural patterns different from those of their own
- To develop an appreciation of God's creation and respect for His sovereignty throughout the world including people from all cultures
- To develop the application of creative and critical thinking from God's perspective

5. Physical

- To provide opportunity for the learning of physical skills necessary to participate in sports
- To provide opportunities for growth in physical performance skills



G. FCA Leadership Structure and Description

1. Executive Board

- Faith Christian Academy has been organized to operate under the authority of a Board of Directors or School Board. The responsibilities of the school board are:
- Fiscal oversight/budgeting,
- Policy making,
- Oversee the school in alignment with the mission and implementation of policies established by the board
- Strategic planning
- Hiring and evaluation of the Head of School

The School Board does not serve as a representation of the parents, or any sub-group, but as one group working corporately with the administration for the benefit of the entire school. The FCA Board includes a maximum of three parents of students enrolled in the school. The ideal size of the Board is nine members. Board members must have a clear profession of faith in Christ, must be in agreement with the statement of faith, must be in good standing within the community, and be passionate about the mission and purpose of FCA.

2. Administration

The day to day operation of the school is overseen by the Administrator who is the Head of the school. The Head of School is the chief academic officer for the school and the final authority on the implementation of the policies and practices established by the School Board. The Administrator leads the administrative team as well as the faculty/staff.

3. Faculty

FCA faculty are the key to how well the school is able to achieve its mission and academic expectations. Each faculty member has a clear testimony of faith in Jesus Christ. They are trained in the content area which they teach and often bring real life experiences to the classroom as well. Not only is the faculty committed to providing a quality academic environment but also to disciple and mentor students in their spiritual growth and walk with Jesus.

4. Parent Organization

Our parent organization is called the Parent/Teacher Fellowship or PTF. The purpose of this group is to support the school by helping to organize events, provide help for the teachers and to volunteer around campus in a variety of helpful ways. The PTF hopes to help parents understand the school's purpose, programs, and philosophy. The PTF also wants to assist families in making their homes God-centered. In reality, the whole family is accepted, not just the child. FCA is committed to working with the entire family. It is very important that parents support this organization by attending yearly meetings, and by volunteering to help with fund-raising projects.

5. Parent Volunteers

Each year the school depends on volunteer hours to help support school activities. It would be virtually impossible to offer the many extra activities without volunteer support: homeroom mothers, field trip drivers, fund raising activities, etc., of which all are very important to the school! The first week of school, each parent is asked to fill out a volunteer commitment form. Your prayerful consideration about your volunteer hours will be greatly appreciated. Volunteer helpers are expected to dress in a manner that is appropriate for the task to be performed. The staff dress code policy should be adhered to when volunteers are representing the school such as in the classroom, office or attending a field trip.



H. FCA Accreditation and Memberships

1. ACSI

FCA is a member and accredited by the Association of Christian Schools International (ACSI). Faith Christian Academy is accredited kindergarten through 12th grades. Members must affirm that all of their full time instructional and administrative personnel and board members are born again believers and that we do not discriminate as outlined in our non-discriminatory policy.

2. VCPE

FCA is a member of Virginia Council for Private Education the umbrella organization designated by the Virginia Department of Education as the overseer of private schools. VCPE provides and assists private schools in understanding and properly applying applicable laws and regulations from the Virginia Department of Education as well as the Department of Social Services. Members of VCPE must be an accredited school through an approved accrediting organization to be a member.

3. Chamber of Commerce

FCA attempts to be an active part of the Alta Vista and Hurt community. The Chamber of Commerce membership helps FCA stay connect and provides opportunities for community involvement.

4. Beta Club

FCA Beta Club is for students in 10th, 11th, and 12th grade. Membership is based upon a grade point average of 3.0 and a character that exhibits service, honesty, outstanding behavior, and leadership. Students who are in Beta Club by the spring semester of their senior will be issued a gold mantle to wear at Graduation. Maintaining membership is based on the grade point average as well as outstanding behavior and character. Members who are suspended from school will be suspended from the club for one year. At the end of that one year they will have the opportunity to be reinstated based upon faculty recommendation.

5. College Boards

FCA provides the PSAT testing for high school students and helps students prepare for the SAT test. In addition, through College Boards, other services and opportunities are available for college bound students.



II. PARENT INFORMATION

Parent Commitment:

As an FCA parent you are entering in a partnership with the school. You are committing to following the policies and practices established by the school. You are committing to maintain your financial responsibilities to the school. You are committing to honoring others with your words and actions handling issues and concerns with respect and patience. Most importantly, you are committing to support the school's endeavor to raise up young men and women who know and love Jesus Christ and are prepared to share the gospel with the world.

A. Communication Tools

1. FACTS is the primary source to communicate to parents. Emailing is the main way general information and classroom information is communicated. The school website contains a secure access button for parents to access FACTS as well as many other resources. The school's website is www.fcavirginia.com. It is vital to notify the school office if you have a change of address or telephone number for either home or work. This is critical information should there be an emergency concerning your child. All families are included in the school directory unless they notify the school in writing prior to the start of the school year. See Appendix FACTS How to Sign-In
2. Parent Alert is a tool to communicate to our school families short, quick reminders as well emergency notifications. Emergency notifications will also send a follow-up phone call.
3. Invoices will be emailed on the 20th of each month, or on the first school business day if the 20th falls on a weekend or holiday.

B. Child Abuse or Neglect Notification

Pursuant to Virginia Code 63.2 – 1509, that (1) Any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social service agencies or the person in charge of the relevant school or his designee and (2) All persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person acted in bad faith or with malicious purpose.

C. Classroom Supplies

Faith Christian Academy rents all necessary texts and workbooks, which are covered by an annual book fee. However, it may be necessary for students to purchase additional materials for special assignments. Parents must supply any other necessary materials. Students in first grade and above must provide their own Bible. Students may be required to pay for texts lost or irreparably damaged during the course of the year.

D. Class Parties

Parties are enjoyed by the students on Mission's Day, Thanksgiving, Christmas, Valentine's Day, and Easter. Because of the number of children in each classroom, and the excitement that builds before a party, we are asking that only homeroom mothers and a helper prepare the treats in the classroom and help the teacher if needed. *Siblings should not be in attendance at the parties.*

1. Holidays

- Halloween - FCA does not observe Halloween in any form. We feel to do so would be against Christian principles. "Missions" will be emphasized throughout the month of October. Each class will study about a foreign country. The study will end with each class dressing in the country's native attire and preparing food, using recipes from the country studied.



- Christmas - Because we want to emphasize the true meaning of Christmas, (the birth of our Savior, the Lord Jesus Christ), our Christmas celebration and parties will be centered around Luke 2. Therefore, we will not use Santa Claus as part of our Christmas decorations or celebration.
 - Easter - Because we want to emphasize the true meaning of Easter, Easter bunnies will not be a part of our Easter decorations. There will be a special Easter chapel.
2. Birthday Celebrations (**Adjustments will be made for the 20-21 school year due to the virus**)
- Parents should contact the teacher AT LEAST one day in advance.
 - Refreshments are limited to cupcakes, cookies, or ice cream for the whole class. Exceptions must be approved by the teacher prior to the day of the celebration. Refreshments may be served at lunch, snack, or at the end of the school day.
 - The child's parents may assist the teacher in the distribution of refreshments. Please sign in at the school office and wear a badge while present in the school building or on the school campus. Siblings are not to be present at classroom parties.
 - No presents, gifts or favors are to be brought or given to the class.
 - Students may not distribute invitations at school unless everyone in the class is invited. "Everyone" will be defined as all of the boys, all of the girls, or the entire class (at least homeroom).

E. Extended Care

Extended care is offered for enrolled students (K-3 through 8th grade) at FCA, five days a week after school until 5:30 p.m. If elementary and middle school students remain after 3:00 p.m., a fee will be charged for this time. If this service is needed, parents should contact the school office for enrollment documents. High school students are not required to be in Extended Care. Extended Care payments will be due on the third day of each month, September through May. The fees for "occasional" usage of Extended Care the day services are rendered. Guidelines for Extended Care are as follows:

- All parents must sign their own child in and out of extended care. Students may not be dropped off.
- Extended Care closes at 5:30 p.m. Any child picked up after 5:30 will be charged a late fee of \$5.00 for any part of the first 15 minutes. After 5:45 p.m. a charge of \$1.00 per minute will be added. Payment will be due at the time of the pick-up.
- Please send a healthy snack with your child if your child(ren) will be remaining for afternoon extended care.
- Extended Care will be closed whenever FCA is closed for the holidays. Extended Care is also closed whenever the school is closed due to inclement weather.
- During the afternoon Extended Care, students will work on completing homework before play. If a student does not have homework, they may read during this homework time.
- Children are not permitted to go to their classroom during extended care hours, unless permission is granted by the Extended Care teacher.
- Children are expected to handle games and other materials with care and respect. Games must be picked up and the area in which the child was playing must be left neat before leaving Extended Care.

F. Financial Responsibilities

FCA Families have a financial responsibility with the school for all children who are enrolled. Once Re-enrollment/registration has taken place a Financial Contract and Financial Worksheet will be provided explaining in detail all fees and tuition related to enrollment, payment due dates, and payment amounts.



1. Re-enrollment Fee due mid-February. Registration, book and technology fees are payable annually and are non-refundable.
2. Tuition Assistance – due mid-April
3. Book/Technology/Supply Fees due end of April
4. Financial Agreement/Contract – due the end of June
5. Testing Fee - All new students shall be tested before being admitted and the cost of such testing will be the parent's responsibility.
6. Tuition - Tuition payments are due on the third day of each month: August through May (10 months) for Preschool and July through June (12 months) for grades K-11; July through April for grade 12 (10 months).

If the third falls on Saturday, Sunday, or a holiday, payment is due the next school day.

Examples: If the 3rd falls on Saturday, payment is due on Monday the 5th.

If the 3rd falls on Sunday, payment is due on Monday the 4th.

If the 3rd falls on Saturday and Monday is a holiday, payment is due Tuesday.

Late charge will be \$1.00 per day/per child for each day late beginning on the 4th.

Examples: Payment made on the 6th is two days late. Payment due is **tuition plus \$2.00**.

Payment made on the 20th is 17 days late. Payment due is **tuition plus \$17.00**.

Holidays and weekends will be assessed late charges except as stated above.

FCA is in no way responsible for mail delays and payment is considered made when received in the school office. Full payment is considered made when all late charges are paid. The student will not be given school records or report cards until all outstanding bills are paid. Checks are to be made payable to **Faith Christian Academy**. A \$15.00 charge is added to an account for returned checks.

G. Financial Assistance Process

1. Application Process

Applications for tuition assistance must be submitted to the Business Office no later than April 15th, excluding new enrollments Please see the Business Office for a Tuition Assistance application packet. Incomplete applications will not be processed until all documents have been received, completed. Before applications for tuition assistance will be considered, registration, book and testing fees must be paid.

2. Application Response

Recipients of Tuition Assistance will be notified on their Financial Worksheet once their application has been approved.

3. Application Eligibility

Tuition Assistance is only eligible to students enrolled in K5 through 12th grade. Tuition Assistance is not eligible for students enrolled in Preschool.

H. Grievance Process based on the Matthew 18 Principle

The goal at Faith Christian Academy is to be biblical in everything we do, and to put biblical principles into practice. There is nothing more detrimental to a Christian school than not applying Christian principles in the area of giving and hearing bad reports. Division can destroy unity and destroy the work of God. By following the pattern of Matthew 18 in the spirit of Galatians 6:1, unity and oneness can be developed in the school that will truly glorify our Lord and Savior Jesus Christ. The goal is to have relationships restored and strengthened for the honor of God.



The members of the Board of Directors for FCA are given the responsibility for the establishment, guidance and spiritual leadership in the operation of the school. The Board is the policy setting body of the school, with the school administrator having the responsibility for the implementation of the Board's policies. The authority of the Board is corporate, with individual members having responsibilities only as authorized by the Board as a whole.

FCA's desire is to follow the principle set forth in Matthew 18:15-19 and to quickly settle any concerns that arise. Matthew 18:15 states, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." If you should have questions or concerns about classroom procedures, please talk to your child's teacher and work to resolve matters between the two of you. FCA feels very strongly that communication will enhance the quality of the school. If a situation arises after you have talked with your child's teacher and you are not satisfied, please schedule a meeting with yourself, the teacher, and the administrator. If a situation arises after the meeting with the teacher and administrator or if you feel your concerns have not been taken care of to your satisfaction, please let the administrator know this and you may put your concerns in writing and they will be presented to the Executive Board.

If there is a concern about the daily operation of FCA, please bring these concerns quickly to the attention of the administrator. If you feel your concerns have not been taken care of to your satisfaction, please let the administrator know this and you may put your concerns in writing and they will be presented to the Executive Board.

Parents, students or teachers should not tear down or criticize one another at any time. Parents, students or teachers who have questions or disagreements regarding disciplinary actions, school actions, or other events should discuss these matters with the person involved, rather than disclosing the unresolved frustrations with one another. Please build up the body of Christ and do not be a part of tearing it down. During the entire process of voicing questions and concerns, the parent is expected to treat the teachers, office staff, administrator, and board with respect.

I. Medical Services and Medications

The school cannot administer any form of medication to students, including aspirin, without a signed authorization form from the parents or legal guardian. If your child receives a minor injury or wound, the school will administer first aid. If we feel that further medical attention is necessary, parents will be contacted immediately.

***Medication may be administered by school staff ONLY if these specific procedures are followed:*

- **Medication Prescription Container**

Medication must be in the original prescription bottle, prescribed by a physician, stating dosage and time to be given. First dosage must be given by the parent.

- **Medical Authorization**

Medication must be brought to school and be accompanied by a written authorization form entitled "Request for Giving Prescription or over-the-counter Medicine" (furnished by the school) which authorizes the school staff to act as an agent for the parent in administering the medication.

- **Over-The-Counter Medication**

Aspirin and Tylenol or any other over-the-counter medicines are considered as a medication and will not be administered without written authorization by the parent stating dosage and specific



times to be given. Over-the-counter medications are furnished by the parent and must be in original containers.

- **Medication Period**

No blanket authorizations which leave the decision to the school staff when medications should be administered will be accepted. Authorization should be for a very specific time period only.

- **Communicable Disease**

Having been diagnosed with any of the following diseases or conditions, a child must have written consent from a physician to return to school or be subject to school office approval for re-admittance: chicken pox, lice, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye, or other such communicable diseases and conditions. If a child is vomiting, has diarrhea, bad cough, or colored mucous, the child must remain at home. All children must be fever-free for 24 hours before returning to school. Parents, please help us eliminate the spread of illnesses by keeping your child at home for an adequate length of time.

- **Pandemic Flu Plan**

The school has established a Pandemic Flu Response plan and matrix that describes each level and what the response of the school will be. Each level explains how we will continue to educate your child in the event of a Pandemic Flu outbreak. We appreciate the cooperation of all school families in the implementation of this plan. DVDs are available for all school families to prepare for a Pandemic Flu.

- **Extra-Curricular**

All students participating in extra-curricular sports must complete the appropriate medical and permission forms. All students participating in the athletic programs held after school must have a physical by the first day of practice. All forms must be returned to the office, where they will be kept on file with the Athletic Director.

J. Parent/Teacher Conferences

The faculty desires to work closely with parents, and knows it is necessary for teachers and parents to have an on-going line of communication. You may use FACTS/Renweb to contact your child's teacher through email or call the office to set up an appointment to meet.

K. School Hours

- Preschool (K-3, K-4) - Begins at 8:15 a.m. and ends at 12:00 p.m.
- Elementary (Kindergarten through 5th) - Begins at 8:00 a.m. and ends at 3:00 p.m.
- Secondary (Grades 6 - 12) - Homeroom begins at 8:00 a.m. and ends at 3:00 p.m.

L. School Directory and Pictures

Unless otherwise instructed, a list of names, addresses and telephone numbers of students is published in a school directory. This list is only provided to current families of FCA. If you do not want your information given out, please notify the office in writing at the time of enrollment or re-enrollment. This list is not to be distributed for solicitation purposes.

Individual school pictures are taken in the fall. Class group pictures and entire school group pictures are taken in the spring. These pictures are used in the school yearbook and potentially in other places to promote the school. If you would prefer your child(s) picture not be displayed, please let us know.



M. Snow Days

Faith Christian Academy will announce school closings or delayed openings on the following radio and television stations: [A Parent Alert phone call and/or text will be sent to notify all parents for school delays or closings.]

WSET TV - Channel 13

WDBJ TV - Channel 7

WSLS TV - Channel 10

N. Teaching the Bible

FCA is nondenominational, teaching those truths which are central in the Protestant tradition. Our purpose is to teach the Bible, the Living Word of God, presenting its historic facts, creating a thirst for its truth and showing its relevance for today. We endeavor to teach the indisputable historic doctrines held in common by the major denominations, as literally interpreted in the Holy Scriptures (such as the Deity, Virgin Birth, Trinity, Resurrection of Christ, etc.), this includes teaching that the Bible is the verbally inspired Word of God – absolute, complete, and without error. We present that man is sinful and must accept Jesus Christ as his Savior and Lord if he is to know peace here or the glory of God hereafter. This is known as the "born again" experience (John 3).

When issues concerning denominational distinctive arise, teachers and staff are instructed, according to the philosophy and policy of FCA, to tactfully emphasize that these are denominational distinctive and that student should talk with his/her parents, and/or pastor about their personal doctrinal position. We believe our role is to reach only the essential doctrines and not to force our convictions in others areas on the students.

1. Christian Character Traits

Throughout the year character traits (i.e., obedience, love, reliability, honesty, etc.) are developed and taught in the classroom. These character traits are reinforced in the classroom, at recess, on the playing field and in the hallways.

2. Christian Example and Leadership

Our faculty and staff consist of born-again Christians that are active in their church fellowships. Teachers are expected to set a Christian example of submission and forgiveness in their relationship with students, parents, and the colleagues. They are committed to providing a Christian atmosphere in the classroom and to integrate Biblical truth into all subject areas.

3. Christian Training

A period is set aside each day for specific training in bible. The study of scripture is prepared for the particular needs, interests, and abilities of the students.

4. Scripture memorization is expected in the Bible classes as well as other classes for all age groups. Bible memory will be tested and graded.

O. Traffic Patterns

- Parents in the traffic lanes should remain in their vehicles. Anyone needing to come inside should park in the designated visitors parking areas provided in front of Building "C". Please do not park along the sidewalk, in the traffic areas or block a traffic lane.
- Preschool drop off is a specially designated area where parents can park and take their child inside.
- ALL TRAFFIC should ENTER from Business 29. Traffic will merge into two lanes going one way. The right-hand lane will pick up students from Building "B" in the circular drive-way and exit onto Pocket Road. The left-hand lane will pick up students from Building "A" and Building "C" and exit onto Business 29.
- No cars are to park in the fire lane behind the academic buildings or in front of the gym.
- Drivers should not be on cell phones while moving in the student pick-up area.



- Student drivers should park in the area designated for student parking.
- NO parking is allowed next to the gym between the hours of 8-4. This is for authorized vehicles only. (See Appendix)

P. Visiting FCA

When coming to school, for any reason other than to pick up or drop off children, please come to the school office and the Administrator or school secretary will be happy to accommodate you. If a parent would like to visit a classroom during school hours, please come to the office and arrangements will be made for your visit. **All visitors must sign in at the respective offices.**

If you intend to pick up your child prior to school dismissal, please call or send a note to the office. Please come to the office for student sign-out when you arrive, and your child will be paged on the intercom.

Q. Withdrawal

If it becomes necessary to withdraw your child from FCA, please **notify the school office in writing or in person two weeks prior to the child's last day. All withdrawals, whether before the school year begins, or during the year, must be made in writing.** If the school is not notified in advanced, the day the letter is received by the school is the effective date of withdrawal.

Tuition charges continue until notice of withdrawal is received in the school office, even if the child has been absent from school prior to the date of withdrawal. Absences will continue to accumulate until written withdrawal notice is received by the school. The total amount due upon withdrawal from Faith Christian Academy during the school year will be calculated by adding the cost of 20 additional school days (one month) beyond the effective date of withdrawal. If a student withdraws and there are any outstanding debts, FCA will exercise the right to hold all official transcripts until outstanding debts are paid.



III. Student Information: Academic

****Course Descriptions and Information****

A. Course Advancement

Because math and foreign language courses are uniquely sequential, a grade of C will be required for a student to advance to the next level course. (The student may, of course, earn this grade in an approved summer program.) A student may receive academic credit for a grade of D, but he may not use that course to satisfy prerequisites for subsequent courses. (For example, if a student earns a D for Algebra II, he can receive a math credit toward graduation requirements, but he may not enroll in Pre-calculus.) If a student retakes a course for which he has earned a D, he receives only 1 credit for both classes taken. Both grades will appear on his transcript and be averaged into the final GPA.

B. Course Sequence/Offerings for Middle School (*Subject To Change*)

Sixth Grade

Bible 6

English 6

Reading 6

Geography 6

Science 6

Mathematics 6 (Math 76 or Math 87)

Physical Education 6

*Computer/Health/Music (offered Tuesday/Thursday)

Seventh Grade

Bible 7

English 7

Reading 7

World Studies 7

Life Science 7

General Mathematics 7 or Pre-Algebra

Physical Education 7

*Health/Drama/Music/Computer

*Spanish – optional

Eighth Grade

Bible 8

English 8 (Literature and Language Content: Int Reading, Writing, Speaking and Listening Skills)

American History 8

Physical Science

Pre-Algebra or Algebra I

Foreign Language or Reading

Physical Education

*Health/Drama/Music/Computer/SAT Prep

**To be determined.*



C. Course Sequence/Offerings for High School (*Subject To Change*)

+**English** – English 9, English 10, English 11 (American Literature), English 12 (British Literature),

Composition – 1 semester, Speech – 1 semester

+**History** – World History and Cultures 9, World Geography, U.S. History 11, Government/Economics

+**Mathematics** – Pre-Algebra, Algebra I, Geometry, Algebra II, Pre-Calculus, *Calculus, Consumer Math

+**Science** – Earth Science, Biology, Chemistry, *Physics, Advanced Chemistry *, Anatomy/Physiology

Bible – NT and OT survey, Worldview, Life Application, Book/Character study

Physical Education/Health – Physical Education/Health 9 and 10, High School Physical Education Elective, Health in grades 9 and 10

Foreign Language – Spanish I, II, III

Fine Arts – Drama, Chorus as interest

***Electives** – Keyboarding; Advanced Word-processing/Graphics; Yearbook; Office Assist I & II; Teacher Assistant, Composition

Courses that do not meet every day will typically receive a half credit.

D. Course Failures

Students must make up a course either in summer school through the Alpha Omega program or a summer school course at the local public high school. Electives are not required to be made up, but no credit will be received. Students who do not make up the required summer school work by the beginning of the first day of school will not be permitted to attend FCA for that school year.

E. Course Add/Drop Process

A student may add a course up to two weeks after the first quarter and third quarter begins, unless special permission is given by the administration. All classes added and dropped must be approved by the parents and administration.

- Students may drop a course up to two weeks after the first quarter begins. Students dropping classes after the first two weeks of school or first two weeks of the third quarter will remain in the assigned classroom and will be given a “W” (withdrawal) on their report cards and transcripts. **FCA cannot guarantee another course in lieu of the dropped course. Students who choose to drop a course after this time will receive an “F” which will be averaged into their grade point average.**

F. Course as Independent Study

Some courses may be taken through independent studies due to scheduling conflicts, the need to make up a course, or in some cases to move through courses more quickly. These will be high school credit courses.



****Credit Descriptions and Information****

A. Credit for High School Course as an Eighth Grader

Credit towards high school graduation may be earned by middle school students who successfully complete courses in the following subject areas: Math, Foreign Language and History. The following criteria must also be met:

- Only students going into Eighth grade are eligible.
- The final grade for the course must be a 75% or higher.
- FCA students must take the final exam unless they have a 95% average or higher for all quarters.
- If a course, from a different school, has been given high school credit FCA will count this course for high school credit. The grade for the course must be a 75% or higher

*Students who have taken a high school math class in middle school would typically be scheduled for advanced math classes during their junior and senior year. These course maybe in the traditional classroom or online.

B. Credit Requirements for Home School Transfers

Students who have been home schooled may receive credits toward graduation for courses successfully completed at home. Parents of these students must provide the school with an evaluation, portfolio or other evidence of the work done. An administrator or guidance counselor will evaluate the evidence to determine whether credit is warranted. Like all other entering students, home school transfer students will be given placement tests to help the staff determine which course would be most appropriate for them.

C. Credit Requirements for Graduation

A minimum of 24 credits is needed for graduation (however, a transfer student will not be required to meet the Bible requirement, except for the grades in which he is enrolled). In each student’s cumulative record, there will be an account of the subjects completed and subjects needed for graduation. Students and parents should note that colleges have their particular requirements which may not be met by our diploma standards, and they are strongly encouraged to consult the administrator about courses scheduled.

- Seniors must take a minimum of 4 credits during their senior year.
- One technology credit must be earned for graduation – this credit may be earned by taking two years in yearbook.
- Students must take CPR and First Aide (*possibly completed during J-term*) and one online course to graduate.

Subjects:	Advanced	General
English 9, 10, 11 and 12	5 ¹	5
History - World History, World Geography, U.S. History, Government)	4	4
Math ²	4	3
Science ³	4	3
Bible 9, 10 or 11, 12	4	4
Physical Education/Health	2	2
Foreign Language	2	0
Econ/Personal Finance	1	1
Electives	<u>2</u>	<u>2</u>
Total Credits:	28	24



¹Composition will be required for the Advanced Diploma; this class may be taken either at the high school level or the college level.

²All students must complete 3 math courses; for the advanced diploma, the courses must include at least Algebra I, Algebra II and Geometry. Pre-Algebra will not count as a high school credit. It is required that three additional math credits be earned in high school for those students receiving credit for a high school course taken in middle school.

³Science courses must include three of the following: Biology, Earth Science, Chemistry, or Physics, and/or Anatomy and Physiology. Additional courses may be obtained through alternative credit options. If an additional science course is not offered during the senior year at FCA, 3 science electives will be required for the advanced diploma.

⁴To receive foreign language credit; a student must take two years subsequently of the same language. Many colleges require two years of foreign language in high school and competitive colleges require three years of foreign language in high school.

A Modified Diploma will be recommended by the administration on a need basis for students with specific, documented learning needs.

D. Credit Earned Outside of FCA (Alternative Credit)

In some cases, students may receive credit for courses not taken at FCA. For example, a student might need to retake a course that he/she failed or in which he received a grade insufficient to advance to the subsequent course. Students might also desire to pursue studies that are unavailable at FCA. In order to make sure classes, grades and credits are appropriate a student must:

- Submit a Request for Alternate Credit Form (found in the main office) to the School before June 1 for summer, before August 1st for fall and before December 1st for Spring.
- Submit a detailed letter outlining reasons for seeking alternate credit.

All Alternative credit courses must be approved by the administration for students to receive FCA credit. All credit submitted must meet FCA criteria for acceptance before added to transcript. The School will notify students of the school's decision as well as any additional requirements.

The student's schedule will be made based on the courses completed/needed at FCA and will be changed upon receipt of the final alternative course grade. Students should contact the school to change their schedule after completion of any alternative course.

Options for Alternative Credit can be taken through the local high school, the community college (approved courses), or through approved online courses. These options include CVCC, Virtual Virginia, Seven Star, LUOA, LU Online, Alpha Omega as well as other potential options.

• A few things to know if interested in CVCC or LU Online:

- Students must get approval from administration.
- Students must pass the CVCC Compass test for their subject area.
- Applying for admission to CVCC or LU is different. Typically, FCA can help to facilitate these processes.
- Failed dual credit or college credit courses do effect your future college grade.
- College credit/dual credit courses typically count for (3) college credits but only (1/2) high school credit.
- College credit/dual credit courses are often completed/scheduled differently than the FCA schedule.
- If a student decides to take a course online that FCA offers, but does not pass there is no guarantee the course will be offered the following academic year. For seniors this is very important to keep in mind.
- Students must be 16 years or older to take classes for dual credit at CVCC or LU Online. In addition, other requirements or prerequisites may be required by the institution.



E. Credit for Internships and Work Study

A senior who needs fewer than five credits to graduate may attend school for part of the day and work off campus during the rest of the school day, provided the job is career enhancing. (Example: an internship or a mentoring study program under proper oversight.) The job must fit into the student’s schedule and follow policies stated previously. The administrator must approve all mentorship programs. Students who are eligible for the mentoring program in their senior year must make all necessary arrangements with their mentor and Administrator by June 1st of the junior year. Such a student will pay full tuition. A student may receive pay at the work place, and may earn either 1 or 2 credits.

****Grade Descriptions and Information****

A. Grade Point Scale

The grade point average (GPA) is computed at the beginning of the senior year and is based upon grades in all subject grades 9-11. The GPA is based on a 4.0 scale: A - 4.0, B – 3.0, C – 2.0, D – 1.0, F - 0. College classes, science classes beyond the three years required, and calculus will be weighted courses: A – 4.5, B – 3.5, C – 2.5, D – 1.5. The GPA is computed by multiplying each credit or part of a credit by the quality points.

Grade	Points	Equivalent	Advanced/College Courses
A	4.0	90-100	4.50
B	3.0	80-89	3.50
C	2.0	70-79	2.50
D	1.0	60-69	1.50
F	0	0-59	0

The sum of the quality points is divided by the number of credits attempted.

Example:

A 10th grade student receives the following grades:

English	82	3.0
Advanced Chemistry	87	3.50
Geometry	93	4.0
Bible 10/11	96	4.0
Biology	90	4.0
Spanish II	79	2.0
Total Quality Points:		20.50
Divided by 6 credits earned		
Grade Point Average =		3.417

B. Grade and Criteria for Valedictorian and Salutatorian

It is the policy of Faith Christian Academy to recognize a qualified valedictorian and salutatorian each year from the senior class based on the highest academic and moral standards.

Valedictorian

The honor of Valedictorian will be awarded to the student who has earned the highest grade point average upon completion of the seventh semester of high school with the minimum GPA of at least 3.75. The following are additional requirements that must be met:



- The grade point average will be calculated after the seventh semester (grades 9-12) and then monitored for the remaining semester. GPAs will be carried to 3 decimal places, in the case of a tie, the following 12 point scale will be used to break the tie:

Percentage grades will be used as follows:	12 points – 100 – 97
	11 points - 96 – 93
	10 points - 92 – 90
	9 points - 89 - 87

(1 credit courses will be multiplied times 1, ½ credits multiplied by .5, that total will be summed and then divided by the number of total credits)

- Must have completed entire eleventh and twelfth grades at FCA.
- The student has no suspensions in their senior year and two or fewer detentions up to and including graduation.
- All tuition fees must be paid one week prior to graduation.
- The student must have completed all course requirements.

If the student with the highest GPA does not meet the requirements, the student with the next highest GPA who meets the requirements will be bestowed the honor.

Salutatorian

The honor of Salutatorian will be awarded to the student who has earned the second highest grade point average upon completion of the seventh semester of high school with the minimum GPA of at least 3.50. The following are additional requirements that must be met:

1. The grade point average will be calculated after the seventh semester (grades 9-12) and then monitored for the remaining semester. (GPAs will be carried to 3 decimal places, in the case of a tie, same as above.)
2. Must have completed entire eleventh and twelfth grades at FCA.
3. The student has no suspensions in their senior year and two or fewer detentions up to and including graduation.
4. All tuition fees must be paid one week prior to graduation.
5. The student must have completed all course requirements.

Based upon the criteria listed above, it is possible that FCA not have a valedictorian or salutatorian who is acceptable if no one meets the criteria. The Valedictorian and Salutatorian will both speak at graduation.

C. Grade Requirements for Athletes

Students are encouraged to participate in the after school sports program offered at FCA. Students are given the opportunity to honor God with their bodies and develop team skills and leadership abilities. Academics are a priority and must be maintained in order to participate. Complete information is available in the Athletic Handbook.

D. Grade Requirement for Exam Exemption Policy

Students in grades 6th-8th will be required to take 9 week tests for every quarter. Any 8th grader taking a high school course for credit will take both semester exams for that high school course. Students in grades 9-12 who earn an “A” (90% and above **each quarter**) may be exempt from the spring final exam for that particular subject. Extra credit or extra work to bring a grade up cannot be applied to a previous quarter and should not excited the extra credit limit.

E. Grade Resulting in Academic Probation



Students will be placed on academic probation if they receive a “D” in any subject at interim report time or report card time and will remain on it until the next report card unless the parent chooses to have the child remain on it longer. With our online data management system, FACTS, parents can view student’s grades at any time and can receive regular notices. The goal is to hold students accountable and keep parents informed of their child’s progress and performance.

When students are accepted for enrollment at FCA, they are accepted on a nine-weeks trial basis. The Administrator will decide at the end of the nine weeks if there are academic, or conduct problems prohibiting continued enrollment. Students may be placed on probation if continual misconduct or poor academic achievement continues.

F. Other Grade Information

1. Extra Credit

Extra credit must be completed one week prior to the end of the quarter and must be work of substantial effort. Extra credit can only raise the final quarter’s average a max of 5 points.

2. Late Work

Late work policy – 10% off for each day late for homework and for projects.

Make-up Tests and Quizzes

(Adjustments will be made for the 20-21 school year due to the virus)

If a student is absent the day(s) prior to a test, and the test was assigned prior to his absence, he shall be required to take the test. If the student was ill and unable to study for the test, the parent must write a note and the student and teacher will work out a time for the student to take the test. Making up work is the responsibility of the student, not the teacher.

3. Planners

Middle school students purchase school planners at the beginning of the school year and use them throughout the year to develop planning/time management skills.

4. PSAT

All 10th and 11th graders will be required to take this test in October at the school. Students will be responsible to pay for this test prior to taking it. Ninth graders have the option of taking the test if there is available space. Courses may be taken online to improve scores through Kaplan Testing or locally through the community college or Sylvan Learning Center.

5. Ranking

Seniors are ranked according to their grade point averages at the end of their junior year. Students who transfer to FCA after their second semester of their junior year will not be given a rank in class.

6. SAT/ACT

Students are encouraged to take the SAT/ACT as early as possible for the practice and development of test taking skills for college entrance. All students who are planning to attend college must take the test by the spring of their junior year. The test dates are annually posted. The SAT measures aptitude and ACT measures achievement.

7. Semester Exams and Nine Tests

Semester exams are given in all subject areas with the exception of physical education and are considered cumulative. Semester exams are given in December and May. Quarter tests will be given to students in sixth and seventh grades.

8. Transcripts

Numerical grades are recorded each semester on the student’s transcript that is kept in the cumulative folder of each student. Upon entering 9th grade, each student starts with a “clean slate” – no previous grades (with the exception of Algebra I or Foreign Language) are recorded on this transcript. Students and parents need to realize that these transcripts are sent to colleges or prospective employers. Absentee and tardy information is kept on file and is often requested by colleges and employers as well.



9. Service Requirement

Faith Christian Academy requires our students to go beyond academics in their walk with Jesus Christ. One way in which we do this is the addition of a service requirement. These service hours will be explained by the Bible teacher. Services hours are required for each semester and are to be validated by a signature from the party or parties receiving the service. Service hours will be required to receive the maximum grade in Bible class. The lack of service hours alone will not fail a student for the semester. A lack of service hours will lower the student's semester average.

10. Stewardship of Books and School Equipment

As a student at Faith Christian Academy, you are responsible to take good care of the equipment and materials that you use during school.

You are responsible for the repair or replacement of an item if you are misusing or are being irresponsible in the use of equipment or materials. All books are to be covered all year and to be handled with care. Students (parents) will be assessed either a repair fee or replacement cost if the school books or equipment are damaged. In addition, each student is responsible for keeping his/her area clean whether in the classroom, out at recess or in the lunch room. Being neat and orderly as well as respecting property is a life-long character quality that we want in our young people.

11. Studies/Homework

Students are to develop a serious approach to their studies, putting forth their best effort in all that they do in order to honor God, be a good learner, and to develop good study habits for lifelong learning. Homework is used to reinforce skills learned in class and to develop independent learners. We want to develop fortitude in our students so that when they come across difficult problems – they learn to work/wrestle through the problem rather than giving up. We want to develop and encourage good learners and thinkers not for the grade on a report, but rather to develop good thinking abilities that will be used throughout life – this honors and glorifies God.



IV. STUDENT EXPECTATIONS: BEHAVIOR / CONDUCT

****Attendance Guidelines****

Each student is expected to be at school and on time for classes. It is the law of the Commonwealth of Virginia that school-aged children should be in school. Students at private schools are not exempt from this law. Students who stay home from school for part or all of the school day for any reason other than personal illness or prearranged family travel are truant. Furthermore, it is a necessary part of the education process that students be present for instruction offered by the school. Parents must call the school no later than 8:30 am when their child is going to be absent or tardy. If there is no notification the office will begin calling to confirm the whereabouts of the student.

(Adjustments will be made for the 20-21 school year due to the virus – NO ATTENDANCE AWARDS – please keep your child home if he/she has symptoms or is ill. Children must be fever-free without medication for 72 hours.)

Preschool (K3, K4)

- An attendance record will be kept.
- A student who is absent from class for 1 and 1/2 hours or less will be credited with 1/2 day in attendance.
- A student missing more than 1 and 1/2 hours will be considered absent for the entire day.

Elementary Grades (K5 - 5th)

- Students entering school after 10:00 a.m. or leaving before 1:30 p.m. shall be credited with 1/2 day in attendance.
- If a student misses more than four (4) hours, he will be counted absent for the entire day.

Secondary School (6th - 12th)

- Students missing more than four (4) hours/periods will be counted absent for the entire day, and will not be able to participate in athletic games or after-school activities that day.
- Students missing less than four hours will be credited with 1/2 day in attendance.

A. Absentee Note (K5 - 12th)

- A written or electronic note, signed/dated by a parent/guardian, must be submitted to the school office for ALL absences immediately after a student's return to class.
- Any doctor's note, signed and dated, will be counted as an excused absence.
- Should a student return to school without a note, the student will be admitted to class and **the absence will be considered "unexcused" until the note is received in the office. If the note is not received five (5) class days after the absence, then the absence will be "unexcused." This includes doctor's notes.**
- Students in grades six and above must obtain an appropriate pass from the office to present to each class teacher for class admittance throughout the day.

B. Absentee Limits

- Maximum Days Allowed: Elementary and Secondary School



If a student misses more than twenty (20) days (for any reason), his promotion will be in jeopardy. If a student in elementary school misses 25 days, he will not be promoted. If a student in middle or high school misses any class 25 times, he must repeat the class. Unexcused tardies and unexcused absences count toward the total days of allowed absences. The Board will consider a waiver of this requirement for physician verified extended illnesses only. The decision to grant a waiver shall be subject to and based upon the sole discretion of the Board.

- **Notification to Parents of Excessive Absences:**

When a student in elementary, middle or high school has obtained 10 absences, the elementary teacher or the secondary office (for grades 6-12) shall advise the parents of the attendance situation. When a student has fifteen (15) absences, the office will send a letter of notification and the administrator/principal will call the parents to notify them of the number of days missed. When a student has 20 absences, a letter will be mailed to the parents reminding them of the school policy that promotion is in jeopardy.

C. Excused Absences

- A verified illness of student which is excused by a physician shall be considered excused. A note, signed and dated, by a physician must be turned into the school office.
- Illness or death in student's immediate family (parent, sibling, grandparents, uncle or aunt) that requires the student to miss school. Typically, these would be issues such as sudden sickness or unexpected accident.
- Participation in approved school activities.
- Any legal or government related requirements confirmed by a copy of the invitation/request letter.
- If the absence is excused, students will be given two days for each school day missed to complete make-up work with no loss of credit.

D. Pre-Arranged Absence Procedures

A note written by a parent or guardian stating the date and reason for the absence must be presented no later than two (2) school days before the absence.

Elementary:

Parents of elementary students should meet with their child's teachers (K5 - 5th) to get assignments and directions as how to complete any work that will be missed.

Secondary:

The following pre-arrangements must be made for middle and high school students (6th - 12th):

- The student must obtain the prearranged absence form from the office and meet with each teacher. The teacher can add details to the form or simply sign off that they were notified. Homework, projects and other required school work will be listed in FACTS.
- The student must obtain an administrators or designated person's signature as well.
- Any request to take a test/exam early must be arranged with the teacher/administration and a \$15 fee will be applied.
- Pre-arranged absences are unexcused unless they fit the descriptions under Excused Absence.

E. Unexcused Absences

Elementary

- Absences for all reasons other than excused absences are unexcused. Suspensions are considered unexcused absences.



- All work missed must be made up. All homework is to be made up within two days or a late penalty will be issued. Tests/quizzes may be made up at a convenient time for the teacher.

Secondary

- Five unexcused “grace days” per semester are permitted without grade penalty. Once these days are used the sixth (6) unexcused absences will receive a one (1) point reduction on the current quarter grade in each class that was missed. Once ten (10) or more unexcused absences are reached the current quarter grade will receive a two (2) point reduction on the quarter grade. If a student continues to miss school for unexcused reasons a parent meeting will be held to discuss the situation and additional intervention.
- Suspensions are considered unexcused absences.
- All homework is to be made up within two days after returning to school or late penalties will be issued. Tests/quizzes may be made up at a time convenient for the teacher. If afterschool arrangements are needed, then a \$10 proctoring fee will be applied. Tests must be made up within a reasonable time from the absence, but prior to the end of the quarter. Students need to arrange make-up tests with the teacher.
- All school work required by the teacher/class must be made up. Any alternative arrangements must be approved by the administration.

F. Tardiness

As part of our plan to help students prepare for their future we emphasize the importance of punctuality. Students are expected to arrive on campus and report to all classes and activities on time. Tardiness to school and to class has the potential to set the stage for habitual tardiness to work and other responsibilities later in life. To re-enforce our commitment to punctuality we will implement the following procedures and penalties with regard to tardiness:

- Tardiness to school - An allowance of ten (10) tardies per semester are permitted without penalty. Additional tardies to school, will be assessed a fine of \$1.00/day/tardy over ten. All tardies will count against this policy unless the tardy aligns with the excused absence qualifications.
- Tardiness to classes - Students are expected to be in class and ready to begin when the bell rings. After 10 tardies per semester to any class one unexcused absence will be added.
- Tardiness to a specific class - Students are expected to be in class and ready to begin when the bell rings.

The accumulation of five (5) tardies in any class will be counted as one unexcused absence.

The accumulation of ten (10) tardies in any class will be counted as a second unexcused absence and a parent conference will be held with the teacher and Administrator.

****Dress Code Guidelines****

The dress code is our endeavor to provide guidelines in dress that will not only place the student in an attitude of learning, but also will glorify the Lord. 1 Cor. 10:31, "...whatsoever ye do, do all to the Glory of God." FCA's desire for the school day is that the attire be neat, attractive, modest, and appropriate.

Recognizing that no dress code will satisfy the personal views of everyone, the over-riding consideration in each instance will be to determine whether a questionable practice exceeds the limits of modesty, brings discredit to the school, or offends contemporary Christian standards of decency. **Any matters regarding dress not specifically addressed by the dress code shall be determined by the Administrator/Asst. Administrator.**



ECLC Boys and Girls (K-3 & K-4)

- Neat short sets, skirts/dresses (with shorts underneath), pants, and jeans will be allowed for ECLC students.
- Sun-dresses and halter tops are not acceptable.
- Clothing with pictures, slogans, decals or large logos are unacceptable unless it is FCA apparel.
- Skirts and dresses should be of adequate length to not compromise the modesty of the wearer during routine school activities.
- Hair should be clean, neatly combed and kept away from the eyes. (Please avoid extreme fad haircuts.)
- Shoes and socks (or tights) must be worn at all times (except nap time).
- Tennis shoes must be neat, properly tied, and in good condition.
- Clothing may have generic pictures, but we prefer to stay away from cartoon characters.

Elementary

First and foremost, we want to help students focus their attention on the most important issues before them - their spiritual well-being and academic progress. In this world of cultural battles, dress is another place where our culture is seeking to "sexualize" our students even through such subtle or not so subtle things as dress (see Chuck Colson's Breakpoint article, 9/13/02). We want to minimize the peer pressure and expectations that, unfortunately, often accompany the importance of clothing, status, and appearance in young people's minds. We also recognize that though students do not want to be judged by their dress, the reality is that we live in a visual world where we all do indeed make judgments. We want to minimize those judgments here at school as well as prepare the students for the world where they will be judged by their appearance.

Pants and skirts may be purchased from a variety of sources such as: Lands End, Frenchtoast.com, Target, JC Penney, and other such shops as long as they conform to the guidelines listed below. Jumpers will need to be purchased from one of the two companies listed below.

All Elementary Girls (Kindergarten - Fifth Grade)

- Slacks: Dockers or Classic style in colors of khaki/stone/sand, navy blue, or black; no cargo pants.
- Jumper: (any style) from "French Toast" or "Land's End" in same colors as slacks or in burgundy plaid.
- Shorts/Skort: knee length, same colors as slacks; can be worn in August/September and after Easter break; Dockers or Classic style in colors of khaki/stone/sand, navy blue, or black; no capris.
- Blouses/shirts: Polo shirts, long or short sleeves, and blouses with Peter Pan collar, long or short sleeves, in colors of white, burgundy, black, navy blue, and light blue. *Blouses/shirts are to be tucked in.*
- Turtlenecks and Mocks: alone or under sweater, in same colors as shirts.
- Sweaters: pullover or cardigan, in same colors as shirts (no vests).
- Skirts: knee length or longer in same color as slacks.
- Shoes: Regular shoes or tennis shoes are permitted for elementary-aged children. Shoelaces must be tied. Socks are to be worn at all times. No sandals or flip-flops are permitted. Solid colored socks or tights are to be worn.
- Belts or elastic waistbands are required.
- Hair: Girls' hair must be combed neatly and well-groomed. No "fad" styles, or unnatural coloring is permitted.
- Jewelry: No excessive number of earrings in the earlobe and no other visible body piercing. No tattoos of any kind.

All Elementary Boys (Kindergarten - Fifth Grade)

- Pants: Dockers or Duckhead style in colors of khaki/stone/sand, navy blue, or black; no cargo pants.
- Shorts: knee length, same colors as slacks; can be worn in August/September and after Easter break; Dockers or Duckhead style in colors of khaki/stone/sand, navy blue, or black.
- Shirts: Polo shirts, long or short sleeves or Oxford shirts, long or short sleeves, in colors of white, burgundy, black, navy blue, and light blue. *Shirts are to be tucked in.*
- Sweaters: pullover or cardigan, in same colors as shirts (no vests).



- Turtlenecks and Mocks: alone or under sweater, in same colors as shirts.
- Belts and or elastic waistbands are required.
- Shoes: Regular shoes or tennis shoes are permitted for elementary-aged children. Shoelaces must be tied. Socks are to be worn at all times. No sandals or flip-flops are permitted.
- Hair: Boys' hair must be combed neatly and well-groomed. No "fad" styles, or unnatural coloring is permitted. Hats are not to be worn in the building.
- No jewelry except one watch and one finger ring or necklace worn inside the shirt. No tattoos of any kind.

Consequences for Dress Code Violations for Elementary

Improper Attire

- 1st time Warning & note home
- 2nd time Sent to office and Administrator will call home
- 3rd time Parent will bring a change of clothes before child returns to class

Improper Wearing of Attire

- 1st time Warning
- 2nd time Time off at Recess and note home
- 3rd time Sent to Administrator

Upper School Dress Code 2021-22

MS/HS Girls:

- Slacks: in colors of khaki/stone/sand, navy blue, or black; cargo pants are allowed, no hip-huggers or low riding pants, no jeans of any color/style, no tight-fitting knit pants. Sweat pants are not permitted (including spirit wear sweatpants).
- Shorts/Capris: top of knee length or 1 inch above the knee, same colors as slacks; can be worn in August - October and the month of May; (Shorts and Capris are not to be tight-fitting; looser styles can be found at Lands' End)
- Blouses/shirts: Polo shirts of any solid color may be worn. Shirts may have a small logo, but no large print letters or message. No sheer blouses of any type at any time. No undergarments straps should be seen.
- Shirts are not to be form-fitting, nor may they show the midriff when hands are raised.
- Dresses/Skirts: knee length or no more than 1 inch above the knee in same color & styling as slacks
- Shoes: Regular shoes or tennis shoes. Shoelaces must be tied. Socks are always to be worn. Crocs with straps are permitted - must wear socks with them. No flip flops or open toed sandals
- FCA outerwear: must have FCA logo printed on it. Includes sweatshirts (no hoodies) sweaters, light weight jackets. Any outerwear that does not have the FCA logo must be kept in your locker and not worn in the buildings.
- Hair Girls' hair must be combed neatly and well-groomed. No "fad" styles or unnatural coloring is permitted.
- Jewelry: No excessive number of earrings in the earlobe and no other visible body piercing. No exposed tattoos of any kind.
- PE: All MS/HS students are required to wear/purchase an FCA PE shirt. No other shirt will be permissible to participate in PE class. Please see the main office for purchasing details.

Casual Fridays:

- Jeans/shorts may be worn. No bib overalls are permitted.
- FCA or Christian t-shirts are permitted.

MS/HS Gentlemen

- Pants: Dockers or Classic style in colors of khaki/stone/sand, navy blue, or black; cargo pants are allowed; no jeans of any color; belts are required if shirt is tucked in; not to be worn excessively baggy.



- Shorts: knee length, same colors as slacks; can be worn in August-October and the month of May.
- Shirts: Polo or oxford shirts of any solid color may be worn. Shirts may have a small logo, but no large print letters or message. Shirts may be untucked if the shirt has a straight bottom seam. No flannel shirts.
- Belts and or elastic waistbands are required.
- Shoes: Regular shoes or tennis shoes. Shoelaces must be tied. Socks are to be worn at all times. Crocs with straps are permitted – must wear socks with them. No flip flops or open toed sandals
- Hair: Boys' hair must be combed neatly and well-groomed. Hair should not longer than the bottom of the boy's collar. No "fad" styles, or unnatural coloring is permitted. Hats are not to be worn in the building.
- No jewelry except one watch and one finger ring or necklace worn inside the shirt. Any pierced jewelry should not be worn to school nor during any athletic events.
- No exposed tattoos of any kind.
- FCA outerwear must have FCA logo printed on it. Includes sweatshirts (no hoodies) sweaters, light weight jackets. Any outerwear that does not have the FCA logo must be kept in your locker and not worn in the buildings.
- PE: All MS/HS students are required to wear/purchase an FCA PE shirt. No other shirt will be permissible to participate in PE class. Please see the main office for purchasing details.

Casual Fridays:

- Jeans/shorts may be worn. No bib overalls are permitted.
- FCA or Christian t-shirts are permitted.

Tattoos or temporary tattoos should not be worn to or in school.

Secondary Dress Code and Consequences (see Appendix).

Special Dress Down Days and Activities

Jean days will be held throughout the year. Immodest, overly tight jeans, or excessively baggy jeans will not be permitted on either young men or women. No holes, rips, ragged hems, or decorations, please. Special dress guidelines will be announced for specific events such as athletics, spirit week, field trips and other special events. On game days, team members will be expected to dress up according to guidelines in the Athletic Handbook.

School Apparel

All FCA logo sweatshirts/t-shirts are permitted to be worn throughout the year on Friday's only, unless approved by administration.

School Paraphernalia

Lunch boxes, book bags, notebooks, gym bags or anything relating to these categories should not have pictures, slogans, or writing (includes designer labels) unless related to FCA.

****Behavioral Guidelines****

FCA serves students with a broad spectrum of family and church backgrounds, among which there are differences of opinion as to what practices are acceptable for Christians. A student at FCA is expected to conduct himself according to the highest Christian standards of honesty, integrity, responsibility and love toward his fellow students.

Each student is expected to conduct himself/herself in an orderly, honest, courteous, sportsman-like manner at all times, with prompt and respectful obedience to those in authority. Not only does FCA desire students to adhere to this, but also to promote and encourage their peers to adhere to these standards also.

A. Bullying

Bullying behavior is a form of harassment and antisocial behavior and will not be tolerated at FCA. It is defined as intentional, hurtful behavior perpetuated over a period of time, in a relationship characterized by an imbalance of power.

Bullying can occur in three main ways:



- Physical: where the person being bullied is hit or kicked, or when belongings are taken or damaged.
- Verbal: consists of name-calling, casting insults, threatening language, racist or sexist remarks.
- Indirect: when malicious rumors or stories are spread or the person is excluded from the social group.

In the event a report of bullying is verified by an administrator, the student may be disciplined using a tiered system from warning to after school detention to suspension or expulsion. The level at which the offense will be categorized is at the discretion of the administration.

B. Cheating

Cheating is an unacceptable practice in any institution and most certainly in a Christian academic institution such as FCA. All of our actions should give testimony of our Lord Jesus Christ – how we do our work and not deceiving is obedience to Christ. Cheating has become more of a prevalent problem in our society with the access to the Internet and the capabilities of the computer. We take cheating and plagiarizing seriously and will not tolerate it. We want our students to be recognized as individuals of outstanding character who seek to follow God’s standards both internally and externally. Cheating is a deliberate act to give or receive information in a dishonest manner. These acts include but are not limited to: 1) representing someone else’s work as your own, 2) allowing someone else the use of your work – this includes the sharing of information on computer disks, 3) giving signals to another person during a test, 4) using cheat sheets or any other test aids that are not allowed, 5) employing others to do your work, 6) sharing information about a test with those who have not yet taken it, 7) not appropriately documenting information in a paper, 8) copying/downloading information off of the internet and using it as your own. **The student supplying the information as well as the student receiving is guilty of cheating.**

Grades 6 – 12

1st Offense: Grade of 0 is given, parents are called.

2nd Offense: Grade of 0 is given for the assignment, one day suspension, parents are called.

3rd Offense: Grade of 0 is given, parents are called and up to three suspensions maybe issued.

C. Code of Honesty Policy

Students will be asked to sign the following statement of tests/quizzes/projects/etc.: **“On my honor, I have not given nor received any help on this test/paper/etc., and understand the consequence of cheating.”**

D. Communication Devices (Cell Phones, Smart Watches, Etc.)

FCA understands that we live in a day and age were having a device in one’s hand at all times is normal. That being said FCA does not have an educational reason for students to have a device on their person while at school.

- Middle school students, grades 6-8th, are asked to leave their devices at home and not bring them to school at all. If parents wish for them to have a phone, etc. for afterschool they are welcome to level the device in the office. MS students who choose to have a phone/device on campus between the time of arrival and their departure from campus will have their device confiscated and parent/guardians must come to school and retrieve the device.
- High school students, 9-12th, are not to have their phone/device on them at any time throughout the day (from 8am till 3pm.). Phones/devices are to be kept in locker or backpack. Students using a phone or other handheld devices during the school day will have the device confiscated and parents/guardians must come to the office to retrieve the device.



- Students who repeatedly struggle with following these guidelines may also have a detention or other consequences added to the confiscation of the phone/device.
- Students involved in sports activities must abide by the guidelines established by the athletic department.
- Students involved in school related activities, field trips, overnight trips, etc. will be given specific guidelines for phone and device usage.

E. Computer Use –Additional guidelines will be given for the 20-21 school year with the implementation of Google Chromebooks.

Students may use the computers in the main lab before or after school with the permission of the teacher and administrator. Students must sign in and out of the lab. No non-educational games are to be played during the regular class times. Priority for computer use will be given to students completing school assignments.

Additional guidelines for using computers at FCA:

- Documents should not be saved to the hard drive unless given specific instructions by the instructor as to the location to save it. Do not save any document to a windows directory or c:\ directory. **All Documents will be saved to each child's personal Google Drive.**
- The instructor must approve all shortcuts placed on the desktop.
- Screensavers and backgrounds can only be changed with staff approval and should be in accordance with the school's mission.
- Music played must follow the music guidelines.
- Installation of software (including downloading) is prohibited unless approved by the instructor and the administrator
- All students who use the Internet must have an Internet usage agreement on file.
- Students may not access wireless services that are not part of the school's system.
- Flash drives or Google Drive will be used.

F. Cyber Bullying

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment.

Cyber bullying includes, but is not limited to the following misuses of technology:

- Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images
- Inappropriate web site postings (including blogs)
- Posing as someone else when sending inappropriate material.

Students who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to an administrator. Incidents of cyber bullying are subject to the same levels of discipline as bullying above at the discretion of the administration/leadership.

G. Discipline Procedure

Our goal as a Christian school is the academic and spiritual training of children within a Christian atmosphere and philosophy. This is simply not possible without respect for authority from each student. Any child having consistent problems with his behavior and/or disrespect in any way for authority will be dismissed from school. At no time will corporal punishment be used as an option in discipline by the school personnel.

1. Minor Infringements



When minor infringements of expected conduct have taken place, the teacher will act to correct the situation. There is a difference between punishment and correction, and the latter is our intention.

2. Continued Minor Infringements

If minor infringements should continue regularly or if something more serious should happen (such as lying, cheating, fighting, disobedience, or showing disrespect for authority), the child will be sent to the Administrator's office. Depending upon the situation, the Administrator may

- simply discuss the student's behavior with him/her
- verbally and strongly reprimand the student
- assign work to the student
- give an after-school detention
- contact the parents OR
- suspension

3. After School Detention

- After school detentions will typically be served on Fridays day for 45 minutes after school. Students should report to the office to go to the assigned detention room.
- Students should hand in signed detention slips to the detention teacher the day after the detention is given.
- Students should be on time, and should not leave until dismissed by the teacher on duty. If the student is late, he/she will serve an additional detention.
- Students will either have a work duty or an assignment to complete. (No laying head on the desk, or propping of the head on the hands, and students are to stay awake.)
- Students should not talk, except to the teacher in charge.
- When a student has received five (5) after-school detentions, he will automatically receive a one (1) day suspension.

4. In-School/Out-of-School Suspension Procedures

When a student has received **five (5) after-school detentions**, he will automatically receive a **one (1) day suspension** as designated by the Administrator.

- Students who are suspended for either in-school or out-of-school suspension will receive a one-point grade reduction for each class on the end of the quarter average. Students are expected to make arrangements to make up tests, quizzes, and homework with each teacher.
- Length of Suspension:
The recommended length of suspension is one (1) to (5) days. These days will be counted as unexcused absences.
- Parental Conference (phone or in person):
A conference with the student, parents, and the Administrator will be held to review the reason for the suspension.

5. Expulsion

The Administrator reserves the right to recommend a dismissal (expulsion) of a student who, in his judgment, does not conform either to the stated regulations governing students' conduct or to the expressed principles, policies, and programs of the school. When an event that merits expulsion occurs, the Administrator shall suspend the child and arrange for a meeting with the child, the parents, the Administrator, and the Board to occur during that period of suspension. This meeting will be scheduled within three (3) school days. The Board will make the final decision on whether expulsion shall occur.



Examples of causes for dismissal are: continued willful disobedience, habitual profanity, possession of drugs or alcohol, possession of weapons, willfully defacing school or personal property, sexual misconduct, sexual harassment, or committing an offense that involves law enforcement.

When expulsion occurs, the student is not allowed to return to school until the following semester and only then with proof of counseling and a repentant spirit.

6. Probation

Probation gives a student an opportunity to correct his/her problem. The length of probation is generally a period of nine school weeks, after which if problems have not developed, probation is terminated. If problems do develop, a student is subject to suspension or dismissal at any time during this probation.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or dismiss the student immediately.

H. Drugs /Alcohol/Smoking/Vaping

FCA encourages students to be sensitive to the many principles of Christian living that are found in the Bible. The school also imposes certain specific guidelines for the conduct of students. Although such man-made regulations cannot improve upon our standing in Christ, they can strengthen the life and testimony of both the individual and the school. To this end, FCA expects its students to refrain from the use of illegal drugs, alcoholic beverages, tobacco, pornography, or foul language, both on and off school grounds. Student use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, controlled substances, look alike drugs, steroids or possession of drug paraphernalia on school premises or at any school function (home or away) is strictly prohibited. *Wine is a mocker, strong drink is a brawler, and whoever is led astray by it is not wise.* (Prov. 20:1) Alcoholic beverages have no place in the academic setting, in the lives of young people, or in the lives of the Christian. Possession/consumption/use of alcoholic, cigarettes, drugs or vaping on school premises will result in immediate suspension, potential expulsion and notification sent to the authorities if necessary. If students are caught with or consuming alcoholic beverages, smoking/vaping or drugs off of school premises a suspension can be applied and future enrollment is jeopardized.

I. Harassment/Bullying Policy

Any form of harassment, including sexual harassment or bullying, is absolutely prohibited. Harassment of any kind undermines the character and purpose of our school. Any incident of possible harassment should be brought immediately to the attention of the administration, who will thoroughly investigate the matter in confidence. After reviewing the facts, a determination will be made concerning whether reasonable grounds exist to believe harassment has occurred. Disciplinary action, up to and including dismissal, will be taken against any student who is found to be engaged in harassment. The school prohibits retaliation against any student who files a complaint in a good-faith belief that he or she has been subjected to harassment, even if insufficient evidence is found to substantiate the complaint. The school will protect any person who participates in the investigation.

J. Sexual Harassment



Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. It may include, but is not limited to the following forms:

- Verbal: unwelcome sexual innuendos, suggestive comments, jokes of sexual nature, sexual propositions, and threats.
- Non-Verbal: unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- Physical: unwelcome physical contact, including touching, pinching, brushing by the body, coerced sexual intercourse, and assault.

K. Hazing

Hazing means to recklessly or intentionally endanger the health or safety of a student or students in connection with or for the purpose of initiation, admission into an affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. Discipline action will be taken.

L. Internet Acceptable Use Policy

We recognize that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of the Internet. Within the context of our mission statement as a school, the Internet connection will be used to assist us in meeting the goals of our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- a wealth of additional resources for reference and research;
- consulting with experts in a variety of fields;
- communicating with other students and individuals in areas or situations they are studying;
- learning to conduct searches, evaluate resources, and locate relevant material; and
- interacting with up-to-date primary sources.

***The Internet User Policy must be signed by all student and/or parents annually.*

M. Leaving School Grounds

The only students who have permission to leave school grounds before 3:00 p.m. are those scheduled to do so or who have an early dismissal slip. Students who have early release (5th, 6th, 7th periods) must remain in school on days there is a change in schedule until the end of their last class period. Employers should be notified by the student of the change in schedule if they work. Students with early dismissals are not to re-enter the building to meet students. If an emergency arises during the school day requiring a student to leave school, the student must report to the school office to call his/her parent or guardian. If the parent/guardian agrees and transportation is available, the student may leave school. A student who leaves without following this procedure will be considered skipping.

N. Lockers/Cubbies

- Lockers/cubbies (the term “locker” will be used but will also be considered for cubbies as well) are considered the property of Faith Christian Academy. Lockers will be subject to both spot and regular inspections to determine proper use, content, and cleanliness. All students are advised that lockers may be inspected for “reasonable cause” at any time. If a locker must be searched, the student’s cooperation may be sought, but permission is not required. Students will be held responsible for any damage done to a locker beyond normal wear.
- Lockers must be used only for the temporary storage of such items as books, notebooks, lunches, papers, coats, etc.



- Lunches or any other food items must not be left in the locker overnight.
- Students are not to share or trade lockers without prior permission from an administrator.
- Lockers are provided as a convenience, not a necessity. The school cannot be held responsible for items left in lockers; therefore, it is strongly advised that students not leave valuables in their lockers.
- During P.E. classes, all personal possessions must be locked in a locker. At the end of P.E. each day, remove all possessions from the locker room. Never leave items in a locker, locked or unlocked overnight.
- All lockers must be emptied before the last exam at the end of the school year. Nothing of value, including textbooks or notes should remain in the locker past the end of exams.
- Athletic lockers must be cleaned immediately following the end of each sports session.

O. Manners

Students are expected to exercise appropriate manners at all times. Teachers are to be addressed as Mr., Mrs., or Miss whichever is appropriate to the individual. Students are to respond with “Yes ma’am”, or “Yes sir” when replying. Young men are to hold the doors for ladies and ladies are to respond graciously. Elders are always to be respected and should be allowed to go first when entering a building or standing in line. As Paul writes in I Thessalonians, “In everything give thanks”, we want our students to develop grateful hearts so we will use the terms “please” and “thank you” when it is appropriate. Appropriate voice levels must be maintained while inside the school buildings – there should not be loud voices in the hallways.

P. Music Guidelines

In all we do at FCA we seek to honor our Lord Jesus Christ. Though we do not assume that styles of music are Christian or non-Christian (some country songs have good, God-honoring lyrics as well as pop music), we do not permit any type of music to be played or brought to school other than those that are considered Christian styles of music. Classical or jazz instrumental music will be permitted. Any exception to this policy is approved through a teacher who may use it for instructional purposes.

Q. Public Display of Affection

Public display of affection is not permitted on school grounds at any time. Healthy Christian male-female friendships are encouraged. Mutual respect is the key to lasting friendships. There should be no physical contact (holding hands, arm on shoulder, kissing, hugging, etc.) on school campus, at school-sponsored activities such as class parties and athletic events, on the bus to and from school, or at other school related activities. In addition, FCA has a very specific belief/stand regarding gender and male/female distinctions spelled out in our morality statement. FCA holds to a scriptural understanding of the distinction and appropriate role of a male and a female as articulated in the Bible. Students exhibiting physical or emotional tendencies toward other students that contradict our morality statement will be encouraged to establish appropriate boundaries while a student at FCA. The administration along with the students’ parents will assist the student in establishing these boundaries. Our priority is to help students understand how to apply and follow Biblical principles for healthy relationships. Although consequence maybe applied for misconduct, our ultimate goal is restoration and Christ like actions.

R. Teasing



Philippians 2:3-4 states that we are to “*consider others better than ourselves...and to look out for the interest of others.*” Ephesians 4:32 says to “*Be kind to one another, tenderhearted, forgiving each other, just as God in Christ also has forgiven you.*” Teasing is not acceptable at FCA. Students are to report teasing to the classroom instructor. We want to develop a community of love and trust and it cannot be when others are being put down. We will rejoice when others do well and share the sorrow when others are hurt.

S. Student Drivers

Students with a valid driver’s license are permitted to drive to school, but must register their vehicle with the high school office. When on school grounds, student must observe all traffic regulations and park only in those areas designated for student parking. (Students may park in the lower parking lot.) The speed limit is 5 mph at all times. Students are to follow the prescribed traffic patterns when entering and leaving the lot. Students are not permitted to go to their cars during the school day without office permission. Students are to enter the school immediately after parking their vehicle. No loitering is permitted at any time in the parking lots. Vehicle radios and CD players must be turned off while on school property. Students who violate guidelines may lose their driving privileges on school property. Students are not permitted to ride with another student without written permission from both parents (the driver and the passenger). The automobile registration must be completed and on file in the office.

T. Sexual Immorality

For this is the will of God, your sanctification; that you should abstain from sexual immorality. (I Thess. 4:3) The Christian is to abstain from sexual relationships until marriage (James 4:4, Heb. 13:4). In keeping with sound Christian principles Faith Christian Academy will address students involved in sexual immorality. If a student is involved in some form of sexual immorality a meeting with parents as well as counseling and potentially consequence maybe applied.

U. Weapons

Weapons of any type have no place in the academic setting under any circumstances. By law no one, except law enforcement, are allowed to carry a firearm on school property. Faith Christian Academy will not tolerate weapons on school premises at any time for any reason. Possession of any knife, penknife, blade, razor, gun, club, chain, sticks, or any other type of weapon will result in suspension and may result in expulsion. The brandishing of toy weapons in a manner that threatens or has the intention to create fear or the belief that the weapon is real will result in suspension and may result in expulsion. For the safety of all and to reduce the possibility of a false alarm all toy weapons should be left at home and not brought to school.



V. OTHER INFORMATION

V. Awards (*end of the year*)

Elementary children are recognized for the monthly emphasized character qualities at the last monthly chapel. We want to model and instill Biblical character qualities in our children. So, each month we focus on a specific character quality and recognize the children in the classroom who have modeled these character qualities.

At the end of each year we have an awards ceremony where we recognize the accomplishments through achievements, service, or character. For the elementary grades, all children will receive some type of award. The following are the guidelines:

- *David Award* - “A” average throughout the school year for all Bible memory work
- *Solomon’s Reader Award* - For the student who is the top reader in the class
- *Numbers Award* - For the student who has achieved the highest in mathematics
- *High Honor Roll and Honor Roll* - those students who have been on the honor roll or high honor roll all four quarters
- *Christian Citizenship* - Awarded to students for exemplary, Christ-like behavior per year
- *Principal’s Award* - Awarded to one student from each class for overall superior behavior and academic effort

Secondary School students are recognized at the end of the year for outstanding achievements. At this level, student awards are based upon outstanding achievements as well as outstanding service (not all students will receive an award). The faculty desires to honor students who have earned the honor in their achievements. If no student meets the qualification for an award, no award will be given in that area.

Students who have received the highest grade point average in their subject area will be recognized for each subject area. Students may also receive recognition for significant/outstanding improvement. Students who go above and beyond in service will be recognized by grade level. Other additional awards:

- *David Award* - “A” average throughout the school year for all Bible memory work
- *Solomon’s Reader Award* - For the student who is the top reader in the class
- *High Honor Roll and Honor Roll* - those students who have been on the honor roll /high honor roll all four quarters
- *Christian Citizenship* - Awarded to students for exemplary, Christ-like behavior for the year
- *Principal’s Award* - Awarded to one student from each class for overall superior behavior and academic effort

****Additional awards may be given as deemed noteworthy.**

W. Before and After School

- **Morning Arrival** - Morning drop-off is between 7:45 a.m. and 8:00 a.m. Students should not arrive at school in the morning before 7:30 a.m. for the elementary and 7:30 a.m. for secondary students. Parents should wait in the drop-off line until an adult is present for supervision of the drop off time for elementary students. Preschool children must be brought to the classroom between 8:00 – 8:15 a.m.

When students arrive, they are to go directly to the appropriate homeroom. A tardy pass will be needed to enter homeroom after the following times:



Preschool	8:15 am
Elementary	8:00 am
Secondary	8:00 am

- Afternoon Dismissal - Parents should pick up children at 2:45 p.m. unless the student is enrolled in extended care. If parents are unexpectedly delayed, please call the school office.

X. Book Covers

All textbooks (soft and hard cover) must have book covers by the beginning of the second week of school and must remain covered throughout the school year. The reason for book covers is to prolong the life of the book, and thus be good stewards of the materials which the Lord has given us. Paper book covers are recommended. Cloth covers are not permitted. Book damage or replacement fees will be assessed at the end of the school year. Damage fees are \$5.00. Replacement costs vary with the books.

Y. Car Pools

For the protection of each child a note must be sent to the office listing car pools. A signed note from the parent with instructions must be sent to the school if for any reason a child is not riding home with a parent or in his regular car pool. Parents should inform the school about car pool changes prior to the beginning of the school day if possible.

Z. Chapel

Chapel is held weekly and is designed to meet the needs of the children. An open invitation is extended to parents to visit Chapel services at any time.

Clubs

Clubs may be formed at FCA as long as they are in support of the mission of Faith Christian Academy and there is a faculty member who either leads, facilitates or participates in the club. The purpose of clubs shall be to further promote intellectual, moral, cultural, physical, or spiritual development beyond the classroom. The administrator must approve all clubs.

Clubs may be organized by submitting a proposal for approval to the Administrator. Proposals should include purpose, meeting time and place, anticipated expense to members, targeted membership and yearly goals.

Club sponsors not employed by FCA must submit a written Christian testimony and submit to a criminal background check.

Field Trips

- The dress code approved by the Administration as to the appropriate dress for the field trip. Generally, the dress code should be school dress or better. Field trips should not dress down. Jeans would only be authorized for a working field trip or area where mud/mess might be encountered (such as a biology field trip).
- If a parent drives to transport students on a field trip, we ask that they adhere to the staff dress code and follow all school guidelines.
- Guidelines for what to bring and what not to bring on a field or overnight trip will be spelled out in the information and permission slip.
- Phones/devices usage will be specified by the teacher.
- Siblings - Children not enrolled at FCA may not accompany volunteer parents on field trips.

Drivers



A Driver Motor Vehicle report is required for all parent drivers. This report can be ordered online. Drivers must have a positive number in order to drive students other than their own children. If points are lower, the parent may only drive his/her child on field trips. Parents are not covered by school insurance when they are driving children outside of their family.

1. Driver Qualifications:

- a. The driver must be a parent or grandparent who is at least twenty-five years of age or teacher approved.
- b. The driver must require all passengers, along with the driver, to wear seat belts.
- c. The driver must have a valid, Virginia driver's license and display it to the school sponsor when requested. The license must be appropriate for the vehicle being driven.
- d. The driver must be willing to submit to the guidelines established for transportation.
- e. The driver must refrain from using tobacco products while on a school-sponsored trip.
- f. The driver must be free from any impairment that might hinder accurate judgment (this includes, but is not limited to such items as allergy medication, etc.).
- g. The driver must have a current, state-inspected vehicle.
- h. The driver must have the vehicle properly maintained.
- i. The driver must have minimum, state-required automotive insurance.
- j. If the driver's vehicle is equipped with a passenger-side air bag, no student may occupy the seat.
- k. The driver must maintain speed that is regulated according to posted limits and road and weather conditions.
- l. The driver must present a motor vehicle report to the school that shows no major driving violations.

2. Driver Expectations:

- a. Pray with the students for safety before each trip.
- b. Ensure that seat belts are fastened.
- c. Allow only Christian or classical music or books on tape when transporting students.
- d. The driver is expected to limit the number of students in his/her car based upon the properly functioning number of seat belts.
- e. The driver will not permit any improper language or topics, nor encourage anything that might violate the philosophy or policies of Faith Christian Academy.

3. General Transportation Guidelines:

- a. The teacher will be responsible for organizing the transportation needs for the field trip.
- b. Permission slips must be obtained prior to the field trip which will include a phone number where a parent can be reached, insurance information, and parent approval of the trip.
- c. Permission slips must be taken on all field trips and will be in the possession of the teacher.
- d. The teacher will carry his or her basic first aid kit.
- e. All school rules will be followed at all times.
- f. Accidents will be reported immediately.
- g. On all trips, restrooms will be monitored by a teacher or chaperone.
- h. Phone numbers of the destination and individual cell phone numbers will be left in the school office.
- i. Directions to and phone numbers of the destination will be given to all drivers.
- j. Teachers or coaches will notify the school of any changes in the designated time of arrival or departure.
- k. The teacher or coach is responsible for maintaining a check out after each trip to assure that all students are accounted.
- l. Faith Christian Academy will not be liable for any fines incurred while on a school sponsored trip.



Parents who are willing to be drivers for school trips must fill out a driver form and agree to follow the above guidelines. This form will need to be completed annually.

All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

FCA PRESCHOOL – Early Childhood Learning Center

1. Religious Exemption for Child Day Centers - Faith Christian Academy's ECLC/Preschool is exempt from licensure pursuant to Section 63.1-198.3 of Code of Virginia for Day Care Centers. This religious exemption results from Faith Christian Academy being a Christian organization. However, all health and safety guidelines are met for the facility along with student ratios. Inspections occur annually.
2. Staff Qualifications - All staff must be born-again Christians who have attained a minimum of a high-school diploma. In accordance with Section 63.1-198.2 of the Code of Virginia, all staff will submit to a Criminal Records check, DSS Check, and Sworn Disclosure. Each staff member will be interviewed by the Director and will be qualified both spiritually and academically. Each staff member is certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. Each staff member must continue with ongoing education hours annually. All teachers and administration are certified in First Aid/CPR/AED.
3. ECLC Facilities - The FCA ECLC is designated for 50 children in the program; however, state prescribed child/teacher ratios will be met, and classes will be limited to appropriate numbers. The FCA Preschool Building (building A) has 6 classrooms, office suite, kitchen and a multipurpose room (Campus Center) along with restrooms. The Preschool and Extended Care classes currently occupy 3 classrooms. They have access to the library, music room and a gym facility weekly.
4. Insurance - FCA ECLC is covered by liability insurance.
5. Food Service - Parents are asked to provide a healthy snack such as fruit snacks, cheese, yogurt, cut up fruit, cereal, crackers, or veggies cut up into bite size pieces (no candy or chips). Food must be cut into 1/4" bite size pieces in order. Those students staying all day should bring a packed lunch to school or they may purchase one of the lunches at school through the local vendors. Lunches should be healthy and include a variety. Snacks should be provided by the family for after school as well.

Emergency Evacuation Drill Procedures

Faith Christian Academy is committed to providing a safe and secure learning and working environment for all students and staff. Faith Christian Academy has a Crisis Procedure Manual that describes various procedures to use in various situations. Each teacher has a copy of the Crisis Plan. Various drills including lock down, fire and tornado will be practiced throughout the school year. Some plans call for evacuation whereas others call for a lock down of classrooms.

An emergency evacuation drill will be held regularly. When a fire alarm is sounded, students evacuate the school building quickly, quietly, and in an orderly fashion. Each room in the school has a diagram posted showing the proper evacuation route. Students should follow their teacher's directions, returning to the school only when directed.

Flag Salutes



The American and Christian flags are permanently displayed in each classroom and are saluted on a regular basis. The following pledges are said:

Pledge to the American Flag

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty, and justice for all.”

Pledge to the Christian Flag

“I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.”

Pledge to the Bible

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

Homework

Homework at each grade level is a necessary part of the school program and an integral aspect of our educational philosophy. It provides vital reinforcement of school-time instruction and aids the student in learning to become self-disciplined.

Homework Assignment Pads

- Each student (First - Fifth grade) is **REQUIRED** to have a homework assignment pad. Parents are asked to sign the homework pad each night **AFTER** homework is done.
- If a student comes to school and has not done his/her homework, he/she will be given an opportunity to complete the assignment and his assignment grade will be reduced by 10 points for elementary students (grades 1-5) and 10 points for each day late in the secondary.
- If the student does not bring the assignment, he/she will receive a zero for the assignment.

Being a Christian school we desire to see our school families involved in the local church, which often has services on Wednesday evening. At the same time, the demands of the curriculum and effective planning may at times require some amounts of homework on Wednesday evening. Homework should not be such a burden on Wednesday evening that it makes it difficult for students to attend the Wednesday evening church services. Especially as students move into the upper grades, the workload becomes heavier and can become burdensome on other nights if the workload is not evened out. Homework is to be an extension of the classroom learning as well as a time where projects can be completed. Book reports and other long-term projects which are due on a Thursday should not be used as an excuse not to attend church if preparation has been made ahead of time.

Honor Roll

Our desire is to encourage Biblical character development along with academic attainment. Therefore, effort grades are stressed for the honor roll. For third grade and higher there are two honor rolls:

- High Honor Roll -- 3.75 and above
- 2. Honor Roll -- 3.20 - 3.74

Information Changes

It is vital to notify the school office if you have a change of address or telephone number for either home or work. This is critical information should there be an emergency concerning your child. All families are included in the school directory unless they notify the school in writing prior to the start of the school year.

Interim Reports and Report Cards



Parents can obtain his/her child's grade via the Internet on an ongoing basis so that the parent can be aware of his/her child's grades at all times. Grades are in "real" time, which allows parents to have access to grades as soon as the teacher records them. Parents should feel free to contact the child's teacher any time in order to support the work in the classroom.

- **Interim Reports**

Interim reports will be made available through online access on RenWeb at the midpoint of each grading period (4½ weeks). All elementary school children will receive a report every grading period. Students in middle and high school will receive an interim report each grading period. If parents wish to receive a hard copy each grading period, they should contact their child's teacher or the main office for the secondary school.

- **Report Cards**

Report cards for K-5 through twelfth grade will be issued at the end of each nine-week grading period (45 days). Report cards are to be signed by a parent and returned to the homeroom teacher within three days. In K3 and K4 there will be a winter and spring report.

Internet Acceptable Use Policy

We recognize that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of the Internet. Within the context of our mission statement as a school, the Internet connection will be used to assist us in meeting the goals of our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- a wealth of additional resources for reference and research;
- consulting with experts in a variety of fields;
- communicating with other students and individuals in areas or situations they are studying;
- learning to conduct searches, evaluate resources, and locate relevant material; and
- interacting with up-to-date primary sources.

The Internet User Policy must be signed by all student and/or parents annually.

Learning Needs

Faith Christian Academy desires the best education opportunities for each child in the least restrictive environment, yet providing the most benefit for that individual child as well as all of the other children enrolled. As it states in Psalm 139, each child is "fearfully and wonderfully made." Jeremiah states that God has a plan for each of us – to give us a future and a hope. In God's infinite wisdom, He knows what things in life will bring us closer to Him and will glorify Him. Those children who have different learning needs need to see their potential and the hope.

If children have an average intelligence range, but have learning disabilities that have been documented through testing, either through the county or through outside resources, accommodations may be made in the classroom that will help each child reach his learning potential. If accommodations are made in any subject in the classroom, it will be noted on the report card as to the kinds of modifications and will be classified as a modified education program.

Lunches

Students should bring a packed lunch to school. It is important that young children have a planned nutritional meal. Kindergartners will bring a snack. Vendor lunches will be determined annually. If a child forgets his/her lunch, FCA will contact parents/guardians. If something is not able to be brought to the school will make sure the student has something for lunch. If there is a cost to that the school will notified the parents. Parents need to provide a nutritional snack for their child enrolled in the K-3 or K-4 program. Those students staying all day should bring a packed lunch to school.



Off Limits

Students are not allowed in the teachers' lounges, the school office, kitchen, or Administrator's Office without permission from a staff person. Students are not permitted off campus without permission during the school day or during extracurricular activities.

Transfer and Review Of Student Records

- Transfer of Records

Upon the request of the school division to which a student is transferring, the student's record must be transferred in its entirety. Permission of the parent, guardian, or other person is not required for such transfer. (VA 22.1 - 289) Parents will not be given school records to hand-carry to another institution.

- Review of Students Records

- a. Parents may review their child's records, given reasonable notice, and as long as school records are kept in the office. Student records will be sent upon request to a student's new school; however, they will not be released to be hand-carried by the parents. No records will be released until the family's account is paid in full.
- b. Social workers will not be given access to a student's records without the written approval of the parent or when the court has issued a subpoena.
- c. Police officers will only be given access to a student's records with a subpoena.
- d. Parents must give written consent for information to be given to any county, private, or governmental agency who will be using the information to give an accurate assessment in providing the best learning environment and determining the needs of the individual.
- e. TRANSCRIPTS – Transcripts will be sent, upon written request from a parent or a student who is 18 years of age, to the academic institution of their choice. Please give the office a two-day notice when an unofficial transcript is to be picked up by the student or parent.

Teacher Qualifications

Teachers of K-5 and above are graduates of a recognized college or university with a minimum of a Bachelor of Arts or a Bachelor of Science degree. Teachers shall have a valid credential from a state or from ACSI for the appropriate grade level. If a teacher employed by Faith Christian Academy is not ACSI certified when employment begins, then within the first year of teaching at FCA, a teacher must begin working toward ACSI certification. All teachers have been interviewed by the Administrator and approved by the School Board and have been found to be qualified both spiritually and academically.