



# **PARENT/STUDENT HANDBOOK**

## **ACADEMIC HANDBOOK**



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Dear Faith Christian Academy Families,

We are thankful that God has led you to Faith Christian Academy for the education of your child(ren). Children are indeed a blessing from the Lord and we take our role in partnering with you very seriously. We desire to assist you in raising up young people who will be Godly leaders in their homes, churches and community where they will have an impact for our Lord Jesus Christ who gives us meaning, purpose, and direction. At a Christian school there are some distinctives that are foundation to God's Word and there are guidelines to the educational institution that we aspire to be.

Faith Christian Academy offers an education with a distinctive purpose. We desire to not only impart knowledge, but also to reveal God's love through biblical values and living. This handbook is your source of information regarding our standards and guidelines. There are three major reasons for our policies:

1. **Biblical Absolutes** – We believe God's laws are an aspect of God's love. The direct commands of God in the Bible are part of the student lifestyle. These commands are absolute and do not vary with time, culture, or interpretations. For example, stealing, drunkenness, dishonesty, cheating, occult practices, pre-marital sex, adultery, and homosexual behavior are forbidden. Attitudes such as lust, hatred, rebelliousness, and jealousy also displease God. Though our handbook deals primarily with behavior, we are very concerned about attitudes and motivation.
2. **Biblical Principles** – God's Word teaches us principles, the application of which can vary with time, culture, and interpretations. It is our responsibility to decide on a lifestyle that will be moderate in our culture and supportive of Biblical principles. For example, the use of drugs and tobacco is prohibited in keeping with the principle that we are to guard our bodies from harmful practices (I Corinthians 3:16 – 17). We also desire a moderate dress code, applying principles of modesty and appropriateness. (I Timothy 2:9).
3. **Administrative Policies** – In order to maintain general order and harmonious relationships, guidelines are established. Scripture sets forth principles such as modesty of dress, but the application of these is not precisely defined. Therefore, specific guidelines are chosen for their fairness and convenience to administer. These guidelines in no way represent a standard of spirituality.

So, we indeed count it a privilege and responsibility as we walk together to help direct our young people on the path of the abundant Christian life. Blessings to you as we partner together.

Serving Our Lord Jesus Christ,

Bruce D. Devers  
Administrator

# TABLE OF CONTENTS

## **PARENT/STUDENT HANDBOOK**

Absence	
Absentee Note	14
Excused Absences	14
Pre-Arranged Absence Procedures	14
Unexcused Absences	15
Absentee Limits	15
Admission Policy	
Christian Education Philosophy	10
Academic Requirements	10
Non-Discrimination Policy	11
Admission Procedures	
Application Process	11
Family	11
Acceptance	11
Association and Accreditation (ACSI)	10
Attendance	
Preschool	16
Elementary Grades	16
Middle and High School	16
Awards	16
Before and After School	
Morning Arrival	17
Afternoon Dismissal	17
Birthday Celebrations	
Prior Notice	17
Refreshment Requirements	17
Parental Involvement	17
Present/Gifts/Favors	17
Invitations	17
Book Covers	17
Car Pools	17
Chapel	17
Child Abuse or Neglect Notification	18
Christian Character Traits	18
Christian Example and Leadership	18
Christian Training	18
Classroom Standards	18
Classroom Supplies	19
Curriculum	19
Discipline Policy	
School Atmosphere	19
Minor Infringements	20
Continued Minor Infringements	20
After School Detention	20
In-School and Out-of-School Suspension Procedures	20
Expulsion	20
Probation	21
Dress Code	
ECLC Boys and Girls (K3 and K4)	21
Elementary	21
Secondary School Girls	22
Secondary School Boys	23
Violation of Dress Code	23

Volunteer Helpers	24
School-sponsored Activities	24
Early Childhood Learning Center	
Religious Exemption for Child Day Centers	24
Staff Qualifications	24
ECLC Facilities	24
Insurance	24
Food Service	24
Emergency Evacuation Drill Procedures	24
Executive Board	10
Extended Care	24
Extra-Curricular Activities	25
Field Trips	
Dress Code	25
Items Prohibited	25
Siblings	25
ACSI Trips	25
Drivers	25
Financial Agreement	
Testing Fee	12
Registration and Book Fee	12
Tuition Fee Discount	12
Tuition	12
Extended Care	13
Flag Salutes	26
Grading Scale	
Components of Grades (6 <sup>th</sup> and 7 <sup>th</sup> Grades)	26
Components of Grades (8 <sup>th</sup> – 12 <sup>th</sup> Grades)	27
Letter Grades	27
Conduct Grades	27
Grade Point Averages	27
Joint Enrollment Courses	28
Guidelines for teaching the Bible	8
History of FCA	9
Homework	28
Honor Roll	28
Information Changes	28
Interim Reports and Report Cards	
Interim Report	29
Report Cards	29
Internet Acceptable Use Policy	29
Learning Needs	29
Leaving School Grounds	29
Lockers/Cubbies	30
Lunches	20
Matthew 18 Principle	9
Medical Services and Medications	
Medication Prescription Container	30
Medical Authorization	30
Over-the-Counter Medication	30
Medication Period	31
Communicable Disease	31
Extra-Curricular	31
Mission Statement	7
Off Limits	31
Parent Commitment	31
Parent-Teacher Fellowship (FCA-PTF)	10
Parent Volunteers	31

Parties	
Halloween	31
Christmas	32
Easter	32
Volunteers Helping with Parties	32
Purpose	7
Registration	10
School Hours	32
School Pictures	32
Scripture Memorization	32
Snow Days	32
Standard Course of Study	32
Standardized Testing Program	32
Standards of Learning Tests (SOL's)	33
Student Drivers	33
Student Guidelines	33
Tardiness	35
Telephone Calls From Parents	35
Traffic Patterns	35
Transfer of Student Records	35
Tuition Assistance Policy	
Application Process	14
Application Response	14
Application Eligibility	14
Visiting the School	35
Withdrawal	35

## **ACADEMIC HANDBOOK**

Policy Guidelines	
Academic Accountability	40
Academic/Behavioral Probation	40
Adding/Dropping Classes	40
Alternate Academic Credit	38
Athletics	40
BETA Club	40
Career-related Mentoring/Internship	39
Cheating	40
Clubs	41
Computer Use	41
Course Failures	41
Course Offerings (High School grades 9-12)	37
Credit Status of High School Students	41
Criteria for Valedictorian/Salutatorian	42
Extra Credit	42
Grade Point Averages	42
High School Credit for Middle School Courses	38
Honor Code Policy	43
Independent Study Courses	43
Late Work	43
Manners	43
Music Guidelines	43
Planners	43
PSAT	43
Ranking	44
Requirements for Graduation	39
Requirements for Sequential Courses	37
SAT/ACT	44

Semester Exams	44
Sequence of Courses for Middle School	37
Stewardship	44
Studies/Homework	44
Teasing	44
Transferring Home School Credits	44
Guidelines for Students Planning to Attend College	
Two-Year Colleges	45
Four-Year Colleges	45
Liberty University Scholarship	45
Other Considerations for Four-Year Colleges	45
Scholarships	45
Course Descriptions	
Bible	46
Computer	46
Foreign Languages	47
Language Arts	47
History	49
Mathematics	49
Physical Education/Health	51
Science	51
Student Assistants	52
Map of Front Parking Lot	55
Map of Preschool Building	54

## **FCA CHRISTIAN EDUCATION PHILOSOPHY**

### **A. Vision/Mission/Core Values**

#### Vision Statement

Developing emerging servant leaders by providing the highest quality Christian education

#### Mission Statement

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.

#### Core Values

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

### **B. Educational Philosophy**

**Insert philosophy here.**

### **C. Educational Goals**

#### 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

#### 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

#### 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

### 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

### PHYSICAL

To provide opportunity for the learning of physical skills necessary to participate in sports

To provide opportunities for growth in physical performance skills

*Faith Christian Academy's school colors are maroon and gray, and the school's mascot is the lion*

## D. Expected Student Outcomes

### 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.

*Soli Deo gloria* – All to the Glory of God

### *Spiritually*

- S1. 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)
- S2. Students will seek to be Kingdom builders by fulfilling the Great Commission (Matthew 28:18-20)

### *Intellectually*

- I1. 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)
- I2. Students will have been given the opportunity to acquire knowledge and develop their moral character through the education at FCA
- I3. 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)

### *Physically*

- P1. Students will understand how the physical training helps to develop the mind and honors Gods through the development and care of their bodies as the temple of the Holy Spirit. (Romans 12:1; I Corinthians 3:16-17)
- P2. 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)

### *Socially*

- SO1. Students will grow and develop effective relational skills in order to be an example of people of God's Kingdom. (Mark 10:43-45)
- SO2. 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)



Note: Faith Christian Academy seeks to instill a desire to honor and glorify God in all things, so these are *desired* outcomes. Ultimately each outcome becomes a choice of the individual young person. However, between the Christian home and Christian school, each young person will have the opportunity to know Christ and make Him known.

“To educate a man in the mind and not in moral character is to educate a menace.” – Teddy Roosevelt

#### E. 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, sex, or national or ethnic origins. Therefore, we affirm the following truths:

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. (Gen. 1:26, Matt. 28:19, John 10:30)
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. 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" according to John 14:6. (I Cor 15:3-4)

*By enrolling your child in Faith Christian Academy, you are agreeing to the Statement of Faith and supporting the goals and mission of Faith Christian Academy.*

#### F. Biblical Morality Lifestyle Statement

FCA stands firmly upon 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 support these and other basic biblical values derived from historical Christianity. Parents understand and agree that FCA will teach these principles and biblical values.

In addition, the School Board urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). FCA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. FCA will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at FCA is contingent upon this same understanding and support by both the student and parents.

FCA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

FCA believes 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. This is validated by 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.

FCA believes to follow the 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 are 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. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; and Luke 16:18.

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.

#### MARRIAGE, GENDER, AND SEXUALITY STATEMENT

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. 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.

#### FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and 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.

#### SANCTITY OF HUMAN LIFE STATEMENT

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).

#### MARRIAGE POLICY STATEMENT

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.

### **G. Guidelines for Teaching Bible**

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, teaching 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.), teaching that the Bible is the verbally inspired Word of God--absolute, complete, and without error.

When issues concerning denominational distinctives arise, teachers and staff are instructed, according to the philosophy and policy of FCA, to tactfully emphasize that these are denominational distinctives and the student should talk with his/her parents, and/or pastor about their personal doctrinal position.

We believe our role is to teach only the essential doctrines and not to force our convictions in other areas on the children.

## **HISTORY OF FCA**

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 curricula. 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.

## **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.

## **EXECUTIVE BOARD**

Faith Christian Academy has been organized to operate under the authority of a Christian School Board. The responsibilities of the school board are: fiscal oversight/budgeting, policy making, to oversee the school in alignment with the policies established by the board, and strategic planning. The Board of Directors 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. Christian school board membership is an honor, which provides an unusual opportunity to serve God.

## **PARENT-TEACHER FELLOWSHIP (FCA-PTF)**

Education is primarily the parent's responsibility and the school should function as an extension of the home by assisting the parents in their child's education. Faith Christian Academy desires to cooperate closely with parents in every phase of their child's development, especially as it relates to the school program.

The FCA-PTF hopes to help parents understand the school's purpose, programs, and philosophy. FCA-PTF also wants to assist families in making their homes God-centered.

Parents are automatically members of the Parent-Teacher Fellowship upon the acceptance of their children into the school. 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 attendance at all of the yearly meetings, and by volunteering to help with fund-raising projects.

## **ASSOCIATION AND ACCREDITATION (ACSI)**

Faith Christian Academy is a member and is accredited by the Association of Christian Schools International (ACSI). Faith Christian Academy is accredited kindergarten through 12<sup>th</sup> 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.

## **REGISTRATION**

In order to secure a place on our class rosters, the following is the schedule for registration:

February	Re-enrollment of returning students only and any siblings.
March	Enrollment open to new students.

Should you choose not to re-enroll for the following fall semester, we would ask that you complete an anonymous questionnaire.

## **ADMISSION POLICY**

### **A. Christian Education Parental Agreement**

Applicant and parents must be in agreement with the FCA Christian education philosophy – that parents acknowledge belief in the One True God of the Old and New Testament and are open to the Christian atmosphere that their child would be exposed to. It is important that parents enrolling children at FCA are doing so in order to receive Christian training for their children. Faith Christian Academy provides smaller classes, high academic standards, safe environment and good discipline, and opportunities to develop servant leadership skills.

*Parents are expected to abide by and support the guidelines set forth in the handbook.*

### **B. Academic Requirements**

For students in preschool through the sixth grade, Faith Christian Academy will seek to make accommodations for the academic needs in accordance with our policy regarding Special Learning Needs. If the accommodations cannot be met or the teacher and Administrator feel that the academic needs of a student might best be met elsewhere, parents will be advised of the recommendation.

For students transferring into grades seven through twelve, a minimum cumulative grade point average of 2.0 will be required. Test scores must be 50% in both the math and reading sections of a standardized test with

national percentiles. Any exception to this policy will be unanimously agreed upon by the Admissions Committee and the student will be under Academic Accountability for one year.

Admission will be at the discretion of the Administrator and Admissions Committee if there are any areas of concern.

### C. Non-Discrimination Policy

Faith Christian Academy does not discriminate based upon race, color, sex, and/or ethnic or national origin in the admission of pupils and/or the employment of faculty/administrative staff.

*Enrollment, re-enrollment, and attendance at FCA by students is a 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 to be in the best interest of the school to do so, providing such dismissal is not based on sex, race, color, national origin, or ethnic group.*

## ADMISSION PROCEDURES

Admission is contingent upon the following procedures:

### A. Application Process

1. Parents should contact the school office for an application packet: if possible, a tour of the school will be given at this time.
2. After the completed application packet, a copy of the child's birth certificate, a copy of the latest report card (if grades 1st -12th), and the appropriate non-refundable application fee are received by the school office; a date will be scheduled for an entrance test. Entrance tests are for all new students enrolling in Kindergarten through Twelfth Grade.
3. An applicant for K-3, K-4, & K-5 must be three, four, or five years old respectively prior to September 30 in order to be considered for enrollment. Exceptions are made only after the Administrator has thoroughly evaluated the circumstances and comes to a conclusion that acceptance would be in the best interest of the child.
4. Each child will be enrolled only after being tested and is considered ready for the grade he/she will be entering.
5. After the entrance test is completed, an interview with both parents and child(ren) will be scheduled. The application information, entrance test, birth certificate and report cards will be discussed at this interview. Also the following will be discussed concerning students in grades five and above:
  - a. The child's attitude about entering a Christian school.
  - b. Discipline problems in a prior school (students who have a felony offense, drug offense, weapon offense, or dismissal from previous school will not be considered for admission).
6. A decision will be made concerning grade placement and entrance to Faith Christian Academy. If parents are not willing to accept the recommendation for grade placement, they should withdraw the application.

### B. Family

1. It is important that parents enrolling children at FCA are doing so in order to receive Christian training for their children. Faith Christian Academy provides smaller classes, high academic standards, safe environment and good discipline, and developing servant leadership skills.
2. Parents are expected to abide by the guidelines set forth in the handbook.

### C. Acceptance

1. Parents will be notified as to acceptance or non-acceptance.
2. Upon acceptance, registration fee must be paid before enrollment is final.

3. Acceptance will be determined according to the date of application.
4. Students are accepted on a nine-week trial basis. The Administrator will decide at the end of the nine-weeks if there are academic, or conduct problems prohibiting continued enrollment. If there are problems, the Administrator with Board approval has the freedom to dismiss the student.
5. Each student will be evaluated at the end of their first year by the following standards:
  - a. Academic work
  - b. Attitude/conduct
  - c. Behavior in & out of the classroom, including extended care.
6. A student will not be admitted if he/she:
  - a. Has a felony offense
  - b. Was dismissed from previous school for drug related offense
  - c. Rejected by the Admissions Committee.
7. An applicant for K-3, K-4 or K-5 must be 3, 4 or 5 years old respectively prior to September 30 in order to be considered for enrollment. Exceptions must be approved by the Administrator.

#### D. School Directory

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.

### **FINANCIAL AGREEMENT**

#### A. Testing Fee

All new students shall be tested before being admitted and the cost of such testing will be the parent's responsibility.

#### B. Registration and Book Fee

Registration and book fees are payable annually. Registration and book fees are non-refundable. The only exception will be those applying for scholarship assistance. Seventy five percent (75%) of the registration fee and 100% of the book fee will be refunded if scholarship assistance is not approved. If assistance is approved but not accepted by parents, no money will be refunded.

#### C. Tuition Fee Discount

Multi-child discount - Tuition fees for 1st through 12th grades are as follows:

First child:	Highest grade full price
Second child:	20% discount
Third child:	30% discount
Fourth child:	40% discount
<u>K-3, K-4:</u>	<u>No discounts</u>

One Time Payment Discount - Tuition fees paid in full for the year by August 3rd shall be given a discount according to the fee schedule for the appropriate school year. The one time payment discount does not apply to those receiving scholarship assistance.

#### D. Tuition

Tuition payments are due on the third day of each month: August through May (10 months) for Preschool and July through May (11 months) for grades K-12. If the first payment is not received on or before July 3 (K-12) / August 3 (Preschool), the pupil's spot will be open to other enrollees.

1. If the third falls on Saturday, Sunday, or a holiday, payment is due the next school day. Example:
  - a. If the 3<sup>rd</sup> falls on Saturday, payment is due on Monday the 5<sup>th</sup>.
  - b. If the 3<sup>rd</sup> falls on Sunday, payment is due on Monday the 4<sup>th</sup>.
  - c. If the 3<sup>rd</sup> falls on Saturday and Monday is a holiday, the payment is due on Tuesday.
2. Late charge will be \$1.00 per day/per child for each day late beginning on the 4<sup>th</sup>. Example:
  - a. Payment made on the 6<sup>th</sup> is two days late. Payment due is **tuition plus \$2.00**.
  - b. Payment made on the 20<sup>th</sup> is seventeen days late. Payment due is **tuition plus \$17.00**.
  - c. Holidays and weekends will be assessed late charges except as stated above.
3. FCA is in no way responsible for mail delays and payment is considered made when received at the school office.
4. When payment is 30 days delinquent, the child will be removed from class until full payment is made.
5. Full payment is considered made when all late charges are paid.
6. The student will not be granted re-entry to FCA and will not be given school records or report cards until all outstanding bills are paid.
7. Checks are to be made payable to **Faith Christian Academy**. A note should be attached or written on the check to explain what the payment covers.
8. A \$15.00 charge is added to an account for returned checks to handle the additional processing involved.
9. **Students who are 16 years or older may take classes for dual enrollment at Central Virginia Community College or Liberty University Online.** Students must have a letter of recommendation from an administrator. Parents must enroll student at the higher education institution and meet all requirements for that institution. Parents must register and pay the tuition fee to CVCC or LU Online.

**Advanced Classes Scholarship:**

Students will have an opportunity to qualify/earn an Advanced Class Scholarship\* (up to \$250.00/per student taken off the student's tuition balance) per school year if the following requirements are met:

- a. Students must have a minimum 3.0 cumulative grade point average and possible additional criteria for Advanced Placement courses.
- b. Students must demonstrate an outstanding work ethic, have a good attendance record, and demonstrate motivation for taking advanced level courses.
- c. For Advanced Placement Courses\*\*, students will be required to take the AP Exam held in the spring and pay for this exam. [Note: Advanced Placement courses will be online courses.]
- d. For college courses, students must apply and qualify for admission first, receive a recommendation from the Administrator, and pay for the course prior to taking it.
- e. Upon completion of the course (whether college or an AP course), students must have earned a "B" or higher to qualify for the scholarship.
- f. This scholarship may not be combined with any other tuition assistance and/or other scholarships.

**\*Advanced Classes are defined to include the following:** Advanced Placement (AP) courses taken online through an approved agency (i.e., Virtual Virginia, Sevenstar, etc.), community College courses, or Liberty University online courses. All courses must be approved by FCA prior to signing up and taking the class in order to qualify for the scholarship and/or credit.

\*\*If an Advanced Placement course is offered at the school by an instructor, there will be no additional fee for the class, but students will be required to pay for the test.

## E. Extended Care

Extended Care payments will be due on the third day of each month, September through May inclusive. The fees for "occasional" usage of Extended Care services will be due on the third day of the month following the services rendered.

1. All parents must sign their own child in and out of extended care. Students may not be dropped off.



2. Extended Care closes at 5:45 p.m. Any child picked up after 5:45 will be charged a late fee of \$5.00 for any part of the first 15 minutes. After 6:00 p.m. a charge of \$1.00 per minute will be added. Payment will be due at the time of the pick up.
3. Please send a healthy snack with your child if your child(ren) will be remaining for afternoon extended care.
4. 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.
5. 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.
6. Children are not permitted to go to their classroom during extended care hours, unless permission is granted by the Extended Care teacher.
7. 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.

## TUITION ASSISTANCE POLICY

### A. Application Process

All applications for tuition assistance must be given to the Administrator no later than April 15<sup>th</sup> except for new enrollments, in order to be presented to the Board for consideration of assistance for the upcoming year. Applications must include all information which includes a complete income tax return in order to be considered. Incomplete applications will not be reviewed. Before applications for tuition assistance will be considered, registration, book and testing fees must be paid.

### B. Application Response

The family who has requested tuition assistance will be informed in writing after the decision has been made.

### C. Application Eligibility

Children entering preschool are not eligible for tuition assistance.

## ABSENCES

### A. Absentee Note (K-5 - 12th)

1. A written and dated excuse signed by a parent must be submitted to the school office the first day back to school.
2. 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.**
3. 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. Excused Absences

1. Verified illness of student - Any absence which is excused by a physician shall be considered excused. A parent must obtain an excuse from a physician for any illness of their child lasting more than four (4) consecutive days.
2. Illness or death in student's immediate family.
3. Participation in approved school activities.

4. Verified medical appointments - It is requested that all dental and medical appointments be scheduled so they don't conflict with school attendance. If this is not possible, a note signed by the doctor will be required to excuse the absence.
5. If students need to be absent for family business (i.e. trips, vacations, etc.), five (5) pre-arranged days per school year may be used.

### C. 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*

Elementary teachers (K-5 - 5th) will be responsible for handling pre-arranged absences up to five days per school year.

#### *Secondary*

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

- a. Upon receipt of the written request by the office, the student will receive a pre-arranged absence form that must be filled out by all the student's teachers who will list pertinent comments concerning the absence.
- b. The student must return the form to the school office before the close of the school day two days prior to the absence.
- c. The parents will be notified of any important comments or reactions of the teachers, as well as those of the Administrator.
- d. If the above guidelines are not followed, such absences will be considered unexcused. (Putting teachers on notice of an absence does not constitute approval.)

### D. Unexcused Absences

#### *Elementary*

1. Absences for all reasons other than excused absences or pre-arranged absences listed above are unexcused. Suspensions are considered unexcused absences.
2. All work missed must be made up. 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.
3. An unexcused absence without prior arrangements results in an automatic one (1) point reduction of each subject grade for that nine week grading period. All homework is to be made up within two days or a late penalty will be issued. Tests/quizzes may be made up after school with the teacher.

#### *Secondary*

1. When the five pre-arranged days have been used, prior arrangements for additional days may be made but the absence will be unexcused, and the student will receive a one (1) point reduction on the final nine-weeks grade in each class. Suspensions are considered unexcused absences.
2. An unexcused absence without prior arrangements results in an automatic one (1) point reduction of each subject grade for that nine week grading period. All homework is to be made up within two days or a late penalty will be issued. Tests/quizzes may be made up after school with the teacher.
3. Make-Up Work: All work missed must be made up. 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.
4. Tests must be made up within a reasonable time from the absence. Students need to arrange make-up tests with the teacher.

### E. Absentee Limits

1. **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.
2. **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.

## **ATTENDANCE**

It is expected that children of school age be present each day school is in session. If a student is going to be absent, the office should be notified by 8:30 a.m.

Students are not permitted off campus during regular school hours or extracurricular activities.

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 and leave a message when their child is going to be absent from school or tardy due to doctor appointments, etc.

### **A. Preschool (K-3, K-4)**

1. An attendance record will be kept.
2. 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.

### **B. Elementary Grades (K-5 - 5th)**

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

### **C. FCA Tardy Policy - school arrival**

Students will be given 3 tardies to school per quarter without penalty. These tardies may accumulate in one quarter, but upon the 12<sup>th</sup> tardy, FCA will impose a fine of \$1.00/day/tardy over twelve. All tardies will count against this policy unless the tardy is from a medical appointment or if excessive health issues, but then a doctor's note would be required.

### **C. Secondary School (6th - 12th)**

1. Students missing more than four (4) hours will be counted absent for the entire day, and will not be able to participate in athletic games or after-school activities that day.
2. Students missing less than one hour will be counted present the entire day.
3. Students missing between one and four hours will be credited with 1/2 day in attendance.
4. Students are allowed to only miss 4 times in a quarter. This policy goes into effect on the 5<sup>th</sup> absence in a quarter. The student's quarter average will be reduced by 2%.

## **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
- *Perfect Attendance* - No absences and no tardies for the entire year
- *Good Attendance* - No more than four absences for the entire year with a maximum of four excused tardies
- *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 for the 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
- *Perfect Attendance* - No absences and no tardies for the entire year
- *Good Attendance* - No more than four absences for the entire year with a maximum of four tardies
- *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.**

## **BEFORE AND AFTER SCHOOL**

### **A. 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

### **B. 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.

## **BIRTHDAY CELEBRATIONS**

### **A. Prior Notice**

Parents should contact the teacher AT LEAST one day in advance.

#### **B. Refreshment Requirements**

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.

#### **C. Parental Involvement**

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.

#### **D. Presents/Gifts/Favors**

No gifts or favors are to be brought or given to the class.

#### **E. Invitations**

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).

### **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.

### **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.

### **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.

### **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.

### **CHRISTIAN CHARACTER TRAITS**

Throughout the year character traits (i.e., obedience, love, reliability, honesty, etc.) are developed and taught in the classroom.

### **CHRISTIAN EXAMPLE AND LEADERSHIP**

Our faculty and staff consist of born-again Christians that are active in their church fellowship. Teachers are expected to set a Christian example of submission and forgiveness in their relationship with students, parents, and the school administration. They provide a Christian atmosphere in the many details of the classroom activities.

## **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.

FCA is nondenominational, teaching those truths which are central in the Protestant tradition. 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). Because the Bible is the authoritative basis of the Christian faith, we feel that every young person should be thoroughly familiar with the Bible, and God's message to His people. Bible teaching is applied to all school situations (discipline, classroom, playground, etc.)

## **CLASSROOM STANDARDS**

1. Students are not to be in any classroom without a teacher present. Teachers should keep doors locked when leaving the class for lunch or break.
2. The school day begins with prayer, devotions, flag salutes and roll taking.
3. Students are required to have all materials needed to function properly in class.
4. Students are not to loiter or play in the restrooms.
5. Students are to help maintain desks and all classroom materials and equipment. Teachers should have regular clean-up times for the classroom and classrooms should maintain a neat appearance.
6. Elementary students should walk and be quiet in the halls at all times.
7. Chewing gum is not allowed on the school campus at any time.
8. There are to be no magazines, comic books, games, radios, tape recorders, tapes, videos, DVDs, CD/tape players, CDs, Game Boys, laser pointers, MP3 Players, Ipods, or any electronic device, water guns, skateboards, scooters, or any other toys, or pornographic materials, or other such items brought to school (without prior approval from the teacher or administrator). Use of ear buds on the FCA campus is prohibited.

**Cell Phones:** Students in grades 1 – 5 are not to bring cell phones to school. Students in grades 6 – 12 may bring cell phones to school, but they must be turned off and not used at all until after 2:45 p.m. Cell phones should be placed in lockers and may not be worn on the student. Cell phones will be taken if they are heard and parents will have to pick them up from the office. If this occurs more than once, cell phones may be confiscated for longer periods of time. The office phone may be used before school, at lunchtime, or after school. Parents should not call or text their son/daughter during the school day. If there is an emergency, parents should contact the school office, who will then relay the message.

9. Profanity, vulgar language, using the Lord's name in vain, and negative slang are not to be used.
10. Quiet "inside" voices should be used when inside the school building.
11. Students need to raise their hands and be recognized by the teacher before speaking in class. (Certain times can be designated by the teacher when students may respond without raising their hands.)
12. Writing and passing notes or playing with irrelevant objects are not allowed during class.
13. Preschool students are not allowed to bring toys to school without prior approval (except for Show and Tell). Students in kindergarten and above must receive permission prior to bringing any type of toy to school.
14. Students should write and speak in complete sentences.
15. Students must label all papers using first and last name, date, and subject (grades 3 and above).

16. There is to be no eating or drinking in hallways/classrooms. Students may have a water bottle.
17. There is no throwing rocks or snowballs or any other objects.
18. There should be no physical contact (prolonged hugging, hand-holding, kissing) between students on campus or at school-sponsored activities.
19. Students are not to sit on their desks, on tables, at or on the teacher's desk, or write on the chalkboard without permission.

## **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.

## **COMMUNICATION TOOLS**

Parent Alert is the communication tool to communicate to our school families emergency situations that could arise at school or to communicate messages to small groups as a whole or the entire school. Teachers who wish to use this communication tool need to see the school secretary to communicate a message through e-mail or phone.

RenWeb is also another source to communicate to parents through e-mails, postings of office memos, calendars, and other important school information. The school's website, [www.fcavirginia.com](http://www.fcavirginia.com) will also assist parents in weekly activities.

## **CURRICULUM**

The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated. A curriculum for the major subject areas chosen for FCA will closely follow the adopted philosophy of the school.

## **DISCIPLINE POLICY**

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.

### **A. School Atmosphere**

Each teacher will expect the attention of each child when speaking or when there is class discussion. There will be times when students are expected to work quietly and by themselves. There will also be times when the atmosphere is more relaxed and quiet talking will be allowed. The school atmosphere is not meant to be a rigid, disciplinary situation; but at all times immediate obedience and respect for authority is expected.

### **B. 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.

### **C. 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

1. simply discuss the student's behavior with him/her
2. verbally and strongly reprimand the student
3. assign work to the student
4. give an after-school detention
5. contact the parents OR

6. suspension

#### D. After School Detention

1. After school detentions will be served on any school day for 45 minutes after school. Students should report to the office to go to the assigned detention room.
2. Students should hand in signed detention slips to the detention teacher the day after the detention is given.
3. 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.
4. 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.)
5. Students should not talk, except to the teacher in charge.
6. When a student has received five (5) after-school detentions, he will automatically receive a one (1) day suspension.

#### E. 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.

1. 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.
2. Length of Suspension:  
The recommended length of suspension is one (1) to (5) days. These days will be counted as unexcused absences.
3. 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.

#### F. 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.*

#### G. 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.

#### DRESS CODE



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. Tattoos should not be worn to school.

#### A. ECLC Boys and Girls (K-3 & K-4)

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

#### B. 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/Skorts: 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.

### C. Secondary School Girls

- Slacks: Dockers or Classic style 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 cords, no tight-fitting knit pants.
- Shorts/Capris: top of knee length or no higher than 1 inch above the knee, same colors as slacks; can be worn in August/September and May; Dockers or Classic style in colors of khaki/stone/sand, navy blue, or black; girls may wear capris when shorts are permitted. (Shorts and Capris are not to be tight-fitting; looser styles can be found in Lands End)
- Blouses/shirts: Polo or oxford shirts (with sleeves) of any solid color or stripes 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. Shirts with curved seams (meant to be tucked in) must be tucked in. No sheer blouses of any type at any time. No undergarments straps should be seen. FCA t-shirts may be worn.
- Shirts are not to be form-fitting nor may they show the midriff when hands are raised.
- Turtlenecks/Mocks: alone or under sweater, in same colors as shirts.
- Sweaters: pullover or cardigan, in same colors as shirts; vests may be worn – collared shirts are to be worn under sweaters or vests.
- Hoodies of solid color may be worn throughout the day. FCA hoodies are allowed. Hoodies may not have prints or pictures, may not be camouflaged, or have large print letters or messages. Hoodies may have a small logo, e.g., a Nike swoosh.
- Skirts: knee length or no more than 1 inch above the knee in same color & styling as slacks – no knit, jean or polyester fabrics.
- Shoes: Regular shoes or tennis shoes. Shoelaces must be tied. Flip flops or slides (rubber strap flip flops are not suitable for school) may be worn only during the time that shorts are permitted and should be kept clean. Barefeet are not permitted on campus.
- 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

### D. Secondary School Boys

- 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; not to be worn excessively baggy.
- Shorts: 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.
- Shirts: Polo or oxford shirts of any solid color or stripes 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. Shirts with curved seams (meant to be tucked in) must be tucked in. FCA t-shirts may be worn.
- Sweaters: pullover or cardigan, in same colors as shirts, vests are permissible.
- Turtlenecks/Mocks: alone or under sweater, same colors as 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. Flip-flops or slides (rubber strap flip-flops are not suitable for school) may be worn only when shorts are permitted during the months of August/September and after Easter break.

- 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.
- No exposed tattoos of any kind.
- Hoodies of solid color may be worn throughout the day. FCA hoodies are allowed. Hoodies may not have prints or pictures, may not be camouflaged, or have large print letters or messages. Hoodies may have a small logo, e.g., a Nike swoosh.

Jean Day Guidelines

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, ragged hems, or decorations, please.

FCA Apparel

All FCA logo sweatshirts/t-shirts are permitted to be worn throughout the year.

School Activities Guidelines:

Students may dress in jeans, etc. for after school activities, however, if modesty is an issue, that individual will be required to wear standardized dress to events. On game days, team members will still be expected to dress up.

E. Violation of Dress Code

**Elementary:**

	<u>Improper Attire</u>
1 <sup>st</sup> time	Warning & note home
2 <sup>nd</sup> time	Sent to office and Administrator will call home
3 <sup>rd</sup> time	Parent will bring a change of clothes before child returns to class

	<u>Improper Wearing of Attire</u>
1 <sup>st</sup> time	Warning
2 <sup>nd</sup> time	Time off at Recess and note home
3 <sup>rd</sup> time	Sent to Administrator

**Secondary:**

	<u>Improper Attire or Wearing of Attire</u>
1 <sup>st</sup> time	Parent called; warning
2 <sup>nd</sup> time	Parents must bring change of clothes; silent lunch
3 <sup>rd</sup> time	Parents must bring change of clothes; after school detention

\*\*\*\*\* (PLEASE NOTE) \*\*\*\*\*

**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.**

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.**

F. Volunteer Helpers

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 or office or attending a field trip.

G. School-sponsored Activities

Students are expected to wear clothing to school sponsored activities which meets the dress code outlined above, unless special permission is granted to do otherwise.

## **EARLY CHILDHOOD LEARNING CENTER**

### **A. Religious Exemption for Child Day Centers**

Faith Christian Academy's ECLC is exempt from licensure pursuant to Section 63.1-198.3 of Code of Virginia for Day Care Centers. This exemption results from Faith Christian Academy being a Christian organization. However, all health and safety guidelines are met for the facility.

### **B. Staff Qualifications**

All staff must be born-again Christians who have attained 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. Each staff member will be interviewed by the Administrator and will be qualified both spiritually and academically. Each staff member will be 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.

### **C. ECLC Facilities**

The FCA ECLC, building "A" has a building capacity for 120 students; however, state prescribed child/teacher ratios will be met and classes will be limited to appropriate numbers.

### **D. Insurance**

FCA ECLC is covered by liability insurance.

### **E. Food Service**

Parents are asked to provide a healthy snack (no candy or chips) for the ECLC students (K-3 & K-4). Those students staying all day should bring a packed lunch to school.

## **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.

## **EXTENDED CARE –**

Extended care is offered for enrolled students (K-3 through 8th grade) at FCA, five days a week after school until 5:45 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. High school students are not required to be in Extended Care.

## **EXTRA-CURRICULAR ACTIVITIES**

FCA seeks to provide wholesome activities for development in a Christian environment. A receptive attitude toward this emphasis is an essential qualification for enrollment in an extra-curricular activity. Advanced permission must be obtained from the Administration for extra-curricular clubs or activities. Field trips, speakers, etc., must be approved by the Administration.

Sponsors of extra-curricular activities must meet the criteria of a staff member: a growing, mature Christian that models and clearly teaches God's Truths, and cooperates closely with the Administrator, teachers, parents, and students. The dress code and school standards will be followed unless permission to do otherwise is obtained. All materials must be consistent with the Christ-centered teachings received at FCA, home, and church. All activities

should center around the objective to teach students the respect for and submission to authority from God's perspective.

## **FIELD TRIPS**

### **A. Dress Code**

1. 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).
2. 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.

### **B. Items Prohibited**

There are to be no magazines, comic books, games, radios, tape recorders, tapes, videos, DVDs, CD/tape players, CDs, Game Boys, laser pointers, MP3 Players, Ipods, or any electronic device, water guns, skateboards, scooters, or any other toys, or pornographic materials, or other such items taken on field trips (unless special permission has been given). Cell phones may be taken on the field trip with permission of the teacher. Cell phones are carried for emergency use only.

### **C. Siblings**

Children not enrolled at FCA may not accompany volunteer parents on field trips.

### **D. ACSI Trips**

Students are not counted absent for the school day, but will be counted absent in the individual classes that are missed.

### **E. 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.

## **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.”

## **GRADING SCALE**

### **A. Components of Grades (Secondary School)**

#### **6<sup>th</sup> and 7<sup>th</sup> Grades**

A grade in a course of study represents the teacher's best judgment of a student's academic achievement. Various components of course work averaged together constitute a student's grade. The various components are:

homework	10%
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quizzes	30%
tests	40%
9-weeks test	20%

### 8<sup>th</sup> through 12<sup>th</sup> Grades

Students in 8<sup>th</sup> grade and higher will not take 9-weeks tests, but will be required to take semester exams. If students are in a lower grade, but taking a high school credit course, they will take a semester exam rather than the 9-weeks test. A grade in a course of study represents the teacher's best judgment of a student's academic achievement. Various components of course work averaged together constitute a student's grade. The various components are:

homework	10%
quizzes	40%
tests	50%

For students in 8<sup>th</sup> grade and higher, the semester exam will count 20% of the semester grade. Therefore, the semester grade will be broken down as follows:

first (or third) quarter grade	40%
second (or fourth) quarter grade	40%
semester exam	20%

**Grading components may vary by class, but will seek to measure the objectives for that subject area.**

### B. Letter Grades

1. 1st - 5th grades:

A+ 100	A 99 - 95	A- 94 -90
B+ 89 - 87	B 86 - 83	B- 82 -80
C+ 79 - 77	C 76 - 73	C- 72 -70
D+ 69 - 67	D 66 - 63	D- 62 -60
F 59 below I Incomplete		

2. 6th - 12th grades:

A+ 100	A 99 - 95	A- 94 -90
B+ 89 - 87	B 86 - 83	B- 82 -80
C+ 79 - 77	C 76 - 73	C- 72 -70
D+ 69 - 67	D 66 - 63	D- 62 -60
F 59 below I Incomplete		

3. Preschool and Kindergarten:

In kindergarten, letter grades are not used; students are evaluated on behavior, habits, physical and verbal development, basic counting and reading skills in the following way:

- O = Outstanding
- S = Satisfactory
- I = Improvement shown
- N = Need for improvement
- W = Working on skill (not ready for evaluation)

### C. Conduct Grades

Middle school and high school students will receive conduct grades each quarter. Conduct grades are based upon classroom participation, respect for authority, responsibility in assignment completion, and compliance with the school rules.

- E = Excellent
- G = Good
- S = Satisfactory
- NI = Needs Improvement

U = Unsatisfactory

#### D. Grade Point Averages

The grade point average (GPA) is computed at the beginning of the senior year and is based upon grades in all subjects taken in grades 9-11. The GPA is based on a 4.0 scale: A - 4.0, B - 3.0, C - 2.0, D - 1.0, and 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

#### E. Joint Enrollment Courses –

Central Virginia Community College has agreed to enroll Faith Christian Academy students in college level courses for the purpose of adding to our course selections for advanced diplomas, challenging those who excel academically, and offering additional technical courses. These courses will not be taught from a Biblical perspective, but it is the goal of Faith Christian Academy that students will have a well-developed foundation in their faith and will use Biblical discernment when hearing and responding to the instruction. Approval must be received from the Administrator in order to enroll in any of these courses for the purpose of receiving both high school as well as college credit. (See the section under Tuition regarding compensation for success in this course). If a student does not pass the college class, the same grade will be applied to the high school transcript and no credit will be awarded. Transportation arrangements will be made by the parents. During school hours, students may drive to the CVCC (Altavista site) campus and return to FCA following state law in allowing no more than one passenger per child of this age.

#### F. RenWeb

RenWeb is the online school management system that is used to manage all student data and is available in real time access to our parents. Grades, parent communication, discipline, lesson plans, notes, comments, attendance, etc. should be recorded in this system. Parents can access this system at home with Faith Christian Academy's code: FCA-VA at [www.renweb.com](http://www.renweb.com) or [www.fcavirginia.com](http://www.fcavirginia.com). Office personnel are available to assist in your questions.

### **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.

#### A. Homework Assignment Pads

1. 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.
2. 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.
3. 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:



1. High Honor Roll -- 3.75 and above
2. Regular 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. Teachers can be contacted at the school or via email. Parents can go to [www.fcavirginia.com](http://www.fcavirginia.com) and access RenWeb.*

### **A. 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.

### **B. 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.

## **LEAVING SCHOOL GROUNDS**

The only students who have permission to leave school grounds before 2:45 p.m. are those scheduled to do so or who have an early dismissal slip. Students who have early release (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> 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.

## **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.

## **LUNCHES**

Students should bring a packed lunch to school. It is important that young children have a planned nutritional meal. Children may buy milk and/or ice cream by the day, week, or month. Kindergartners will bring a snack. Subs from Subway will be available each Wednesday, but order sheets must be turned in to the child’s teacher by Tuesday of that week. The lunch will include a selected sandwich and cookie.

If a child forgets his/her lunch, a peanut butter sandwich and milk will be provided at a cost of \$2.00, which is due the following day.

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.

If a parent would like to eat lunch with his/her child, please notify the teacher the day before, and arrangements will be made for the parent and child to eat together in the library or teachers' workroom.

## **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:*

### **A. 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.

#### B. 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.

#### C. 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.

#### D. 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.

#### E. 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.

#### F. 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.

**Faith Christian Academy has established a Pandemic Flu Plan should such an outbreak occur. The school has established a Pandemic Flu Response 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.**

### **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.

### **PARENT COMMITMENT**

All parents must sign the parent commitment form, which acknowledges that we are working together under God's authority to raise children up under His direction. Part of the mission at Faith Christian Academy is to "develop a respect for authority," which is why it is critical for teachers and parents to be role models in this aspect - honoring others with our words and actions. Romans 13:1 reminds us that God has placed those in authority over us which is why they are to be respected. All may not agree with decisions, but how we respond is what God desires.

### **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. When parents volunteer or visit the classroom, all parents must sign in at the respective office and wear a badge while in the school building.

## **PARTIES**

Parties are enjoyed by the students on Mission's Day, Thanksgiving, Christmas, Valentine's Day, and Easter.

### **A. 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.

### **B. 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.

### **C. 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.

### **D. Volunteers Helping With Parties**

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.*

## **SCHOOL HOURS**

### **A. Preschool (K-3, K-4)**

Begins at 8:15 a.m. and ends at 12:00 p.m.

### **B. Elementary (Kindergarten through 5th)**

Begins at 8:00 a.m. and ends at 2:45 p.m.

### **C. Secondary (Grades 6 - 12)**

Homeroom begins at 8:00 a.m. School ends at 2:45 p.m. An optional 8<sup>th</sup> period may be implemented as needed.

## **SCHOOL PICTURES**

Individual school pictures are taken in the fall. Class group pictures and entire school group pictures are taken in the spring.

## **SCRIPTURE MEMORIZATION**

As part of the on-going Bible study, Scriptures are memorized that reinforce classroom Bible lessons. The reasons for Scripture memorization are:

### **A. Discipline**

To help the student develop discipline in the study of God's Word.

### **B. Obedience**

To obey the scriptural injunction to "hide the Word of God in our hearts" (Psalm 119:11).

## **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

## **STANDARD COURSE OF STUDY**

Faith Christian Academy follows the basic guide of teaching subjects required by the State of Virginia for public schools but teaches all subjects from a Biblical perspective.

## **STANDARDIZED TESTING PROGRAM**

Each year, a scholastic achievement test is given to enable parents to see the strengths and weaknesses of the student. It also enables the administration and faculty to determine areas of need.

## **STANDARDS OF LEARNING TESTS (SOL's)**

Private schools are not allowed to partake in the SOL testing which public schools are required by the state to take. The Standards of Learning tests are based on the objectives established by the state. Private schools are driven by their own mission; therefore, each private school establishes its own objectives for the grade level and subject area and uses some kind of testing program to help measure performance.

Faith Christian Academy has chosen to use a national standardized test that will help us evaluate the individual's student progress as well as the curriculum of the school. Another way in which FCA is held accountable is through its association and accreditation under the Association of Christian Schools International.

## **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.

## **STUDENT GUIDELINES/CODE OF CONDUCT**

FCA serves a broad spectrum of evangelical churches, 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.

### Drugs / Alcohol

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 of alcoholic beverages on school premises will result in immediate expulsion. Consumption of alcoholic beverages on or off of school premises will result in suspension and may result in expulsion.

### Communication Devices

FCA does not presume to be a censoring agency for all activities. It does, however, expect tangible evidence of maturing Christian conviction and discerning judgment. In this present age/culture, students have a variety of

relationship social media i.e. e-mail, Facebook, snapchat, twitter, texting, etc. in which to share communications. FCA will not “police” these sites, but if something that is posted and/or communicated through these mediums is brought to the attention of the administration due to items posted, disciplinary action will be taken. Furthermore, the school is quite concerned about the morally degrading elements that are now found in virtually all forms of the theater, the entertainment media, music, and literature.

#### Respect

FCA will expect each student to conduct himself in an orderly, courteous manner at all times, with prompt and respectful obedience to all school personnel. FCA insists on honesty, fair play and sportsman-like conduct under all conditions.

#### Behavior

Cheating, lying, stealing, a negative attitude, willful disobedience, fighting (physical and verbal) and continued unexcused absences will not be tolerated. Students are not only expected to adhere to this, but also to promote and encourage their peers to adhere to these standards also. Students who know of serious violations of biblical or school standards are expected to assist the administration and faculty in maintaining a Christian environment, and upholding biblical principles. Respect must be shown for the rights of others and their property. Students are to follow a "hands off" policy: no fighting, no hitting, no slapping, no horseplay, and no verbal abuse.

#### Public Display of Affection

Public display of affection is not permitted on school grounds at anytime. 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, 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. Expressions of affection should be at the proper time and place. Students displaying problems in this area will be counseled and disciplined on an individual basis.

#### 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 cannot tolerate sexual immorality. Sexual immorality on or off school premises at any time will result in immediate suspension and may result in expulsion.

#### Harassment

Any form of harassment (bullying/teasing, sexual harassment, etc) is absolutely prohibited and will not be tolerated. Any incident of possible harassment should be brought immediately to the attention of the Administrator who will investigate the matter in confidence. Bullying or intimidating others is unacceptable. Bullying is repeated negative behaviors intended to frighten or cause harm and may include but are not limited to, verbal or written threats or physical harm. Threats of harm to students and/or staff will be treated severely. Law enforcement may be contacted in the case of threats.

#### Sexual Harassment

Students who are determined to be sexually harassing others will be disciplined accordingly. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or comments of a sexual nature. It can take place toward school personnel by students, toward students by school personnel, etc. All cases of harassment may lead to disciplinary action. Students should see an Administrator if they feel that they have been harassed.

#### 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.

#### Weapons

Weapons of any type have no place in the academic setting under any circumstances. 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.

## **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

Students will be given 3 tardies to school per quarter without penalty. These tardies may accumulate in one quarter, but upon the 12<sup>th</sup> tardy, FCA will impose a fine of \$1.00/day/tardy over twelve. All tardies will count against this policy unless the tardy is from a medical appointment or if excessive health issues, but then a doctor's note would be required.

### Tardiness to class

Students are expected to be in class and ready to begin when the tardy bell rings.

The accumulation of three tardies in any class will be counted as one absence. From that point on the attendance policy is in force.

**Upon 8 tardies a parent conference will be held with the teacher and Administrator.**

## **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.

## **TELEPHONE CALLS FROM PARENTS**

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. Teachers remain at school until 3:15 daily in order to be available to parents. Please feel free to make use of this time. Parents, if you need to call a teacher at home, please try to do so before 9:00 p.m. Parents, please make arrangements for rides and after school activities prior to the school day.

## **TRAFFIC PATTERNS**

- A. Parents in the traffic lanes should remain in their vehicles. Anyone needing to come inside should park in the parking areas provided. Please do not park in the traffic areas or block a traffic lane.
- B. 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.
- C. Carpool children will be grouped together.
- D. Park in the spaces provided when you need to come to the school office.
- E. **No cars are to park in the fire lane in front of the academic buildings or in front of the gym.**

## **TRANSFER AND REVIEW OF STUDENT RECORDS**

### **A. 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.

## B. Review of Students Records

- i. 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.
- ii. 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.
- iii. Police officers will only be given access to a student's records with a subpoena.
- iv. 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.
- v. **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.

## VISITING THE SCHOOL

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 PARENTS 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.

We welcome parents at any time and parents are especially invited to attend Chapel.

## 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 previous 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.



# ACADEMIC POLICY GUIDELINES

## Grades 6 through 12

### Requirements for Sequential Courses

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.

### Sequence of Courses for Middle School

The following sequence of courses is 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: Integrated 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.

### Course Offerings (High School Grades 9 – 12)

*The following sequence of courses is 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**

**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 Assistant I & II; Teacher Assistant, Composition

**Courses that do not meet everyday will not receive a full credit.**

*\*To be determined annually.*

*+Courses offered at CVCC for dual credit – college and high school credit available.*

**CVCC Courses:**

1. Students must get approval from administration.
2. Students must pass the CVCC Compass test for their subject area.
3. Apply for admission to CVCC.
4. Take the course – be prompt and complete all work.
5. Turn in grade for reimbursement from Faith Christian Academy, if a grade of “C” or above is obtained.

**Advanced Classes Scholarship:**

Students will have an opportunity to qualify/earn an Advanced Class Scholarship\*(up to \$250.00/ per student) per school year if the following requirements are met:

- a. Students must have a minimum 3.0 cumulative grade point average and possible additional criteria for Advanced Placement courses.
- b. Students must demonstrate an outstanding work ethic, have a good attendance record, and demonstrate motivation for taking advanced level courses.
- c. For Advanced Placement Courses\*\*, students will be required to take the AP Exam held in the spring and pay for this exam. [Note: Advanced Placement courses will be online courses.]
- d. For college courses, students must apply and qualify for admission first, receive a recommendation from the Administrator, and pay for the course prior to taking it.
- e. Upon completion of the course (whether college or an AP course), students must have earned a “B” or higher to qualify for the scholarship.
- f. This scholarship may not be combined with any other tuition assistance and/or other scholarships.

\*Advanced Classes are defined to include the following: Advanced Placement (AP) courses taken online through an approved agency (i.e., Virtual Virginia, Sevenstar, etc.), Community College courses, or Liberty University online courses. All courses must be approved by FCA prior to signing up and taking the class in order to qualify for the scholarship and/or credit.

\*\*If an Advanced Placement course is offered at the school by an instructor, there will be no additional fee for the class, but students will be required to pay for the test.

**Alternate Academic 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 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. A student must:

1. Submit a Request for Alternate Credit Form (found in the main office) to the Administrator by June 1.
2. Submit a detailed letter outlining reasons for seeking alternate credit by June 1 to the Administrator.
3. A student pursuing courses during the school year must follow the criteria above and procedures outlined in #1 and #2. The Request for Alternate Credit Form must be submitted as soon as possible in the first academic quarter.

All Alternative credit courses must be approved by the administration for students to receive credit (a maximum of one credit per summer course is allowed) unless they are college courses. The Administrator will notify students of the school's decision and the requirements.

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

Students may take summer school courses through the local high school, the community college (approved courses), or through approved online courses (such as offered through Alpha Omega).

### **High School Credit for Middle School Courses**

Credit towards high school graduation may be earned by middle school students who successfully complete one or more of the following courses: Algebra I or Spanish I and II. The following criteria must also be met:

1. The FCA student must pass the high school course with a 70 or higher.
2. A student transferring from any other school must pass FCA's comprehensive final exam with a 70% or higher for the high school level math and/or foreign language course he or she took in middle school.
3. In addition, the student must pass the next high school course in sequence with a 70% to receive credit for the middle school course.

It is required that three additional math credits be earned in high school for those students receiving credit for high school courses taken in middle school.

\*Please note many colleges require two years of foreign language in high school and competitive colleges may require three years of foreign language in high school.

### **Career-related Mentoring/Internship**

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 1<sup>st</sup> 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.

### **Transferring Home School Credits**

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.

### **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.
- For the Graduation class of 2014 and beyond a Personal Finance/Economics course must be completed during their junior or senior year.

<b>Subjects:</b>	<b>Advanced</b>	<b>General</b>
English 9, 10, 11 and 12	5 <sup>1</sup>	5
History - World History, World Geography, U.S. History, Government/Econ)	4	4
Math <sup>2</sup>	4	3
Science <sup>3</sup>	4	3
Bible 9, 10 or 11, 12	4	4
Physical Education/Health	2	2
Foreign Language	2	0
Electives	<u>3</u>	<u>5</u>
<b>Total Credits:</b>	<b>28</b>	<b>26</b>

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

<sup>2</sup>All 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.

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

<sup>4</sup>To 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.

### **Academic Accountability**

Students will be placed on academic accountability 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, RenWeb, 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.

### **Academic/Behavioral Probation**

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.

### **Adding/Dropping Classes**

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.**

## Athletics

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.

## Beta Club

The faculty selects the membership in the Beta Club fall and spring for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students. 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.

## 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**

- 1<sup>st</sup> Offense:** Grade of 0 is given, after school detention, and parents are called.
- 2<sup>nd</sup> Offense:** Grade of 0 is given for the assignment, one day out of school suspension, parents are called.
- 3<sup>rd</sup> Offense:** Grade of 0 is given, parents are called and three day suspension is issued.

## 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.

## Computer Use

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. Games may only be played on the computer after school and after evidence is given that all homework is completed. 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:

1. 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.
2. The instructor must approve all shortcuts placed on the desktop.

3. Screensavers and backgrounds can only be changed with staff approval and should be in accordance with the school's mission.
4. Music played must follow the music guidelines.
5. Installation of software (including downloading) is prohibited unless approved by the instructor and the administrator
6. All students who use the Internet must have an Internet usage agreement on file.
7. Students may not access wireless services that are not part of the school's system.
8. Flash drives are required to be provided by each student and used. Student files are not to be stored on FCA computers.

### **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.

### **Credit Status of High School Students**

Freshman	0-5 high school credits
Sophomore	6-11 high school credits
Junior	12-17 high school credits
Senior	18+ high school credits

A maximum of one credit earned in the summer can be applied to a student's class status unless the class is a college course.

### **Criteria for Valedictorian/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:

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, 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)
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.

*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.

### **Exam Policy**

Students in grades 6<sup>th</sup>-8<sup>th</sup> will be required to take 9 week tests for every quarter. Any 8<sup>th</sup> 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 final exam of that particular subject.

### **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 work may not raise the final quarter’s average more than 5 points.

### **Grade Point Averages**

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.

<b>Grade</b>	<b>Points</b>	<b>Equivalent</b>	<b>Advanced/College Courses</b>
A	4.0	94-100	4.50
B	3.0	87-93	3.50
C	2.0	78-86	2.50
D	1.0	70-77	1.50
F	0	0-69	0

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

#### ***Example:***

*A 10<sup>th</sup> 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

### **Honor Code Policy**

**All tests and major papers** must include the following **statement and signature** from the student completing the work: **“On my honor, I have not given nor received any help on this test/paper.”**

### **Independent Study Courses**

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.

## **Late Work**

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

## **Make-up Tests and Quizzes**

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.

## **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.

## **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.

## **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.

## **PSAT**

All 10<sup>th</sup> and 11<sup>th</sup> 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.

## **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.

## **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.

## **Semester Exams**

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.

## **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.

### **Stewardship**

As a student at Faith Christian Academy, you are responsible to take good care of the equipment and materials that you use during school. Being a good steward of what God has given us is everyone's responsibility. 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.

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 book is damaged. Books are to be put in lockers/cubbies and are not to be left on the floors or counters.

Each student is responsible for keeping his area clean as well as areas around the school. We want our school to have a clean and orderly appearance not only for ourselves, but also for those who come to visit. God calls Christians to respect the community in which we live and to impact it for Him – always looking out for the interests of others as stated in Philippians. Respecting others and their property is a life-long character quality that we want in our young people.

### **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. 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. 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.

### **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.

### **Transcripts**

Numerical grades are recorded each semester on the student's transcript that is kept in the cumulative folder of each student. Upon entering 9<sup>th</sup> 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.

# GUIDELINES FOR STUDENTS PLANNING TO ATTEND COLLEGE

## **Two-Year Colleges**

The majority of Virginia's community colleges, such as Central Virginia Community College, have an open door admissions policy. This means that students who are graduates of accredited Virginia high schools are admitted to at least a general program of studies. Most of these schools also require the student to take a placement test as part of the admissions process. Results of these placement tests may require students to enroll in remedial, non-credit courses until they meet minimal proficiency levels.

Requirements for admission into specific programs or majors at these schools are often more stringent. Two-year colleges require (or strongly recommend) prerequisites for many scientifically or technically oriented programs such as medical technology, nursing, and dental hygiene.

Private junior colleges, technical schools and out-of-state two-year schools vary greatly in their admission requirement and should be contacted directly.

## **Four-Year Colleges and Universities**

The minimum requirements for Virginia four-year colleges and universities are:

- 4 credits English
- 3 credits Math (including Algebra I, Geometry, Algebra II)
- 3 credits History
- 2 credits lab science
- 2 credits foreign language

Having the minimum credits does not guarantee admission to colleges. Students lacking any of the above credits should contact the admissions office of the college to see if a provisional acceptance is possible. Some, but not all, Virginia four-year colleges allow a student to correct the deficiency by the end of the first semester. Information about additional requirements can be obtained from the college admissions office or their catalogs.

## **Other Considerations for Four-Year Colleges**

Admission requirements vary greatly depending on the school and the program. Students should consult the school or check the college catalog. The Administrator will assist in college planning and making phone calls to admission offices regarding admissions/scholarship opportunities. Knowing your college major early on will help students plan their high school courses in such a way as to meet the college requirements.

## **Scholarships**

Students should begin scholarship searches in their sophomore and junior years. Local scholarships are available through churches and civic organizations such as the Ruritan and Lions Clubs. These applications must be typed and then given to the Administrator for approval before they are sent out. All essays should be proof-read for grammar and writing errors.

# **COURSE DESCRIPTIONS**

## **Middle & High School Students**

### **BIBLE**

**Bible 6** (Bible 6, 7 and 8 are offered on a rotation basis)

This course focuses on an overview of all 66 books of the Bible. The student will take a basic Bible survey course which will help them see God's plan and Providence throughout Scripture.

**Bible 7**

This course focuses on the Book of Proverbs for Godly wisdom in everyday living. Students will learn the principles that God has established for all the different relationships.

**Bible 8**

This course will focus on basic Christian doctrine and truth.

**Bible 9/10**

The course will focus on Bible study skills as well as an overview of the entire Bible and student leadership.

**Marriage and Family** (moved to grades 9/10 beginning fall of 2004)

The goals of this course are (1) to give students a basic appreciation for who they are in Christ and as people made in the image of God, (2) to develop Biblical principles of God-honoring relationships in the family and with friends (both same sex and opposite sex relationships). The course will focus on appropriate dating and marriage relationships.

**Understanding the Times** (Offered in alternate years during the junior and senior year)

This is a required senior course that explains the ideas of the four major world philosophies. The course exposes the error of many worldviews and establishes the authority and logic of Christianity. The theme of this course is to learn to think as God thinks. Video lectures by experts in their field provide much of the curriculum information.

### **COMPUTER**

**Microsoft Office**

The Microsoft Office courses used the current updates in Word, Excel, Access and PowerPoint. Throughout the course, the students learn how to create documents and use word processing features such as drawing, text/word art, and graphics. They also go through a series of reports, employment documents, tables, correspondence letters, spreadsheets and databases. Students are taught skills so that they might develop ease in operating the computer for the purpose of learning goals.

**Graphic Design**

This course is designed for those students who want to expand their experience in print and presentation media. Students will continue to develop their word processing skills and learn how to develop eye-pleasing designs for publication as well as presentations. Students will use Adobe InDesign and Photoshop.

### **FOREIGN LANGUAGES**

**Spanish I** (May be offered as an online course)

This course emphasizes proficiency in oral communication through the active participation of the student in a variety of activities designed to enhance both learning and application of the language. The exercises in the text integrate the skills of listening, speaking, reading and writing with various aspects of Spanish culture. Language skills are reinforced through group and partner practice. The focus at this level is primarily on the written language.

**Spanish II** (May be offered as an online course)

This course continues to emphasize proficiency in oral communication with an increased emphasis on reading and writing. Students are encouraged to use the language with greater spontaneity and proficiency in a variety of situations.

**Spanish III** (May be offered as an online course)

In this course, students utilize text that presents cumulative summaries of the communicative functions, vocabulary and grammar presented in the texts of previous levels. Students will utilize the language with a greater degree of independence and will explore the cultures of all 21 Spanish-speaking nations in greater depth.

**LANGUAGE ARTS****English – Grade 6**

English 6 stresses the different areas of language arts, but emphasis will be on grammar/usage and vocabulary. Students will study and write narrative and lyric poetry; they will also study and write different types of newspaper articles. Students will read from the literature anthology in order to understand plot, characterization and setting. Writing assignments will provide an opportunity to demonstrate the understanding of literature.

**Reading 6**

This is a 5-day a week course. Basic reading skills are emphasized. These skills include reading comprehension, vocabulary, critical thinking, and study skills. Literature that encourages Christian moral values is read. Students will read 8 books outside of class during the course of the year.

**English – Grade 7**

English 7 will strengthen the skills taught in English in the areas of composition and grammar. Students will write expository, persuasive, narrative, and descriptive pieces. They will continue with the study of grammar (eight parts of speech, usage, mechanics, and spelling), reviewing basic concepts and adding new ones. Literature (including short stories, non-fiction, poetry, drama, and the novel) will be read and studied to aid comprehension, vocabulary, and writing.

**Reading 7**

This is a 5-day a week course. Basic reading skills and strategies will be reviewed and applied to the reading of fiction and non-fiction. Outside reading will continue to be important in pursuit of reading for pleasure. Students will read 8 books outside of class during the course of the year.

**English – Grade 8**

English 8 will continue to strengthen composition skills. Students will practice journal writing. They will write narrative and expository essays, emphasizing writing about literature. Literature study will emphasize the elements of fiction, using short stories and novels. Grammar study will review basics and concentrate on phrases, clauses and usage especially in connection with their own writing. Vocabulary development is emphasized.

**English – Grade 9**

In the study of literature, students develop critical reading skills for the short story, the novel, drama, and Arthurian legend. The composition program gives students varied experiences and instruction in writing narrative, descriptive, persuasive, and expository essays, with an emphasis on writing about literature. Attention is paid to such matters as paragraph construction, sentence variety, grammar, punctuation, and usage. Vocabulary development is also an important component of the year's study. Students will undertake a research project, learning the skills involved in writing a research paper.

### **English – Grade 10**

Tenth grade students will study representative selections of world literature in thematic units. Selections will be from different literary periods but not necessarily in chronological order. Students will continue to write different types of compositions. Emphasis is placed on close, careful reading, narrative writing, expository writing and vocabulary development. Grammar/usage emphasis will be on sentence structure, fragments and run-ons, phrases and clauses, sentence combining, and errors commonly found in student writing. A research paper may be assigned.

### **English – Grade 11**

A survey of American literature will be the major emphasis of the junior year. Students will study the beginnings of American themes in literature. Students will contrast Christian beliefs and viewpoints with different philosophies current in America (like transcendentalism). Attention is given to themes and styles in American literature. They will explore regional/realistic literature of mid to late 1800's and modern literature of the 20<sup>th</sup> century. Again writing will center on the literature. In addition, students will write personal narrative, the college application essay, and original short stories. A research paper on an American history topic will be done in conjunction with the U.S. History class.

### **English – Grade 12**

A survey of British literature is the emphasis for the 12<sup>th</sup> grade. Major writers will be highlighted in a chronological order. These will include Chaucer, Milton, Shakespeare, Keats and Conrad. Christian themes in literature will be identified and the other philosophies will be contrasted with Christian view. Writing will center on the literature studied. The research paper will be a literary analysis.

### **Composition/Speech**

Students may take this course at the high school level or take it for dual credit (receiving high school and college credit) at the community college. This course is offered in order to develop and master writing skills which will be needed at the college level. Students will write responses to articles, stories, and various literature genres. Synthesis writing will be emphasized where students learn to combine the viewpoints of different articles in a fluid manner. A major research paper will be required. Speech will address the basic skills of delivering a message to a group in an informal or formal setting. One unit will be given to the techniques of debate and the general format of a debate.

### **Yearbook/Desktop Publishing I**

Students receive a practical, "hands-on" introduction to yearbook. Students learn the skills necessary for writing, designing, and evaluating a yearbook. Students learn how to use PageMaker for desktop publishing. Students learn the techniques of business, advertising, promotion, desktop publishing and management necessary for yearbook production. Knowledge of either photography or keyboarding is useful but not necessary. Good work habits and ability to meet deadlines is valued. Enrollment is limited and by permission of the administration and the yearbook advisor.

### **Yearbook/Desktop Publishing II**

Students continue practice experiences in publications through production of a yearbook and further develop their skills in photography, layout, business, advertising, promotion, and management. Students continue to sharpen their skills in desktop publishing using PageMaker. In addition, they will assume greater responsibility for various assignments and tasks related to yearbook production. They will assist in the orientation and training of less experienced staff. Enrollment is limited and by permission of the administration and the yearbook advisor.

### **Drama** (as available annually)

An introduction to basic acting skills as well as the opportunity to act in skits, short plays and produce a school plays.

## **HISTORY**

## **Geography: The World and Its People – 6<sup>th</sup> Grade**

The students will employ maps and other geographic tools and technologies to acquire, process and report information. The course will compare the physical processes that shape the patterns of Earth's surface and recognize how culture and experience often influence people's perceptions of these places and regions.

## **World Studies – 7<sup>th</sup> Grade**

World studies focus on the following historical time periods: Ancient Mesopotamia (present day Middle East), Ancient Egypt, Ancient Greece, Ancient Rome, the Middle Ages, the Renaissance, and the Reformation. Learning skills which are utilized and strengthened are note taking, map memorizing, research paper writing, index using, reading, and the memorizing of dates, historical facts, and important people. Individual and group projects are used to encourage creative research and writing throughout the year in this class.

## **American History – 8<sup>th</sup> Grade**

American History for 8<sup>th</sup> Graders is designed as a survey of the history of our nation from the time of its discovery by Europeans to the Civil War. Attention is given to the people, events, and ideas that shaped our nation. No period is singled out for extensive study; the focus of the course is on the flow of history. This class combines a creative approach to learning with a rigorous traditional emphasis on student skills necessary for high school, such as reading, note taking, and memorization.

## **World History – 9<sup>th</sup> Grade (offered on rotating years)**

This course covers the history of mankind from creation through the present time. The course emphasizes how man's ideas, thoughts, and beliefs have influenced the progress and decline of civilizations in history. These ideologies are explained in Christian perspective.

## **World Geography – 10<sup>th</sup> Grade (offered on rotating years)**

This course focuses on the five themes of geography: location, place, human-environment interaction, movement, and region. This course covers all the regions of the world with the exception of North and South America (which they have covered in their earlier studies).

## **U.S. History – Grade 11**

This is a required 11<sup>th</sup> grade course covering the history of the United States from the reconstruction era to modern times. Emphasis is placed upon the events, personalities and processes that have shaped the United States. Students will understand the relationship between these events, people and processes and recognize their significance in the history of the United States.

## **Government**

Government focuses on the Founding Fathers through State and Local Governments. The focus is on the Constitution and the six articles as well as the practical operation of our government

## **Economics/Personal Finance**

Students will learn the microprinciples of financing as they learn to manage their own personal finances and plan for the future. They will also learn the macroprinciples of finance and how personal corporate finances along with government finances function in our world today.

## **Psychology**

This course in psychology is an introductory course taught distinctively from a Christian viewpoint in order to prepare students for college level work. A college-level text is used to challenge their reading and writing skills and prepare them for that level of work.

## **MATHEMATICS**

### **General Mathematics 6 (Math 76)**

This course reviews basic principles of addition, subtraction, multiplication, and division. It stresses not only computation, but also estimation and calculator use as well. Other topics include work with fractions, decimals and percent; numeration and number theory; and measurement. Problem solving is included with each lesson. An introduction to topics in statistics, probability, integers and graphing may be included in the course.

### **General Mathematics 7 (Math 87)**

(Grades 6 and 7; 8<sup>th</sup> if necessary) This course continues the development of working with fractions, decimals, percents and measurement begun in General Math 6. It also includes work with ratio and proportion, and selected topics in geometry. It prepares the student for pre-algebra by the study of integers and solving simple equations and inequalities. Further work with statistics and probability may be included in the course.

### **Pre-Algebra**

(Grades 7 and 8) The purpose of this course is to build a firm foundation for the study of algebra and geometry on the high school level. Algebraic topics include fundamental work with variable expressions, integers, real numbers, equations and inequalities, and continued work with fractions, decimals and percents. Topics from geometry include concepts of figures, congruence, similarity and measurement. Also, topics from data analysis, such as the use of tables and graphs and their interpretations, are integrated where appropriate.

### **Algebra I**

(Grades 8 and 9; 10<sup>th</sup> if necessary) This first year course begins with a review of variables and integers. Students then proceed to solving, graphing and writing linear equations and inequalities in one and two variables, including systems. The course concludes with the study of powers, quadratic equations, factoring, and rational expressions and equations. Topics from data analysis, such as the use of tables and graphs and their interpretations, are integrated where appropriate. Students are also given the opportunity to begin to develop skills in the use of graphing calculators. *Note: Students who intend to attempt Algebra II in high school should register for this Algebra I course.*

### **Geometry**

(Grades 9 and 10) This course provides the student with a thorough study of Euclidean Geometry, learning formal proofs and the axiomatic structure of mathematics. Students are introduced to the use of definitions, postulates, and theorems in deductive reasoning. Topics include the properties of lines, planes, and angles; parallel lines, congruent and similar polygons; triangles; circles; areas and volumes of solids; and constructions. The course integrates coordinate geometry where appropriate. *Note: Students who intend to attempt Algebra II in high school should register for this geometry course.*

### **Algebra II**

This course reviews and expands on the concepts in Algebra I and prepares the student for advanced math courses. Inequalities and their proofs will be addressed along with linear equations and functions, expanding work with polynomials, rational and irrational expressions, complex numbers, quadratic equations, polynomial equations, analytic geometry, and exponential and logarithmic functions. Students will begin work on trigonometric functions, applications, and graphs. This course is required for college.

### **Consumer Math**

(High School course) The purpose of this course is to equip the student with necessary basic math skills by applying them to consumer math topics. Additional emphasis is placed on learning God's principles for personal financial management by exploring the tough challenges of living in today's materialistic society. Topics include: computing income, purchasing food, clothing and cars; personal banking and credit; budgeting; mortgages; car loans; car, health and life insurance; income taxes and investing; and real world applications concerning over extended credit; financial difficulties that lead to marital problems; and the perils of bankruptcy. *Note: Limited to students who have completed credits in Algebra I & Geometry but have not completed Algebra II.*

### **Pre-Calculus**

(Grades 11 and 12) This course continues the development of exponential and logarithmic functions, conic sections, matrices and complex numbers. It also includes the radian measure, trigonometric functions and their inverses, trigonometric identities, and some work with sequences and series. This course is designed to prepare students for AP Calculus or to serve as the final course of mathematical study if no further study is anticipated.

### **Calculus**

(Grade 12) The Calculus syllabus is designed to give students the opportunity to experience an upper level math course in high school which will prepare them for future math courses. The course covers the material of a first semester calculus course: limits, differentiation, related rates, integration, and finding areas and volumes. In May, the students may take the Advanced Placement examination in Calculus, which may make them eligible to receive college credit for their efforts, depending on college guidelines.

## **PHYSICAL EDUCATION/HEALTH**

### **Physical Education for Grades 6, 7, 8, 9, 10**

In the New Testament, the Apostle Paul mentions “Running the race to win” competing with perseverance and conditioning the body to win the race. Of course, Paul is using physical metaphors to encourage believers in their spiritual training. To be consistent with Scripture, we want students to train their bodies as well as their intellect and their spirits.

To accomplish this, the physical education program intends to offer students a wide variety of team sports, individual sports, rhythmic activities, games and outdoor experiences. One of our goals is to instill in the student an understanding of the need for the method of attaining and maintaining physical fitness. It is important for the FCA student to recognize the need for taking care of the body God created. Another goal is for students to gain a competency in both skill and knowledge of those sports that they will enjoy throughout life. In the process of achieving these goals, the physical education program will seek to develop proper attitudes, good sportsmanship, cooperation, courtesy and emotional control. Learning the rules and behavior expected of the Christian student is an integral part of a dynamic program.

The Health curriculum is designed to provide students with the knowledge to improve current and future health behavior, and to emphasize that we are to honor God with our bodies (1 Corinthians 6:19-20).

### **Health – Grades 6, 7, 8**

Students will have one quarter of health, two days a week focusing on basic health issues such as first aid and safety, personal hygiene, nutrition and fitness, diseases, spiritual and mental health, drugs, alcohol, and tobacco.

## **SCIENCE**

### **Science 6**

This course is designed to introduce the students to the various science courses that they will encounter during their junior and senior high school years: Life Science, Earth Science, and Physical Science. Some of the topics covered are forces (motion, acceleration, inertia, friction), changes in matter (physical and chemical properties, elements, compounds, chemical reactions), earth’s riches (soil, minerals, water, air) and the plant kingdom (roots, stems, flowers, photosynthesis). An integral part of this class is the workbooks, which have numerous hands-on activities for the students.

### **Life Science 7**

This course is designed to answer the students’ questions about themselves and the living things around them. It first discusses science and its relationship to the word of God, examining the attributes of life, classification, cells and Biblical creation. The course then deals with life processes in both plants and animals, and also the structure and function of the systems of the human body as a special creation of God. A unit on ecology concludes the course dealing with ecosystems, interrelations between organisms and a Biblical perspective of man’s stewardship of the earth. A student activity workbook provides various activities to reinforce terms and concepts covered in the classroom. It also includes hands-on labs to help stimulate student interest.



## **Physical Science 8**

This course is designed as a foundation for Physics and Chemistry and as a science course for the non-science major. The text opens with an emphasis on critical thinking skills used in problem solving. A number of problem solving exercises are used, including group “Flex Your Brain” activities. Methods used in Physical Science are also covered during the first unit. The class will study energy and motion, the nature of matter, kinds of substances, interactions of matter, and electricity and energy resources. There are supplementary materials used for every lesson to help the student study and to reinforce the concepts studied for each lesson.

## **Earth Science 9/10**

This course is a general study of the earth, its components, and our total observable universe. Students will become familiar with origins as related to Earth Science from a Christian perspective. Students will study the earth and its solar system to show why/how the earth is unique in that it alone will support life. Students will be exposed to weather information, its patterns, what makes “weather”, and how it is predicted. Students will study geology from a Biblical perspective. This will include rocks, minerals, mountains, water and glaciers. An activity manual is used along with the student text.

## **Biology 9/10**

This course is designed to show students the order in God’s creation of living things. Topics studied are an overview of the organisms in the five kingdoms, the functions and the parts of cells, genetics and reproduction, a detailed look at the animal kingdom from sponges to mammals, ecology, and a Biblical view of creation and evolution. Many labs are included in this course such as microscopic studies of cells, dissection of several animals, blood typing and ecological studies.

## **Anatomy and Physiology**

This course is designed for students who are either planning on pursuing a career in medicine or who want to be challenged academically. The topics studied are cells, tissues, and the following systems: Integumentary, skeletal, muscular, cardiovascular, digestive and reproductive, as well as genetics. Students will memorize large portions of the human body structure.

## **Chemistry**

Chemistry is designed to give the student an introduction to the study of matter. In class and in the lab, chemistry students learn about the basics of chemical reactions, physical properties of matter, and some of the reasons behind those properties. Students will learn basic lab techniques and will learn to use math in practical ways.

## **Advanced Chemistry**

Advanced Chemistry is for students who enjoy science and who enjoy a serious challenge. In this course, we “play” with the materials of the universe, both in the lab and on the chalkboard. The course covers the material of a typical college freshman course in chemistry, including stoichiometry, gas laws, orbitals, equilibrium and kinetics, acids and bases, and qualitative analysis. In the process, the students are prepared to take the AP examination in Chemistry in May. A strong background in math is highly recommended for this course.

## **Physics**

Physics will be studied under six major topics: (1) Basic Mathematical Tools, a review of physical units, scientific notation, and significant digits; (2) Mechanics, a study of Newton’s laws of motion and their application to simple machines, missile trajectories, pendulums, and related subjects; (3) Heat, a study of the First and Second Laws of Thermodynamics, specific heat, and ideal engine cycles; (4) Light and Sound, a study of wave motion, wave lengths, traveling waves, colors, mirrors, and prisms, (5) Electricity and Magnetism, a study of electric charge, electric current, voltage, Ohm’s Law, resistivity, circuit analysis, and magnetic fields; and (6) Modern Physics, a study of special relativity, the Michelson-Morely Experiment, radioactivity, introductory Quantum Physics, and related topics.

## **STUDENT ASSISTANTS**

Students may earn a maximum of 2 credits in high school for any type of assistant except for teacher assistant. However, a student who is a teacher assistant one year may earn a credit another year as an office assistant or a media assistant.

### **Office Assistant I**

Working under the direction of the office personnel, students gain work experience in the paraprofessional aspects of working in a school office. Office aides will assist secretaries in the answering of telephones, greeting and assisting visitors, duplicating and collating materials, assisting in mailings and numerous other routine office tasks. Enrollment is limited and by permission of the administration.

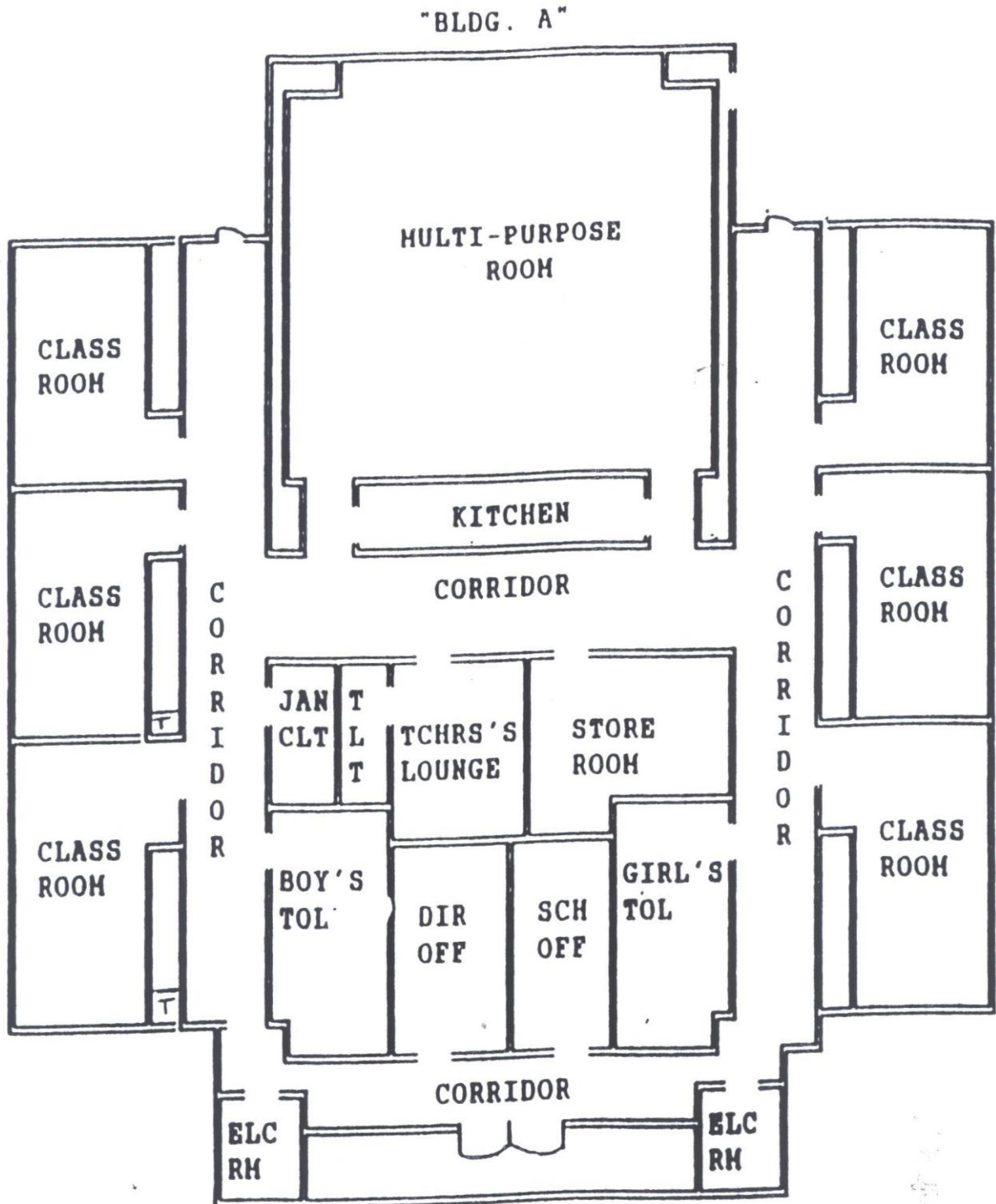
### **Office Assistant II**

Students further their work experience and expand their routine office responsibilities. Second year office assistants will assist in answering the telephone, duplicating, using different types of photocopying machines, typing, and numerous other routine tasks. Students may be independent in the office.

### **Teacher Assistant**

Students assist teachers by duplicating materials, grading tests, teaching groups of students and tutoring individual students. The student may receive credit for this course or receive no credit and perform the course as a service to the school. A student may only earn one credit in high school as a teacher assistant. Grades in this course are highly influenced by attendance and quality of work that the teacher assigns to be completed.

# Map of Preschool Building



# Map of Front Parking Lot

