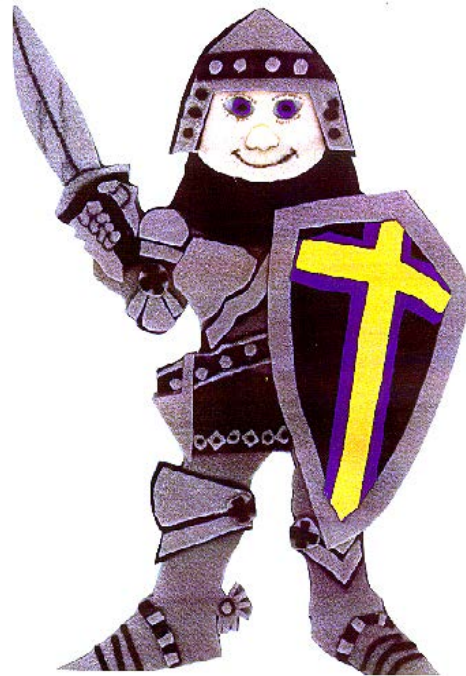


**2016-2017**

# **FAITH CHRISTIAN ACADEMY**

## **ELEMENTARY and JUNIOR HIGH HANDBOOK**



**Faith Christian Academy**

**450 W. Elm**

**Coalinga, CA 93210**

**(559) 935-9209**

**[www.fcacoalinga.com](http://www.fcacoalinga.com)**



Accredited by WASC and ACSI  
Western Association of Schools and Colleges  
Association of Christian Schools International

**Faith Christian Academy  
Elementary and Junior High Handbook**

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## **BOARD OF TRUSTEES AND ADMINISTRATION**

### **Faith Christian Academy and Faith Fellowship Board Members**

- Mrs. Donna Isaac
- Mr. Roger Boles
- Mrs. Ann Davis
- Mr. Don Davis
- Pastor Rich Davis
- Mrs. Tara Davis
- Mr. Dennis Drelick
- Mr. Mike Isaac

### **Faith Christian Academy Administrative Team**

- Principal: Mrs. Tara Davis
- Dean of Instruction: Mrs. Sandra Chagoya
- Vice Principal and Athletic Director: Mr. Josh Long

### **Vision Statement**

Faith Christian Academy students will acquire wisdom, knowledge and a biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship and worship.

### **Philosophy and Mission Statement**

The goal of Faith Christian Academy is to provide academic, moral, athletic and spiritual excellence through the ministry of Christian education so that children may reach their God-given potential. The traditional curriculum, dedicated staff and modern facilities all provide a safe and wholesome atmosphere. The theme of the school is “The Pursuit of Excellence.”

Faith Christian Academy is a fully accredited, non-denominational, kindergarten through twelfth grade school. The school strives to accomplish its mission by creating and maintaining a safe, challenging, supportive and diverse community. Faith Christian Academy endeavors to assist in the development of students who are:

- Faithful Christians
- Academic Achievers
- Involved Christians
- Thinkers
- Healthy Individuals

### **Expected Schoolwide Learning Results (ESLRs)**

Faith Christian Academy, an educational institution, believes that bringing up a child in Christ likeness is primarily the responsibility and biblical duty of the parent. Faith Christian Academy exists, therefore, to assist in that education, without replacing the family’s role. As a result, Faith Christian Academy will challenge its graduates to be:

F-aithful Christians who:

- Accept the Lord Jesus Christ as personal Savior
- Demonstrate a desire to share with others their personal relationship with Jesus Christ

A-cademic Achieving Students who:

- Are quality producers who create intellectual, artistic, practical and physical products
- Show technological literacy and the ability to adapt to emerging technologies
- Strive to maximize academic potential

- Have a written educational plan to guide them in course selection and to help them meet their highest academic goals

In-volved Christians who:

- Willing give without expecting anything is return
- Have a daily prayer life
- Respectfully challenge authorities that are contrary to God’s Word
- Fellowship and develop spiritual growth through active involvement in a local church

T-hinkers who:

- Apply problem-solving strategies to real life situations
- Demonstrate the skills of application, analysis and evaluation
- Apply consistently the scientific method to solve problems

H-ealthy Individuals who:

- Are physically, emotionally and spiritually fit
- Accept consequences for life and behavioral choices

### **Statement of Purpose**

Faith Christian Academy exists for the purpose of providing academic, moral, athletic and spiritual excellence through the ministry of Christian education.

### **Statement of Faith**

1. I believe the Bible to be the inspired, the only infallible, authoritative, inerrant word of God. (2 Timothy 3:15; II Peter 1:21)
2. I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. I believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. I believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. But God showed his great love for us by sending Christ to die for us while we were still sinners. And since we have been made right in God’s sight by the blood of Christ, He will certainly save us from God’s judgment. (John 3:16; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. I 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. (John 5:28-29)
6. I believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
7. I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)
8. But from the beginning of the creation God made them male and female. For this cause shall a man leave his father and mother, and cleave to his wife; and they two shall be one flesh; so then they are no more two, but one flesh. What therefore God hath joined together, let not man put asunder. (Mark 10:6-9)
9. 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 (1Cor. 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.

10. 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).
11. 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).

### **History of Faith Christian Academy**

Faith Christian Academy began in 1994. The school started out as a home school kindergarten class with Mrs. Sandra Chagoya and Mrs. Tara Davis' children. During that year of kindergarten, the Lord led Mrs. Chagoya and Mrs. Davis to start a private school where all parents could send their children to obtain a Godly education.

The school's original name was Pleasant Valley Christian School and their first classroom was at Pleasant Valley Christian Center. The following year the school was moved to the First Presbyterian Church. The school remained there for several years until Faith Fellowship purchased the land where the school resides today.

In 1998, Pleasant Valley Christian School merged corporations with Faith Fellowship, which is a non-denominational church. At that time, the school changed its name to Faith Christian Academy.

Faith Christian Academy is dual accredited with WASC (Western Association of Schools and Colleges) and ACSI (Association of Christian Schools International).

### **Sponsorship and Affiliation**

Faith Christian Academy is affiliated and owned by Faith Fellowship Church.

### **Mascot and School Colors**

Faith Christian Academy is the home of the Warriors! The Bible tells us in the book of Ephesians how to put on the armor of a warrior: "Finally, my brethren, be strong in the Lord, and in the power of His might. Put on the whole armor of God that ye may be able to stand against the wiles of the devil. For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high places. Wherefore take unto you the whole armor of God that ye may be able to withstand in the evil day, and having done all, to stand. Stand therefore, having your loins girt about with truth, and having on the breastplate of righteousness; And your feet shod with the preparation of the gospel of peace; Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked. And take the helmet of salvation, and the sword of the Spirit, which is the word of God: Praying always with all prayer and supplication in the Spirit, and watching thereunto with all perseverance and supplication for all saints. Ephesians 6:10-18



Elementary and Junior High school colors are navy blue and white.

## **ADMISSION PHILOSOPHY, POLICIES AND PROCEDURES**

Faith Christian Academy is open to anyone interested in securing a Christian education whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Faith Christian Academy rules. It must always be understood that attendance at Faith Christian Academy is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment must forfeit this privilege. All students must want to attend Faith Christian Academy and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Faith Christian Academy admits students of any race, color, national or ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Faith Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Faith Christian Academy administration and to abide by its policies.

Faith Christian Academy has a strong desire to see that young people have an opportunity to receive a Christian education, but at the present stage of development the school is unable to adequately meet the needs of students with the following concerns:

1. Low academic performance as indicated by a standardized testing program and/or previous school records.
2. Serious emotional or behavioral problems.
3. A physical handicap which would impair the learning process.
4. A home background that opposes the content and/or method of teaching in accordance with Biblical principles and fundamental truths as taught by Faith Christian Academy.

### **Admission Policies and Procedures**

Faith Christian Academy reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. These situations include, but are not limited to, issues related to pregnancy, abuse, sexual activity, pornography, inappropriate solicitation, abortion, harassment, and the use of alcohol, tobacco, illegal drugs, etc. A redemptive approach should be considered if a student and his/her family exhibit repentant and humble hearts and if administratively determined that continued enrollment is in the best interest of the student and FCA's student body.

Faith Christian Academy is a school that has a discipleship program for Christian students who want the encouragement, teaching and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. Faith Christian Academy is a light to the community and not only its policies, but also its people, must bear witness to Christ. We want to teach all of God's nature, holiness and purity along with love, forgiveness and restoration. We also want to teach personal responsibility. We do not condone sexual immorality and we believe abortion to



be against God’s law. Pregnancy itself is God’s gift and we want to be clear in our dealing with it that we not confuse the act of immorality with the value of the child.

Jesus hated the sin but loved the sinner (John 8:1–11). We must do the same. Certain privileges may necessarily be denied, but pregnancy and other moral and illegal activities as stated above will not automatically exclude a student from completing his or her course work at Faith Christian Academy. The policy governs both male and female students.

Possible requirements for continued enrollment may include, but are not limited to the following:

The student...

1. is willing to meet with pastoral counsel on a regularly scheduled basis;
2. has parents who are cooperative with FCA and supportive of its expectations;
3. is willing to meet with a FCA faculty member on a regular basis for a specified number of weeks or months in which the faculty member will require specific scripture reading, journaling, accountability, etc.
4. is willing to sign a contract with FCA requiring specific elements of cooperation of the student and parents. FCA can cancel this agreement at any time if the elements of the agreement are not fulfilled. Failure to meet the conditions of this agreement can result in suspension or termination of enrollment;
5. is willing to undergo necessary testing or ongoing random testing with results sent to the school if requested by FCA administration;
6. is willing to provide legal disclosure as needed and requested by FCA administration;
7. is willing to be home schooled for a specified period of time in which the student completes lessons assigned by FCA staff and lessons are returned to FCA for grading and academic credit if deemed necessary by school administration;
8. is willing to pay an additional fee assessed to the family to compensate the FCA staff for their time to assist the student in the items described in #3 and #7 above;
9. is willing to agree that FCA may set limitations regarding student requests;
10. is willing to agree that FCA may require a physician, counselor, attorney, or legal authority’s opinion regarding continued attendance at FCA. If continued attendance is not advised, the FCA administration will provide guidance that will assist the student and parents with further education.

Re-enrollment, probationary periods, graduation status, and participation in commencement exercises will also be considered on a case-by-case basis.

**Tuition and Fees**

The following list of the multiple-child tiered tuition plan may be applied to siblings living in the same household only.

1<sup>st</sup> – 8<sup>th</sup> Grade  
Yearly Tuition and Non-Refundable Enrollment Fees

Yearly Tuition - First Child	\$ 3,475
Yearly Tuition - Additional Sibling(s)	\$ 3,127.50
Application Fee per New Student (due with application)	\$ 35

Registration Fee per New Student (payable when student is accepted to FCA)	\$ 100
Re-Enrollment Fee per Family (billed in March)	\$ 50
Curriculum Fee \$310 New and Used Books (\$460 for All New Books)	\$ 310

1. A 10% discount is given for additional siblings enrolled at Faith Christian Preschool, Faith Christian Academy or Faith Christian High School.
2. Tuition is an annual charge and can be billed in ten monthly payments (August through May).
3. A 10-day grace period will be allowed from the day the payment is due which is the 1<sup>st</sup> of each month.
4. At the close of the 10th of each month, all past due accounts – which include tuition, curriculum, lunch, etc. – will be assessed a 3% finance charge per family.
5. Each payment is non-refundable.
6. All parents or guardians who have not made their account payment by the 18<sup>th</sup> of the month will be charged an additional \$30.00 late fee and the student may be subject to removal from the school.
7. If the student leaves the school for any reason between the 1<sup>st</sup> and the 15<sup>th</sup> of the month thereafter, one half of the monthly installment is due.
8. A \$200.00 early withdrawal fee shall be charged for each student withdrawing before the end of the school year.
9. A \$30.00 service charge will be assessed for all returned checks.
10. If an account is more than two months delinquent, students will not be allowed to return to school until the balance is paid.
11. Faith Christian High School reserves the right to send all delinquent accounts to a contracted collection agency.

**Parent Contract**  
Support

1. I have read the Statement of Faith and understand the purpose and goals of Faith Christian Academy. I desire that my child(ren) receive an education in harmony with those beliefs and purposes.
2. I will faithfully support the school through my prayers and positive attitude and share any complaints or questionable or negative comments with only those people involved (administration or faculty) and not my child(ren).
3. It is further agreed between the parties that any and all disputes and/or claims arising out of or related to this agreement shall be resolved by binding arbitration. Each party hereby waives its rights to resolve such disputes and/or claims in any other forum.
  - a. A mutually agreeable Christian arbitrator operating under the auspices of a Christian arbitrator forum shall conduct the arbitration.
  - b. Fees, costs and expenses shall be awarded to the prevailing party.
  - c. If any suit is brought in any other forum by any party to this agreement, the other party shall be and is hereby authorized to utilize the above to request the court to dismiss the action and order it to arbitration consistent with the above terms.
4. I agree to uphold and support the high academic standards of the school by providing a place at home for my child(ren) to study. I agree to give my child(ren) encouragement in the completion of homework assignments.

Placement

I understand that after testing, evaluation and acceptance, my child(ren) shall be recommended for the classroom and level deemed proper by the school. After a 30-day period, if my child(ren) has not adjusted in the school and classroom environment, a conference shall be held with me to determine the best course of action for my child(ren).

### Discipline

1. I understand that the standards of Faith Christian Academy do not tolerate profanity, obscenity in word or action, dishonor to God or the Word of God, disrespect to the personnel of the school or to the established policies of the school.
2. I understand the school discipline policy and agree with the standards of conduct and discipline. I grant authority to the faculty and administration to prayerfully discipline my child(ren) when necessary.
3. I further agree that I will cooperate and discipline my child(ren) in the home as needed.

### Financial

1. I agree to be responsible for all fees including registration, tuition (as stated in the Enrollment Contract of the Parent/Student Handbook, unless otherwise agreed upon with the administrator), extended care, classroom supplies and any other expenses for my child(ren).
2. I understand that tuition may be paid in 10 equal installments from August through May.
3. I understand that at the close of the 10th of each month, all past due accounts – which include tuition, extended care, lunch charges, etc. – will be assessed a 3% finance charge per family. If the account has not been paid by the 18<sup>th</sup> of the month an additional \$30.00 late fee will be added to the account. If an account is more than two months delinquent, my child(ren) will not be allowed to return to school until the balance is paid.
4. I understand that in case of extenuating circumstances, other financial arrangements may be made through the administrator's office. I will contact the administrator or bookkeeper immediately in order to make the proper and necessary arrangement.
5. I agree to pay charges assessed to cover damages to the school including breakage of windows and abuse to other real personal property caused by my child(ren).
6. I agree to pay a \$30.00 charge per check on any returned checks.

### **Thirty-Day Evaluation**

Every student will begin each year with a 30-day evaluation period to determine if the student will be able to adequately adjust and benefit from attending FCA.

### **Withdrawal From School**

Parents or guardians of students moving away and/or enrolling in another school should notify the school office of such plans at least one week in advance. A \$200.00 early withdrawal fee will apply.

## **ACADEMICS**

In order to deal more effectively with problems that are not immediately resolved, a student may be placed on an academic or behavioral probation period of up to 30 days at the discretion of both the faculty and the administrator.

### **Behavioral Probation**

Grounds for initiating a behavioral probation period will be any persistent problems listed below:

- Disruptive behavior
- A repeated failure to comply with the school's absence, tardy, uniform, or other policies
- The inability of the parents and administration to work together for all concerned

When any of the situations listed above arise, the following procedure will be implemented:

1. There will be a conference with the student, parents/guardians, teachers, and/or administrator to discuss the problem and possible solution(s).
2. Every five school days thereafter, the administrator will call the parents/guardians to discuss progress or lack thereof.
3. The student will be responsible for bringing home an evaluation each Friday (or the last day of the school week) from the staff members involved, and returning it back to the school with the parent/guardian's signature on Monday (or the first day of the school week).
4. At any time during the probationary period it is deemed that no change or correction is being achieved, the student may be expelled.
5. The probationary period is not mandatory.

The administration reserves the right to expel a student at any time, given just cause.

### **Activity Eligibility**

1. Students must have achieved a 2.0 GPA during the previous grading period. (Transferring students are exempt until their first quarter at FCA ends, at which time their grades will be reviewed.)
2. Athletes earning less than a 2.0 GPA or receiving an "F" during a grading period will be dismissed from the team. They will not be allowed to participate in athletics until the next grading period and when they have brought up their GPA to a 2.0. (In other words, an athlete receiving an "F" with a 2.0 GPA or higher will not be eligible to play sports.)
3. If an athlete ends the school year with less than a 2.0 GPA or an "F" on their report card for the fourth quarter, that student will be ineligible to play sports for the first quarter of the following year.

### **Christian Training**

Faith Christian Academy provides Christian training in the following areas:

#### Bible Study

A period is set aside each day for specific training in the Bible. The study of the Scripture is suited to the child's particular needs, interests, and abilities, and is conducted by the teacher in the classroom. FCA is a non-denominational school, teaching Biblical truths. We present that mankind is sinful and must accept Jesus Christ as their personal Savior and Lord in order to know peace here on earth and the glory of God hereafter. This is known as the "Born Again" experience. In a grade course of study, students are introduced to Bible characters, events and Principles. Because the Bible is the authoritative basis of the Christian's 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 including the classroom and playground. The Bible is the main textbook for Bible classes and is covered in its entirety.

#### Scripture Memorization

As part of the ongoing Bible study, scriptures are memorized to reinforce the particular Bible lesson. The reasons for scripture memorization are to help the student develop discipline in the study of God’s Word and to obey the scriptural injunction to “hide the word of God in our hearts”.

Prayer

Students are trained to communicate with God in every aspect of their lives.

Chapel

Chapel is held weekly and is designed to meet the needs of the children. After a time of prayer, praise and worship, the teacher, class or special speaker shares a lesson with the students. The purpose of every chapel is to bring glory to God and foster in each student a love for Him and His Word. An open invitation is extended for parents and guardians to visit chapel services at any time.

**Parent-Teacher Conferences**

- 1<sup>st</sup> – 6<sup>th</sup> Grade: Parent-Teacher Conferences are a useful tool in monitoring the student’s progress. At the end of the first grading period, parents are expected to attend a parent-teacher conference at which time first quarter report cards will be reviewed. Often, teachers will request a second conference with parents or guardians in an effort to keep them informed of classroom circumstances that need attention. If, as a parent or guardian, you feel there is a problem, arrange to discuss it with your child’s teacher first before it becomes a greater matter of concern. Any parent, who desires to schedule a conference with a teacher or the administrator may send a note with the student or contact the front office. Please make those arrangements in advance so as not to be in conflict with other teacher/administrator obligations. The administration requests that parents not call the teachers at home unless the subject matter is of vital importance.
- Junior High: Parent-Teacher Conferences are a useful tool in monitoring the student’s progress. Often, teachers will request a conference with parents or guardians in an effort to keep them informed of classroom circumstances that need attention. If, as a parent or guardian, you feel there is a problem, arrange to discuss it with your child’s teacher first before it becomes a greater matter of concern. Any parent who desires to schedule a conference with a teacher or the administrator may send a note with the student or contact the school office. Please make those arrangements in advance so as not to be in conflict with other teacher/administrator obligations. The administration requests that parents not call the teachers at home unless the subject matter is of vital importance.

**Grading Scale**

1 <sup>st</sup> & 2 <sup>nd</sup> Grade		
W	Weakness	= D
I	Improvement Needed	= C
S	Satisfactory	= B
E	Excellent	= A

3 <sup>rd</sup> through 8 <sup>th</sup> Grade			
A+	100%	C	74% - 78%
A	94% - 99%	C-	70% - 73%
A-	90% - 93%	D+	69%
B+	89%	D	64% - 68%
B	84% - 88%	D-	60% - 63%
B-	80% - 83%	F	59% - Below
C+	79%	I	Incomplete

If a student receives a grade average of D+ (69% or below), the student may be retained at the discretion of the teacher and administrator. (See Retention Policy).

- Dean's List: Students who maintain a 3.5 – 4.0 Grade Point Average (GPA) with no grades of "C", "D", "F", "I" or "W" will earn a position on the Dean's List.
- Honor Roll: Students who maintain a 3.0 – 3.49 Grade Point Average (GPA) with no grades of "D", "F", or "W" for the quarter will earn a position on the Honor Roll.
- Incomplete grades are given when a teacher has allowed a student to make up work due to an illness or extended absence. Incomplete grades must be completed within 1 week following the end of the quarter.

Academic success is a top priority at FCA. We encourage all students to achieve these standards.

### **Graduation Requirements for Junior High**

In order to graduate from Faith Christian Academy Junior High School, an 8<sup>th</sup> grader must satisfy the following requirements:

1. Take one Bible class for each quarter enrolled at FCA.
2. Pass each 8<sup>th</sup> grade subject with a 60% average for the year (an average of the four-quarter grades).
3. Successfully complete 10 hours of community service prior to graduation date. Five of the hours must be completed in a church setting.

Any 8<sup>th</sup> grade student failing to satisfy the above three criteria will neither participate in the 8<sup>th</sup> grade graduation ceremony nor receive a diploma. In order to receive a diploma, the student must make up the failed class(es) at an approved summer school.

### **Excellence Class**

Excellence Class is designed for those students in first through sixth grade that have made The Dean's List with no Ws, Is, Cs, Ds, or Fs. This class will be comprised of students who desire to broaden their intellectual functioning, enhance their creativity and to expand the development of their specific talents that go beyond the regular classroom studies.

### **Homework**

Homework is an integral part of the school program. Each teacher is at liberty to give homework to the students to enhance their studies. The broad topic of homework includes regular daily assignments and studying for tests and quizzes, as well as weekly or long-term projects. Students are encouraged to budget their time and properly space their work. As much as possible, they should avoid procrastinating until the night before long-term assignments fall due. Teachers assign this type of project realizing that several sittings are necessary to properly complete the work. A parent or guardian's signature will be requested from time to time on completed homework assignments.

Parents or guardians should not do the work for the student, but provide the satisfaction of monitoring and observing their child's development and growth on academic and spiritual

maturity. This is accomplished through the daily review of materials covered in class, preparation for tests, writing assignments, projects, and drills.

### **Progress Reports**

Student's grades may be viewed on-line at [www.fcacoalinga.com](http://www.fcacoalinga.com) at any time during the quarter.

### **Report Cards**

Report Cards are issued four times a year, approximately every nine weeks. At the end of nine weeks, a report card will be issued for the parents or guardians to review.

### **Standardized Testing**

The standardized test, Terranova, is given annually to all students. The information from these tests is used to help evaluate and respond to the needs of the students in the most effective way possible. Mental ability testing may also be done. The results of tests taken at FCA are available to parents for consultation regarding the abilities and achievement of their child(ren).

### **Textbook Guidelines**

Textbooks are the property of each student, but FCA expects the student to handle them with care. Please have your child write his/her name in all textbooks and workbooks. Parents or guardians of the students will be required to pay for lost or stolen textbooks and workbooks.

### **Retention Policy**

In some cases, in spite of appropriate intervention, retention will be necessary. The principal will make this final recommendation. If parents or guardians do not agree with the recommendation, a conference will be scheduled with the parents/guardians, classroom teacher, and administrator. The desired result of this conference is to have parental consent for retention. We recognize this is a vital component for the retention to be effective.

## **ATTENDANCE**

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate re-entry into school. Absences in the following categories will be handled as indicated:

1. Regular school attendance is required by law and is necessary for good scholarship. Failure of a student to attend class is a serious issue for the following reasons:
  - a. Attendance at school provides a student with classroom experiences which are composed of participation in class activities and direct instruction conducted by the classroom teacher.
  - b. The instructional program designed by each teacher is a progressive and sequential experience.
  - c. It is generally impossible for that experience to be made-up.
2. Please make every effort to take family vacations during regularly scheduled holidays (see school calendar). It is very difficult for students and their teachers to keep paperwork and class assignments current when students are gone for an extended period.
3. We suggest doctor and dental appointments be scheduled outside school hours as much as possible. It is difficult for students to catch up when classroom work is missed.

4. Upon returning to school after an absence, the student is to bring a note signed by his/her parent/guardian to the office or have the parent or guardian call the office within three days. If the office does not see a note or receive a phone call from the parent/guardian within the three days, the student will receive an unexcused absence and will have one day for every day absent to make up work and turn in for a grade.
5. A student who is picked up from school before 11:30 a.m. will be considered absent, unless he or she is brought back to school and completes three hours in that day.
6. Students are responsible to do all make-up work and turn it in. Students who have an “excused absence” have two days for every day absent to make up missed work. All late assignments will not be counted toward their grades.
7. Students (1<sup>st</sup> through 6<sup>th</sup> grade only) who have an “unexcused absence” have one day for every day absent to make up work and turn it in. All late assignments will not be counted toward their grades.
8. Failure of a student to attend school will be considered an absence.
9. For All-School field trips (1<sup>st</sup> through 8<sup>th</sup> grade), parents or guardians must make other arrangements for their child(dren) if they will not be attending the field trip. The student will be receive an unexcused absence for the day.
10. For individual classroom field trips, if a student will not be attending the field trip he or she may stay at school without penalty of being absent.
11. Parents who wish to have their child excused from P.E., a particular activity of P.E., or recess for one to three days **must** send a note or telephone the office. A doctor’s note **must** be sent if a child is to be excused from P.E. for more than three days.
12. If a student is absent for 3 or more consecutive days, the student **must** be seen by a doctor before retuning to school. A note from the doctor must be given to the school describing the illness prior to the student’s re-entrance to school.

### **Excused Absences**

Reasons for “excused” absences and tardies include the following:

- Illness or injury
- Medical appointments
- Bereavement
- Emergency (a one-time, one-day, emergency may be excused at the discretion of the principal or administration)
- Court appointments

Regular attendance is essential to success in school. Attendance is necessary to gain the full perspective of the class. Students are expected to be in school except in the case of an excused absence. The student is responsible to inform each teacher of upcoming absences and arrange for work to be completed. Students receive two days for every “excused” absence to complete their work. For an example: if a student is sick for 5 days, he/she will receive 10 days to complete his/her work and turn it in for credit. If the work is not turned in on time, the student will not receive credit for his/her work. It is the responsibility of the student to turn in missed work to his/her teacher by the assigned due date. It is also the responsibility of the students to get their own homework assignments from their teacher when they return to school after an excused absence.

### **Unexcused Absences**



- 1<sup>st</sup> – 6<sup>th</sup> Grade: If possible, for an unexcused absence, parents need to give their child's teacher notice of their unexcused absence at least five days in advance. This will allow the teacher time to gather the student's work and have it ready for the student by 3:00 the day before their unexcused absence. If the parent is unable to give a five day notice, parents need to call the office as soon as possible and we will do our best to gather the student's work before the end of the school day. Students receive one day for every unexcused absence to complete their work. For example: if a student is not in school (unexcused absence) for 5 days, he/she will have 5 days during which to complete their work and turn it in for credit. If the work is not turned in on time, the student will not receive credit for their work. It is the responsibility of the student to turn in missed work to his/her teacher by the assigned due date.
  
- Junior High: Unexcused absences are any other absences not listed under Excused Absences. If possible, for an unexcused absence, parents need to give their child's teacher notice of their unexcused absence at least five days in advance. This will allow the teacher time to gather the student's work and have it ready for the student by 3:00 the day before their unexcused absence. If the parent is unable to give a five day notice, parents need to call the office as soon as possible and we will do our best to gather the student's work before the end of the school day.
  - Full Credit – Students may complete school work ahead of time and turn it in before leaving for full credit, including tests and quizzes.
  - Partial Credit – Students will receive a 20% reduction on all class work, tests and quizzes if work is turned in the day they return.
  - Full and Partial Credit – Students may choose to turn in all work before leaving for an unexcused absence and receive full credit on class work but wait to take tests and quizzes upon returning. At that point, the student will receive a 20% reduction on all quizzes and tests (tests and quizzes will be given the day the student returns to school).

### **Excessive Absences 1<sup>st</sup>-8<sup>th</sup> Grades**

Excessive absence from school is defined as ten or more days absent (excused or unexcused) and/or ten or more tardies.

1. At ten days absent and/or ten tardies, parents will receive a letter indicating the total days absent and the total number of tardies recorded. The Administration will then confer with the parents to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.
  
2. At 15 days absent and/or 15 tardies, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.
  
3. At 20 days absent and/or 20 tardies, the Principal will determine to either submit a petition to the Court for resolution or seek an alternate remedy.
  
4. If a child misses more than 20% of the school year, the child will automatically be retained in their current grade. (20% of 180 days is 36 absences)

### **Late Arrival (Tardy) / Early Dismissal**

- 1<sup>st</sup> – 6<sup>th</sup> Grade: A student who is picked up from school before 11:30 a.m. will be considered absent. Parents/Guardians or authorized persons picking up a student before the school day is finished must go to the office for identification and to sign the student out. The school secretary will then send for the student. If the student will be returning the same day, he/she will need to be signed back in and given a tardy slip upon his/her return.

The school regards the safe keeping of children an important responsibility and asks for your full cooperation in this procedure.

Students must complete three hours of school in order to be considered present for the day.

- Junior High:  
Tardy definition: Arriving to class after the starting time.

Junior High starts at 8:00AM and a student who is picked up from school before the student has been present in his or her class for 20 minutes will be considered absent for that period. Parents/Guardians or authorized persons picking up a student before the school day is finished must go to the office for identification and to sign the student out. The secretary will then send for the student. If the student will be returning the same day, he/she will need to be signed back in upon his/her return. The school regards the safe keeping of children an important responsibility and asks for your full cooperation in this procedure.

### **Excused Tardy**

- 1<sup>st</sup> – 8<sup>th</sup> Grade: Reasons for an excused tardy include the following:
  - Illness or Injury
  - Medical appointments
  - Bereavement
  - Emergency (a one-time, one-day, emergency may be excused at the discretion of the principal or administration)
  - Court appointments or official school business

When a child arrives late to school, they must report to the office for a tardy slip.

### **Unexcused Tardy**

- 1<sup>st</sup> – 6<sup>th</sup> Grade: Students must report to Warrior Park when arriving before 8:30 a.m. The line up bell for pledges and prayer rings at 8:25 a.m. Students not within the four foot gate of Warrior Park when the bell rings at 8:30 a.m. will be considered tardy. When a child arrives to school late, he or she must report to the office for a tardy slip. Being tardy interrupts the flow of the study in the classroom. Unexcused tardies will warrant detention (after the 5<sup>th</sup> unexcused tardy a note will be sent home indicating that one-hour of after school detention will be given after the 6th tardy in a quarter). Upon returning to school after detention, the student's tardy count will start over again. It must be clearly understood that the parent has the responsibility to see that his or her child gets to school on time.
- Junior High: School begins at 8:00 am for Junior High. Students not in their class and/or without the proper books/supplies when class begins will be considered tardy. When a student arrives to school late, the student must report to the office for a tardy slip. Being tardy interrupts the flow of the study in the classroom. The number of tardies will start over each quarter (9 weeks). The following administrative action will result when a student accumulates more than 5 unexcused tardies in the same class during a quarter (9 weeks):

- 6<sup>th</sup> tardy – After school work detention
- 7<sup>th</sup> tardy – Mandatory, one day suspension

Students are allowed 5 tardies per quarter, per class (up to twenty times per year per class) before any consequences go into effect. This allows for personal problems, car/transportation situations, oversleeping, early morning illness, etc. Upon returning to school after a tardy suspension from a class, the student's tardy count will start over again.

### **Foggy Day Schedule**

If the weather channel reports a foggy day schedule for Coalinga schools, any student who is late to school for this reason will receive an excused tardy.

### **Medical Excuse Policy**

Long Term (3 weeks or more)

If a student is to be medically excused from all physical education for a period of 3 weeks or more, the student shall not receive physical education credits, but an attempt will be made to place him/her in another class for credit.

Short Term (1 day-3 weeks)

If a student is to be medically excused from all active participation in Physical Education for a short period of time the following procedure will be implemented:

1. Student should go to P.E. class every day even when medically excused from activity.
2. Student must bring a note from a parent requesting limited/no activity due to injury/illness. The note cannot exceed three P.E. classes.
3. If a student needs to be excused for four or more days, a note from a doctor is needed indicating the length of time to be excused.
4. If a student becomes injured or ill during the day before his/her P.E. class, a phone message that day will excuse the student's inactivity.
5. If the student is unable to do any form of physical activity, he/she may do a written assignment given by the teacher. The assignment is to be worked on during class time and checked by the teacher at the end of the class period. The assignment must be appropriately completed in order for the student to receive credit each day of his/her medical excuse.

### **Athletes with Medical Excuses**

Any athlete in season in a regular physical education class is expected to do the same activities as the rest of the class. An athlete who is medically excused from participating in a P.E. class will not be allowed to practice and/or play in a game that same day.

## **STUDENT ACTIVITIES**

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Opportunities for students to participate in extra activities are outlined below.

### **ACSI Student Activities**

Association of Christian Schools International (ACSI) puts on yearly student activities such as a spelling bee, speech meet, math Olympics, etc. These student activities allow the students to compete with other Christian schools.

### **Athletics**

If enough students are interested, the following sports are available:

- Athletes may wear their jersey to school on game days.
- Cheerleaders may wear their cheer outfit to school when approved by the cheer coach.

#### Practice and Game Requirements:

- Game times and dates vary with each sport. Schedules are available in the office; however, these schedules are subject to change and the most current schedule should be obtained from the Athletic Director.
- It is the student's responsibility to report any anticipated absences from practices or games to the coach. Absences will be handled in the same manner as outlined in the Attendance section of this handbook.
- If a student has an unexcused absence or is sick and does not come to school on game day, that student athlete will not be allowed to play in the game that day or night.
- Athletes may wear their jersey to school on game days.
- Cheerleaders may wear their cheer outfit to school when approved by the cheer coach.

### **Eligibility**

In order for students to participate in extra activities, they must be academically eligible and, in some cases, go through a tryout process. Details are outlined below:

Initial Eligibility: League rules state that all students must have achieved a 2.0 GPA during the previous grading period. No grades are exempt from this eligibility.

#### Athletic Probation

A student not meeting the 2.0 GPA at the end of a semester grading period will be placed on Athletic Probation. They will be allowed to practice with a team but will be ineligible to play in a game until his/her grades reach a 2.0, which will be checked weekly. At the end of one school day prior to game day, the student's grades will be calculated to see if the student has reached a 2.0 GPA. If so, the student will be allowed to play in the game. If at any time a student's grades fall below a 2.0 he/she will be placed on Athletic Probation until the 2.0 GPA is achieved.

If a student begins the quarter on Athletic Probation, they will be able to practice but not play until the 2.0 GPA is achieved. If the same student is on Athletic Probation at the end of the next semester, (two consecutive semesters in a row) that student will be ineligible to play any sports for one entire quarter. In other words, a student cannot be on Athletic Probation two quarters in a row and be allowed to play by bringing grades up weekly.

### **Drama**

Faith Christian Academy puts on a Christmas program each year in which all elementary students participate.

### **Leadership/Student Government**

Student Government provides an opportunity for students to have a positive impact on the life and direction of FCA. The Student Government directs student activities, encourages righteous behavior, and deals with issues of sin Biblically. A faculty member advises this team.

Position qualifications for serving in Student Government include:

- Confessing Jesus Christ as his/her personal Savior and Lord
- Being active in a local church
- Fully supporting FCA through word and deed
- Having a GPA of at least 2.0 based on the quarterly report card. Student must not have failed any course in the most recent grading period.

### **Music Policy**

At FCA every effort will be made to allow only wholesome music to be played during activities, events, assemblies, rallies, athletic practices/competitions, or any school sponsored function. Nostalgic music may be approved for a special theme to an event. All music to be played for a student activity must be submitted one week in advance to the administration to get approval. This allows time for a substitution to be made if there is a conflict.

### **Dance Policy**

FCA believes that, while dancing is a form of social recreation and does not have right or wrong moral value, there are valid reasons for concern:

1. Self-esteem can be negatively affected through dances. Student activities should build self-esteem, self-confidence, and be available to all regardless of their popularity, social status, appearance or ability to get a date or dance partner.
2. All dancing styles at FCA will be clean and appropriate. Proper supervision and guidelines will be enforced by the chaperones.

### **Dance Attire**

Appropriate gentlemen's attire includes a suit, tuxedo, dress shirt, sweater, vest, or sport coat with dress slacks and dress or tennis shoes. Appropriate ladies' attire includes dressy outfits. Skirt length must stay at least six inches from mid-knee (including skirt slit). The top may not be low-cut in the front or strapless (spaghetti straps allowed), may not show bare midriff or sides, and must have three inches of material from the natural waistline in the back. No transparent material, hats, or thong sandals.

## **STANDARDS OF BEHAVIOR**

### **Student Guidelines**

Faith Christian Academy serves a broad spectrum of evangelical churches, among which there are differences of opinions 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/her fellow students.

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 or tobacco. Furthermore, the school is quite concerned about the morally degrading elements that are now found in many forms of the theater, the entertainment media, music, and literature. Students are expected to abstain from all aspects of those that are morally degrading. FCA does not presume to be a censoring agency for all activities.

The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing students' conduct or to the expressed principles, policies and programs of the school.

Listed below are some policies and guidelines regarding standards of student conduct on and off campus during a student's enrollment at FCA:

1. All students are expected to conduct themselves in an orderly, courteous manner at all times with prompt and respectful obedience to all school personnel.
2. FCA stands for and insists on honesty, fair play, and sportsmanlike conduct under all conditions.
3. Cheating, lying or stealing will not be tolerated. Students are not only expected to adhere to this policy, but also to promote and encourage their peers in following it. 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.
4. Permission must be obtained from the teacher before a student may bring toys, pets, games, hobbies, etc. to school. These items would be used for "show and share". Toy guns, pocket knives, radios, water guns, CDs, iPods, electronic games, etc. are not allowed (unless it is a supervised play day or party).
5. Gum is not allowed at school.
6. Respect must be shown for the rights of others and their property.
7. Students are to follow a "hands off" policy: no fighting, no hitting, no slapping, no rough play and no play fighting.

### **Christian Lifestyle**

Students enrolled at FCA must at all times refrain from:

1. Possession, distribution and/or use of illegal drugs, alcoholic beverages, any form of tobacco, or pornographic material.
2. Involvement in immoral activities.
3. Swearing, telling dirty stories and using bad language that is unbecoming to a Christian.
4. Acts of dishonesty such as cheating, lying and stealing.

### **Harassment Policy**

It is the policy of FCA to practice equal opportunity without regard to an individual's race, color, national origin, marital status, sex or age in application of any policy practice or regulation. Any form of harassment is absolutely prohibited.

## **Sexual Harassment**

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of harassment of a student by another student should be brought immediately to the attention of the school principal. Any incident of sexual harassment of a student by an adult must be reported to a school staff member immediately. Those receiving the report will thoroughly investigate the matter in confidence. After reviewing all the facts, Faith Christian Academy will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred for any reported incident. Disciplinary action, up to and including discharge, will be taken against any employee or student who is found to have engaged in harassment. In cases of suspected sexual harassment of a student by an adult, a report must be made to local government authorities. Sexual harassment includes:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, or sexually degrading words used to describe an individual
- Suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, or impeding or blocking movements

## **Expectations of Student Classroom Behavior**

In order to maintain a classroom environment which allows for maximum learning, teachers will establish those standards they feel necessary. The following are standards for all classes:

1. Students must always demonstrate respect for and cooperation with teachers.
2. Students will be on time each day and be prepared with the necessary materials and mental attitude which indicates a readiness to learn.
3. Communication should be edifying to both the teacher and/or student
4. Cheating, stealing and plagiarism will not be allowed
5. Students are responsible for the cleanliness around their desks at the end of the day.
6. Students are to enter classrooms quietly or wait outside the door if a class is engaged in prayer or Bible reading.

## **Student Discipline**

Without discipline, a school will not achieve its full potential. In Hebrews 12:6 and 12:11, Paul tells us, "...the Lord disciplines those he loves, and he punishes everyone he accepts as a son."

Effective discipline means the classroom is relatively free from confusion, disorder, and antisocial behavior. It means that each student and the group as a whole operates freely within a structured framework which they understand, accept, and incorporate into their behavior with constant reminders and punishment.

Discipline for violations of school policies, etc., are administered at two levels:

1. Classroom

- a. Teachers may assign writing assignments, detention, a combination of both, or whatever discipline they deem necessary for changing the behavior displayed, not including corporal punishment.
  - b. Parents will be notified by the teacher via a note sent home or by a telephone call as to any consistent or serious negative behavior.
  - c. A lack of response to classroom level discipline will warrant administrative level discipline.
2. Administrative
- a. Certain violations are handled immediately at the administrative level, such as disrespect or disobedience to a teacher, etc.
  - b. The administrator and or a representative of the administration will administer the necessary discipline, not including corporal punishment.
  - c. Discipline may consist of lengthy writing assignments, detention, suspension, or expulsion depending on the severity of the infraction.
  - d. Upon the recommendation of FCA, parents will be called in to remove the child from the school grounds.
  - e. At the end of the 2<sup>nd</sup> quarter, violation forms reset to zero.

### **Persistent Misconduct**

Consistent negative behavior will be handled by:

1. Conference with the teacher and parent/guardian or conferences with the administration (each designed to help understand and correct the behavior)
2. Suspension
3. Expulsion (FCA has no provision for a child with serious behavioral problems)

The above steps do not have to be taken in the listed order and the administration reserves the right to expel a student at any time due to attitude, behavior, etc.

### **Suspension Policy**

Any student may be suspended for good cause, and shall be suspended for misconduct when other means of correction fail to bring about proper conduct. Suspensions are not used unless absolutely necessary. A student can be suspended for one, two or three days. Any work missed during the suspension cannot be made up. The days missed count as an unexcused absence. Suspension may result from failure to adhere to dress code or violations of general student conduct rules. All suspensions are to be considered as a prelude to expulsion if the behavior warranting the suspension continues. Parents are encouraged to assign duties at home while the student is on suspension and not allow the correction to be a holiday.

Examples of offenses which may result in suspension include, but are not limited to:

- Forgery, cheating, plagiarism
- Drinking, smoking, or possession of tobacco
- Using inappropriate language (vulgarity, profanity, racial or sexual overtones)
- Fighting for any one or all participants
- Stealing
- Cutting class
- Not serving after school work detentions
- Lying
- Defiance



- Inappropriate clothing/appearance
- Emotional abuse to another student
- Inappropriate physical exposure
- Pulling the fire alarm
- Promoting inappropriate material (possession of pornography, etc.)
- Participating in or promoting an illegal activity

This list is not all-inclusive, and the administration reserves the right to suspend any student for misconduct.

### **Suspension Procedure**

1. Contact parents/guardians by phone, notify them of suspension and set date, time and place for a parent conference with the principal before the student returns to school. If no parent contact is made, the student cannot be sent home from school.
2. Parents must come to the school to pick up the student. If the school day ends before parents have been contacted, the student must be released to go home while the principal continues to reach the parents.
3. Students who are suspended may not return to campus for any reason or attend a school function until the first school day following suspension.

### **Expulsion**

Expulsion is a mandatory withdrawal from school. Examples of offenses and actions which may result in expulsion include, but are not limited to:

- Possession, use or promotion of illegal drugs or alcohol, either on campus or at school activities
- Vandalism, graffiti or destruction of school property
- Involvement or promotion of gang activity
- Bringing or being in possession of a weapon or harmful device or material to school or a school activity
- Reckless or dangerous driving on or off campus
- Any evidence of not wanting to be student at FCA or defaming the school or its students, programs, staff, etc.
- Physical altercation, stealing, lying to an administrator
- Striking or threatening a teacher or any staff member
- Any harm or threat to do harm to a person or facility
- Endangering lives (fire, chemical, etc.)
- Promoting pornography, inappropriate material, or any illegal activity
- Marriage or pregnancy, (includes both the male and the female participates)
- Any sexual misconduct as determined by the school administration
- Promotion or participation in any illegal conduct
- Repeated suspensions
- Intimidation of a teacher, school personnel or another student

Students are to maintain residency with and submit to the authority and supervision of their parent(s), legal guardian(s) or school approved, responsible party at all times or must withdraw from school.

## **STUDENT DRESS AND GROOMING**

## **General Guidelines**

1. Cleanliness of uniforms and overall appearance of FCA students must be stressed. FCA prefers shirts to be tucked in, however if they become untucked they can hang no longer than the students bottom.
2. No big, baggy styles are allowed at school. Clothes must fit appropriately even during free dress days. Pants may only be one inch bigger at the waist and length for potential growth.
3. Pants must fit at the waist. Pants cannot rest in the middle of the student's bottom.
4. Clothing that could be used as a weapon (steel toe shoes, chains, spikes, studs, etc.) are prohibited.
5. Students may not wear studded jewelry (bracelets, belts, necklaces, etc.) on campus.
6. If a student tears his or her uniform clothes, they can be patched as long as the hole is no bigger than one inch in diameter.
7. FCA requests that old and worn uniforms be replaced so that students will always look their best.
8. All uniform clothing must have the student's name in it to distinguish between other students at school.
9. FCA is not responsible for any lost clothing.
10. Girl's bras and their straps are not to show at anytime.
11. Boy's and girl's undergarments are not to be showing at any time.
12. Belts or suspenders must be a solid color and not to stand out or draw attention. Belt buckles must not be offensive or have rock bands, skulls, guns, etc. Administration has the right to revoke any and all items. Bandannas may not be worn or be seen for any reason.
13. On uniform days, students that are on campus must be in uniform from 7:45 a.m. – 5:30 p.m.
14. All students are required to meet the minimum dress code standards of the school by complying with the Free Dress Day Guidelines (found in the student/parent handbook) at after school, evening, and weekend activities, unless otherwise stated in writing by the school administration.
15. For the protection of all students we ask that no bandanas are to be worn on the clothing or the body. Bandanas are used to denote certain gangs and other activities not becoming of a Christian.

## **Uniforms**

Uniforms are required at FCA and are an additional cost to the parents. All uniforms must be purchased from Dennis Uniforms. Dress codes from past years will not be in effect. The dress code is especially designed to set an image of professionalism and high academic stimulation for the school. FCA is not inclined to become involved in arguments about subtle points in the code. Students not in compliance with the dress code will be asked to call home to obtain appropriate clothing for school. Parents are asked to become familiar with the dress code and to be sure their son or daughter is dressed properly before leaving home. This is requested so that students will not miss valuable class time while waiting for the appropriate dress from home.

Dennis Uniforms  
5186 N. Blythe, Suite 101  
Fresno, CA 93722  
Phone: 276-5621  
Fax: 276-5603  
[www.dennisuniform.com](http://www.dennisuniform.com)  
School Code: FFF

Items That Must Be Purchased at  
Dennis Uniforms:

- Shirts
- Shorts
- Pants
- Culottes
- Skorts
- Dresses
- Jumpers
- Skirts
- Cardigan Sweaters
- Sweatshirts
- Navy Pullovers

Items Than Can Be Purchased at  
Department Stores of Your Choice:

- Shoes
- Socks
- Jackets/Sweaters that fully button or zip
- White turtle neck shirts
- Hair accessories
- Undergarments

**Boys Dress Code** (1<sup>st</sup> – 6<sup>th</sup> Grade unless indicated otherwise)

1. A white or light blue collared uniform shirt (1-6) or all colors for Junior High printed with the FCA logo must be worn at all time. Students need to abide by this code. All infractions will be given a warning and then detention.
2. Sweatshirts
  - a. Solid white or solid navy blue only with the FCA logo.
  - b. Sweatshirts may only be worn over a white or blue collared uniform shirt.
  - c. Sweatshirts must have the FCA logo and may have the child's name imprinted on them. All other exposed writing will not be allowed.
  - d. Navy pullovers may only be worn over a white or blue collared uniform shirt.
3. Solid white turtlenecks (only worn under a white or blue collared uniform shirt (K-6).
4. Undergarments must be solid blue, black, or white. (Junior High)
5. Solid white or solid navy blue vest (only worn over a white or blue collard uniform shirt). Vests may only have the FCA logo and your child's name imprinted on them. All other exposed writing will not be allowed.
6. Boys may wear white, short-sleeved undershirts under their white or blue collared uniform shirt. Undershirt sleeves shall not extend further down the arm than the shirtsleeve (1-8).
7. Socks: only navy, black, or white.
8. Belts: solid black, solid navy blue, or solid white or brown. Belt buckles should be a solid print with no explicit writing (1-8).
9. For ease of bathroom use, only kindergarten students may wear the FCA elastic gym shorts for everyday wear.
10. Students may not wear studded jewelry (necklaces, bracelets, belts, etc.) of any kind at school (1-8).

**Girls Dress Code** (1<sup>st</sup> – 6<sup>th</sup> Grade unless indicated otherwise)

1. A white or light blue collared uniform shirt must be worn at all times.
2. Sweatshirts
  - a. Solid white or solid navy blue only with the FCA logo.
  - b. Sweatshirts may only be worn over a white or blue collared uniform shirt.
  - c. Sweatshirts must have the FCA logo and may have the child's name imprinted on them. All other exposed writing will not be allowed.
  - d. Navy pullovers may only be worn over a white or blue collared uniform shirt.
3. Solid white turtlenecks (only worn under a white or blue collared uniform shirt).

4. Solid white or solid navy blue vest (only worn over a white or blue collared uniform shirt). Vests may only have the FCA logo and the child's name imprinted on them. All other exposed writing will not be allowed.
5. To insure modesty during play times, shorts must be worn under dresses, jumpers, skirts, etc. at all times.
6. Skirt length must be no shorter than three inches above the knee.
7. Girls may wear white, short-sleeved undershirts under their white or blue collared uniform shirts. Undershirt sleeves shall not extend further down the arm than the shirtsleeve.
8. Socks: only solid white, solid navy blue, or solid black. Socks or nylons must be worn at all times (1-8).
9. Tights, leggings, or nylons: only solid white, solid navy blue, solid black, or suntan (1-8).
10. Belts: solid black, solid navy blue, or solid white. Belt buckles should be a solid print with no explicit writing (1 -8).
11. Undershirt garments such as t-shirts or bras must not be noticeable through the shirt (k-8).
12. For ease of bathroom use, only kindergarten students may wear the FCA elastic gym shorts for everyday wear.
13. Students may not wear studded jewelry (necklaces, bracelets, belts, etc.) of any kind at school (1-8).

### **Junior High Dress Code**

The uniforms for junior high school students are expanded to differentiate between the elementary students. Junior high students may purchase uniforms in any color and style in the Dennis Uniform store. All uniforms must be bought at Dennis Uniforms and there are a wide variety of colors and styles to choose from. If a student comes to school and has not followed the written dress code stated in this handbook, they will not enter class and they will be required to contact their parents for a change of clothes.

### **Physical Education Clothing and Supplies (Junior High)**

1. P.E. clothing will be optional for the Junior High students who are enrolled in a P.E. class. 8<sup>th</sup> graders enrolled in Crossfit must have a uniform PE outfit on from Dennis Uniforms.
2. The P.E. outfit must be purchased at Dennis Uniforms and will consist of an ash tee shirt, blue shorts, ash sweatshirt, and blue sweat pants. All items must be imprinted with the FCA logo.
3. For comfort reasons, your child may want to dress out for certain athletic events. If so, PE uniforms must be worn.
4. Students wearing P.E. clothing must keep them clean and laundered.
5. Deodorant used at school must be a roll-on or stick. No aerosol spray cans are allowed.

### **Outerwear (1<sup>st</sup> – 8<sup>th</sup> Grade unless indicated otherwise)**

1. Solid white or navy blue cardigan sweaters and navy pullovers must be purchased at Dennis Uniforms (1-6).
2. Sweatshirts must be purchased at Dennis Uniforms (1-8).
3. Jackets or coats may be purchased at the store of your choice (1-8).
  - a. Definition of a jacket or coat: garment must zipper, button or snap all the way down for easy removal.
  - b. FCA does not define a jacket or coat as a pullover.
  - c. Students must wear the correct size of coat or jacket for their frame.
  - d. Jackets cannot have offensive writing, logos, or skull heads.

4. **Hats** - Students are permitted to wear hats for sun protective purposes outside for **P.E. ONLY**. When the students are not in PE, the hat must be kept in the student's backpack or locker. Hats are not to be worn **inside** the classrooms or buildings or backwards on the student's head. All hats must be clean and suited for a Christian school. This is up to the discretion of the administration. Wave caps, berets, bandannas, headbands, and other head gear are not permitted on campus.
  - a. Beanies may be worn outside only on cold days.

### **Footwear**

1. Footwear may be purchased at the store of your choice.  
No licensed characters, pictures, or skulls are allowed on shoes.
2. Because of sports activities and injuries, athletic type shoes are recommended. No boots or high heels will be allowed (boot as defined by Webster's Dictionary: an article of footwear coming to the ankle or higher made of leather, rubber, or canvas). High-top (below the calf) tennis shoes may be worn. Students must be able to do physical activities with the footwear purchased.
3. Because of injury and shoe damage, students will not be allowed to wear boots, sandals or any open-toed shoes. This will be enforced even on free dress days. Shoes must be totally enclosed from the sole to the top of the shoe.
4. FCA reserves the right to reject any footwear that may cause injury to a student or compromise the uniform code as judged by the administration.
5. Shoelaces must be the same color on both shoes.
6. Socks or nylons must be worn at all times
7. Socks and or leggings must be white, navy blue, or black
8. Socks and or leggings must be white or solid color to match the student's uniform. (Jr. High)

### **Grooming**

All boys:

- Hair must not extend below the collar or ears
- Hair should not be cut below a barber's #1 cut
- Hair length is not to be so long that it affects the vision or concentration of the student
- Spiked hair can be no higher than 1" from scalp
- No hair tails
- No shaving any portion of the hair including shaved letters or designs
- No multicolored hairstyles
- Hairstyles with a radical hair length are considered extreme
- No punk rock, rebellion or extreme expressions (this will be up to the discretion of the administration)
- Administration reserves the right to advise students that their hair needs to be cut
- No makeup
- Tattoos or marking on the body are not allowed (permanent or temporary this includes Henna tattoos)
- Boys may not wear earrings and no other body piercing is allowed
- Boys must be clean shaven everyday, no beards, moustaches, and sideburns cannot be longer than the earlobe

All girls:

- Hair length is not to be so long that it affects the vision or concentration of the student

- No hair tails
- No shaving any portion of the hair including shaved letters or designs
- No multicolored hairstyles.
- Hairstyles with a radical hair length are considered extreme
- No punk rock, rebellion or extreme expressions (this will be up to the discretion of the administration)
- Hair accessories must not be distracting or inappropriate (at administration's discretion)
- Makeup is not allowed at the elementary grade level (1-6). This also applies to out of town school functions or field trips.
- Tattoos or marking on the body are not allowed (permanent or temporary this includes Henna tattoos)
- Piercing is limited. Only two earrings are allowed in each ear. No other body piercing is allowed.
- Makeup can be worn at the junior high level for girls only
- Makeup must be applied at home with full consent of the parents
- Makeup should be applied conservatively to enhance features. No black or dark shaded lipstick or nail polish will be allowed.

Administrators reserve the right to reject any makeup they feel to be inappropriate. If a student is found to be wearing inappropriate makeup, parents will be called and the student will be required to remove the makeup.

### **Warrior Wear, and Free Dress Days**

Free Dress Days may be followed when so directed by the principal through a written and posted announcement, flyer or brochure for special events or activities.

1. The first Monday of each month is declared Warrior Wear day. Students will remain in uniform pants, shorts, skorts, etc.
2. Free dress days will be given out on special days decided by the staff.
3. Students may have a free dress day on their birthday. If their birthday falls on a weekend or holiday or if the student is absent, they may have a free dress day on the following Monday. If their birthday falls during the summer break, the student may choose any Monday in the month of May.
4. Shoe policy applies to free dress days.
5. Free Dress Day shirts and clothing must not have any bands (secular or Christian), offensive writings, drugs, alcohol, or skulls on them. The administration reserves the right to deem any article of clothing not appropriate for FCA.
6. No article of clothing, hats, jacket, shoes, etc can have alcohol, aliens, skulls or inappropriate wording or pictures on it at FCA or FCHS campus' at any time.

### **Free Dress Day Guidelines**

#### Boys & Girls (1<sup>st</sup> – 8<sup>th</sup> Grade)

1. Pants – No baggy styles, low cut, or skinny jeans. Undergarments cannot show. Students may not wear sweats, athletic shorts, PE shorts, or pajamas to school. Pants must fit; they cannot be too baggy or too tight. Pants may only be one inch bigger at the waist and length for potential growth.
2. No holes in jeans, pants, shorts, etc.

3. Shirts – No see through; tank tops must be at least 2 inches wide at the shoulder; stomachs cannot show.
4. All students are required to meet the minimum dress code standards of the school by complying with the free dress day guidelines found in the handbook at after school, evening and weekend activities, unless otherwise stated in writing by the school administration.

### Girls (1<sup>st</sup>-8<sup>th</sup>)

1. Dresses must follow the school dress guidelines.
2. Necklines of garments cannot extend lower than 2 ½ inches from the collarbone. Dresses must follow the school dress guidelines.
3. Shorts, skorts and skirts – Length can be no shorter than 6 inches above the knee when sitting. They must fit; they cannot be too baggy or too tight.

## **DATING AND RELATIONSHIPS**

As our children grow and mature, it is only natural for them to want to date and have relationships with the opposite gender; however, FCHS will enforce a no contact policy. Each household is unique and has different ideas on children dating. FCHS wants to honor those decisions by allowing the parents or guardians to set guidelines for their child.

**During school hours and functions (e.g., lunchtime, while wearing a school uniform, athletic uniform, fieldtrips, dances, and at any after school function), if a child is found in a compromising condition with another student kissing, hugging, holding hands, etc, the following discipline actions will occur:**

1. First offense: a warning will be given and a letter will be sent home.
2. Second offense: three hour detention after school.
3. Third offense: A parent/guardian and student conference will be held and the student will have a one day suspension.
4. Fourth offense: A parent/guardian and student conference will be held with a three-day suspension.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

Parent involvement is critical to FCA's overall effectiveness. Parents can get involved in the following areas:

### **Fundraising**

FCA participates in the following fundraisers during the school year:

- Apple Fundraiser
- See's Candy (Christmas)
- Variety of Student Council fundraisers
- Variety of Athletic fundraisers
- Parent Teacher Group (PTG) Annual Christmas Auction Dinner

### **Parent Teacher Group (PTG)**

The PTG is a group of very dedicated parents who support the school and teachers. They raise funds and put on programs and activities for the school. They desire to enhance the learning of each and every student at FCA.

### **Chaperoning**

All classes need chaperones for field trips. See your child(ren)s teacher for information.

## **HEALTH AND SAFETY ISSUES**

### **Child Abuse Reporting**

The Child Abuse Reporting Law (Penal Code 11166) requires certain childcare custodians, including all private school personnel, to report all suspected child abuse to the Department of Child Protective Services. The law prohibits the school from contacting the parents or informing them of their suspicion or their report. Child Protective Services (CPS) must be allowed to interview the student at school or, if necessary, remove the child from the school. CPS will notify the parents of either of these events. If a report is made and CPS does any follow-up, parents should contact Child Protective Services for any information at 559-243-4588.

All school personnel are subject to jail terms and or fines for:

- A. Failure to report a “Reasonable Suspicion” of child abuse.
- B. Failure to observe the confidentiality of a child abuse report or subsequent actions.

### **Emergency/Disaster Plans**

The following procedure has been adopted by FCA’s Governing Board and shall remain in effect until further notice:

- It is the declared policy of the Governing Board of FCA to release pupils from school in the event of an attack on the country of the United States or when warned by competent authority of an imminent attack. During such an emergency, all students will remain on school grounds until parents or guardians are notified.

### **Fire, Earthquake and Lockdown Drills**

#### **Fire Drill**

The state standard signal for a fire alarm is the sounding of the fire horns and strobes. Should the fire alarm sound, students are to evacuate the buildings by walking from their classrooms in an orderly fashion and standing clear of the building. No talking is permitted during evacuation. The faculty member will be the last to leave each classroom and will check to make certain that all students are out.

#### **Earthquake Drill**

FCA’s standard signal for an earthquake alarm is the sounding of the medical emergency horn. Should the horn sound, students will be instructed to duck under their desks as tight as possible and cover their heads with their hands until they are told by their teacher to return to their seat. No talking is permitted during the drill. The teacher will be the last to duck and cover in each classroom and will check to make certain that all students are following instructions.

#### **Lockdown Drill**



A staff member will call each classroom and advise that FCA is in a Lockdown Drill. All teachers are to lock and barricade their doors so no one may enter. This is to protect the students from any unwanted presence on school grounds. Students are to remain in Lockdown Mode until notified by office.

### **Insurance/Accident Report**

FCA carries supplemental accident insurance for each student enrolled. (Parent/Guardian health insurance is the primary insurance.)

A student is covered to and from all school events if traveling in a school vehicle or school approved vehicle. In case of an accident, the following procedures must be followed:

1. All accidents, regardless, of how slight the injury or damage, must be reported immediately to the teacher in charge of the class or activity.
2. If no teacher is available, the accident is to be reported to the office.
3. The student, parent and physician must cooperate with school personnel in completing all necessary insurance forms.

### **Medical Information**

FCA attempts to provide an environment in which the students will be safe from accidents. If a minor accident occurs, a member of the school staff will administer first aid. School personnel may give no care beyond first aid, which is defined as the immediate, temporary care given in case of accident or sudden illness. If an emergency occurs, every effort will be made to contact parents. Please make certain that the school is aware of any changes in telephone numbers at home or work. If the parents/guardians cannot be reached, appropriate medical attention will be secured for each student. In case of an accident on the playground, in the classroom, or during school-sponsored activities, an injury report form will be filled out and sent home.

### **If a student shows symptoms of illness, please do not send the student to school.**

If a student becomes ill or has a **fever of 100.6°** after arriving at school, the child must be picked up from the office as soon as possible. A parent/guardian or other responsible person on the student's emergency card who can be reached will be notified immediately.

### **Contagious Disease**

If students are found to have a contagious disease such as impetigo, pediculosis (lice), pink eye, or scabies, they will be sent home. Upon their return, they must have a note from the doctor stating that it is safe for them to return.

Knowledge of exposure to communicable illness must be reported to the school. A note from a doctor may be required for any illness longer than three days.

### **Distribution and Consumption of Medication**

By State law, medications must be doctor prescribed, in their original containers and with written instructions for their use. Permission to dispense the medication must be given to the office. FCA staff may administer Tylenol, Advil or cough drops to students with prior written notification or when parents or guardians have been contacted. Students may not keep medications on their person during school hours. If a student must take medication over a long period, please ask the pharmacist for an extra bottle so the student can have medication both at home and school. If a student must keep an inhaler or other medication in their backpack, the school must have a note from the parent or doctor explaining the reason.

## **Smoking**

In accordance with state law, smoking is prohibited on all school premises.

## **GENERAL AND MISCELLANEOUS INFORMATION**

### **American Christian Tours (Sacramento and Washington, DC Trips)**

Every other year (2015, 2017, etc.) either in the month of March or April, the 3<sup>rd</sup> and 4<sup>th</sup> grade classes will go to Sacramento for two days and one night. The students will visit many different places in Sacramento. On the opposite years of the Sacramento Trip (2016, 2018) the Junior High class will go to Washington, DC for one week. American Christian Tours provides transportation, meals and lodging. Parents are responsible for payment to American Christian Tours and spending money for themselves and their children.

### **Awards**

#### Quarterly Awards

- 1<sup>st</sup> – 6<sup>th</sup> Grade: The following awards are given on a quarterly basis:
  1. Perfect Attendance – This award is presented to students who have not missed a day of school and who have no more than three tardies. This award is given at the end of each quarter. Awards for perfect attendance are based on any absences or tardies, excused or unexcused.
  2. Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D”, “F”, or “W”.
  3. Dean’s List – Students who earn an “A” average (3.5 – and higher), with no grades of “C”, “D”, “F”, “W”, or “I”.
  
- Junior High: The following awards are given on a quarterly basis:
  1. Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D” or “F”
  2. Dean’s List – Students who earn an “A” average (3.5 and higher), with no grades of “C”, “D”, or “F” will earn a position on the Dean’s List.

#### End of the Year Awards

- 1<sup>st</sup> – 6<sup>th</sup> Grade: The following awards are given at the end of the school year and are given to those students who have achieved these honors all four quarters:
  1. Perfect Attendance – This award is presented to students who have not missed a day of school and no more than three tardies all year.
  2. Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D”, “F”, or “W” all year.
  3. Dean’s List – Students who earn an “A” average (3.5 and higher), with no grades of “C”, “D”, “F”, “W”, or “I” all year.
  4. Most Improved Student – This award is presented to the student in each class who shows the most overall improvement during the year. (Given to grades 3 through 6)
  5. Academic Achievement – This award is presented to the student with the highest cumulative grade point average for the year.

6. Christian Character – FCA’s top award given to the student in each class who displays the Fruits of the Spirit (Love, Joy, Peace, Long Suffering, Gentleness, Goodness, Faithfulness, Meekness and Self Control).
- Junior High: The following awards are given at the end of the school year and are given to those students who have achieved these honors for both semesters:
    1. Honor Roll – Students who earn a “B” average (3.0 – 3.49), with no grades of “D” or “F” all year.
    2. Dean’s List – Students who earn an “A” average (3.5 and higher), with no grades of “C”, “D” or “F” all year.
    3. Academic Achievement – This award is presented to the student with the highest cumulative grade point average for the year.
    4. Christian Character – FCA’s top award given to the student in each class who displays the Fruits of the Spirit (Love, Joy, Peace, Long Suffering, Gentleness, Goodness, Faithfulness, Meekness and Self Control of the Spirit).

### **Before and After School**

1<sup>st</sup> – 6<sup>th</sup> Grade: Students can be dropped off at the school as early as 7:45 a.m. with no additional charge.

- Extended Care – Every student in kindergarten through sixth grade must be accountable to an adult after school. Every parent is given 10 minutes to pick up his or her child after school is out. If the student is not picked up, he or she will be taken to extended care and the parents will be billed at the end of the month.
- Walking Home – If a parent desires his or her elementary grade child to walk or ride their bicycle home after school, a written or verbal permission must be given to the office.

Junior High: Students are allowed to stay after school unattended. FCA and the administration are not responsible for them during after school hours whether they are on or off the property. If problems occur on school grounds after school, their privileges of remaining on school campus will be revoked. Extended care is not available for junior high students.

### **Bicycles, Scooters and All Non-Motorized Vehicles**

Students may ride bicycles or scooters to and from school with their parent’s written or verbal approval on file. Bicycles and scooters must be parked and locked during school hours (7:45 a.m. – 3:00 p.m.) in the designated area. FCA is not responsible for damaged or stolen bicycles or scooters or those left at the school overnight.

### **Campus Ground Rules**

1. Students are to stay within the school grounds and within the areas of supervision. During inclement weather, students will remain indoors.
2. Fighting is not permitted and will be grounds for suspension. Play fighting is also not permitted.
3. There is to be no climbing on buildings, railings, fences, walls or trees.
4. Trash must be placed in the proper containers.
5. Running between the buildings and on the sidewalks is unsafe and not permitted.
6. Completely enclosed shoes (refer to dress code) must always be worn.

7. Objects for throwing, such as Frisbees or model airplanes, are dangerous and may not be brought to school.
8. Radios, tape players, radio-controlled vehicles, CDs, iPods, electronic games and tools are also not allowed (unless prior approval from a staff member has been received).
9. If balls go over the fence, into the street, or on other people's property, it must be reported to the playground supervisor. Students may not go after balls.
10. Balls, toys, etc. should not be brought from home.
11. No skateboards, roller blades or scooters are allowed on school sidewalks except at designated times. All protective gear (helmets, wrist guards, elbow pads and knee pads) must be worn when using skateboards, roller blades or scooters on school grounds.
12. Gum is not allowed on school grounds (inside or outside).

### **Campus Hours**

The school office is open during the following hours:

Mondays -Thursdays	8:00 a.m. – 4:00 p.m.
Fridays	8:00 a.m. – 3:00 p.m.

### **Campus Map**

(See last page)

### **Cell Phone Policy**

#### **Electronic Device Policy (Cell phones, Ipads, Computers, Ipods, headphones, earphones, earbuds etc)**

1. All electronic devices including cell phones must not be used at any school campus from 7:30-3:00pm. Headphones can only be used when required for class.
2. Students that are sick, injured, or need to contact their parents for any reason must do so through the school office.
3. If the students electronic device including cell phone is seen, heard, or if the student is found to be using the device on school grounds, (school grounds includes buildings, parking lot, grass areas and inside the fence area) the following discipline will occur:
4. Step 1- Phone or electronic device will be taken from the student and a parent must pick up the phone in the office and sign the cell phone policy.
5. Step 2- Phone or electronic device will be taken from the student and a parent may pick up the phone in the office after one week (7complete days).
6. Step 3- Phone or electronic device will be taken from the student and a parent must pick up the phone in the office after two weeks (14 complete days).
7. This policy will start over after 2<sup>nd</sup> Quarter.
8. If problem persist, a parent conference will be held.
9. Once the electronic device is confiscated for being used during school hours, the phone is subject to examination which includes pictures, address book, text messages, etc.
10. Students may use their electronic device off school grounds or after school hours unless they are on a school fieldtrip. Fieldtrips are a special circumstance and each individual staff member will define the rule for their students of when, where and how an electronic device may be used.
11. Students may use their cell phones inside at lunchtime when the temperature drops below 50 degrees or when it is raining and they have to come inside. Students may use their cell phones in the last 2 booths in the rec room.

## **Computer Room Rules**

### **Do Not:**

- Change any computer settings
- Install any type of programs or applications
- Download anything from the internet
- Share your password with anyone
- Browse any sites that are not school related.
- Log into any social media sites
- Save any files on the hard drive
- Eat food or bring drinks into the computer labs

## **Change of Address**

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. Please contact the school office with the new information as soon as possible.

## **Concerns/Suggestions**

FCA is always open to receive constructive suggestions concerning ways in which the school might be improved or problems may be solved; however, we do not accept criticism by parents who fail to follow the disciplinary guidelines of the school.

1. It is the policy of FCA that problems or suggestions are first taken up with the teacher.
2. If satisfaction is not achieved at the teacher level, then the problem should be presented in writing to the administrator.
3. Any desired discussions with the teacher or administrator need to be scheduled through the school office.

## **Delivery and Pick Up of Students**

Students may be dropped off as early as 7:45 a.m.

**Preschool through Kindergarten 5-**Please park in a parking space when you are dropping off and picking up your children. Cars that are not parked in parking spaces cause a back up around the tree in the front parking lot. Please walk your children to and from the other side of the gate. Do not have them walk by themselves. They are too little to be seen by other drivers who are driving in and backing out of parking stalls.

**First through Eighth Grade-**Students are to be dropped off and picked up at Warrior Park.

## **Field Trips and Transportation**

- In connection with the regular class work, the classroom teachers may schedule field trips. The parents, under the direction of the teacher, will usually provide transportation. For a student to participate on each field trip the parent or guardian must sign a Field Trip Permission Slip. Permission to attend field trips cannot be given by phone.
- Parents volunteering to drive for field trips must have a Volunteer Driver Application Form on file in the school office. Drivers for any school field trip or activity must be at least 21 years of age.
- When traveling to school-sponsored activities in station wagons or vans, the maximum number of students in one vehicle is eleven. At no time are more than eleven students to be

transported to our activities in any vehicle. It is illegal to transport more than eleven students in any vehicle other than a school bus.

- Unacceptable behavior by any student on a field trip may result in the loss of field trip privileges for that student for the remainder of the year.
- For all school (every grade) field trips, if a student will not be attending the field trip, other arrangements must be made for the child for the day. The student will be marked absent for the day.
- For individual classroom field trips, if a student will not be attending the field trip they may stay at school without penalty of being absent.

### **Lockers**

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

1. Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
2. Students must not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others – even friends – to know a locker combination is the greatest cause for loss of personal items from lockers.
3. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and out.
6. Stickers are not allowed on any part of the lockers.
7. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
8. Writing or painting on any part of the lockers is not allowed.
9. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
10. Students should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member with a locker key must be present to open the locker.
11. Students are responsible to pay for any locker damage they do in violation of the above rules.
12. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
13. Any problems with a locker should be reported to the office or to a staff member.
14. The school is not responsible for lost, stolen, or damaged goods belonging to students.

### **Lost and Found Items**

When items are found anywhere on the campus they are turned in to the office. They will be returned to their owners upon identification. All items not claimed will be given to a charity at Christmas and at the end of the school year. Please write your child's name on all lunch pails and outerwear to help us send them back home!

## **Lunch and Snack Program**

1. FCA contracts through a variety of local restaurants to provide a well-balanced lunch on a daily basis.
2. A lunch or milk card may be purchased at the school office monthly, weekly, or for as many days as needed. Students who bring their lunch may purchase milk in the office.
3. A yearly lunch menu will be given to each student.
4. We encourage you to package your child's lunch items in hard containers so the containers may be returned home. A severe trash and environmental problem results from lunch packaged in throwaway containers such as straw wrappers, potato chip bags, sandwich bags, etc.
5. If disposable containers are brought to school, they need to be easily opened by the child. Please cut slits in the chip bags, string cheese, straws, etc. to assist your child.
6. We do not have sufficient kitchen facilities to heat food items. Please have students bring ready-to-eat lunches.
7. If a student does not bring a lunch to school, we will provide a lunch for them.
  - a. Parents are responsible to pay for unpaid lunches.
  - b. If payment is not received by the 15th of the month, all unpaid lunches and milks will be added to your monthly statement.
8. Each teacher will assign lunch helpers weekly. These helpers will assist the cafeteria staff in cleaning tables, emptying trash, sweeping, etc.

## Eating Area Rules

1. Enter in an orderly manner.
2. No excessively loud noise, feet on seats, or throwing food.
3. Clean your own eating area and dispose of trash after dismissal. Do not leave your eating area until it is clean.
4. Use of kitchen facilities, such as the microwave, is allowed for junior high school students.

## **Community Service**

Mandatory Community service activities are those which students perform to benefit at least one other unrelated person and for which they receive no compensation or academic credit. In most cases, students will be working under the auspices of an organization, town, government, school, non-profit organization, hospital, nursing home or newspaper. Service to benefit for-profit businesses is NOT applied to the requirement. Junior high school students are required to complete 10 hours of community service for each year enrolled in junior high school. Five of those hours must be completed serving a church. The activity format is flexible; students may elect to engage in a single activity or many over an extended or concentrated period of time. Community Service Hours must be completed and turned in 7 days prior to the end of school.

## **Off Campus Lunch Permission (Junior High only)**

Each student must have an off campus permission slip signed in the office imprinted with the eating establishments the parent/guardian has approved.

1. If a student has left campus for lunch and is found to be in an establishment not agreed upon by the parent, he/she will lose their off campus privileges for five school days.
2. If a student is tardy coming back from lunch three times in a quarter, the student will lose his/her off campus privilege for one month starting with the next lunch.

Leaving campus for lunch without adult supervision is a privilege, not a right, and is not to be taken lightly.

FCA expects all students to behave in a Christ-like manner while they are on school grounds or away from school. If FCA receives any complaints about an individual or individuals not behaving properly while off campus for lunch, immediate action will be taken.

### **Parties**

We ask that parents/guardians help us maximize learning time in the class by keeping birthday celebrations and treats simple. An alternative of treats for birthdays might be to donate funds for educational items (i.e. books) to be used in your child's classroom. This is an excellent way of recognizing your child's birthday. Private birthday invitations may be handed out if the whole class or all boys or all girls are invited.

FCA does not observe Halloween in any form. We feel that because the occult movement has adopted Halloween as a holy day, it would go against Christian principles to observe Halloween. Instead, we offer a Harvest Party as an alternative. Christian emphasis is given to other traditional holidays.

### **Pictures**

Student pictures will be taken each year, including both class and individual photos. These photos will be made available to parents/guardians for purchase. In addition, the school may use these pictures for the following purposes:

- Student records
- Yearbook
- Possible newspaper or promotional flyers
- Other candid photos of classroom and school activities may be used for any of the above purposes

Parents who wish not to have photos of their child used for any discretionary purposes (yearbook, newspaper, etc.) must inform the school principal or secretary in writing at the time of enrollment.

**Picture Day** will be a Free Dress Day

### **Pledges**

Each morning, every teacher is asked to say the three pledges with their students participating during the opening exercises. Teachers may use good judgment in this area and not let pledges become a mockery. Students must always show respect to our flags and to the Bible.

#### Pledge to the American Flag

"I pledge allegiance to 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 brotherhood uniting all true Christians in service and in love."



### 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, and I will hide its words in my heart that I may not sin against God.”

### **Property and Personal Property Damage**

**Property Damage:** Damaging school or church property will be treated as a serious offense. The parents/guardians of the offender will be required to correct the damage or pay for the cost of having it done within one week or the student will be suspended.

**Personal:** Maliciously damaging personal property that belongs to another person will be treated as a serious offense. The parents/guardians of the offender will be required to correct the damage or pay for the cost of having it done within one week or the student will be suspended.

### **School Closure Information**

If it becomes necessary for school to be closed on short notice or while school is in session, the school office will contact all parents/guardians/contacts that are on the students’ pick up list or emergency cards.

### **Sixth Grade Camp**

Every other year, either in the month of March or April, the 5<sup>th</sup> & 6<sup>th</sup> grade class goes to a Christian Camp for one week. The experience is a school activity and is part of the curriculum. The students sell pizza every Friday to earn the funds for camp. The funds earned pay for all camp fees for students and two counselors. If there is not enough funds generated by the pizza sales, the parents will be responsible for the remainder of the fees.

### **Telephone Messages for Students or Staff**

There are no public telephones on campus. All calls must be made at the school office. To use the office phone, a student must have permission from a staff member. Phone privileges should be emergencies only. Students can receive messages at school by calling the office. The office will notify the student as soon as possible. If you need to leave a message for a teacher, a message will be forwarded to said teacher if he/she is unavailable. The teacher will contact you during his/her prep period or after school.

### **Visitors**

FCA is a closed campus during school hours to protect the safety of our students. Parents are welcome to visit the school. The visit will not exceed a total of 30 minutes on any given day. All arrangements must be made a minimum of 24 hours in advance of the visit and will be at a time convenient to the school and the parent. We ask that you:

- Arrange your visit with the teacher
- Not have children who are not students in our school accompany you
- Sign in, wear a visitor’s badge/sticker and sign out

For visits to all other areas of campus (e.g. playground, computer lab, library), please contact the school administration. Visitors who are not parents of students in our school must be accompanied by an administrator.

### **Volunteers on Campus**

Thank you for considering volunteering in our schools! Teachers and administrators value your contributions to the education of our students! By donating your time, you help us create a positive and successful learning environment.

- All classroom volunteers are required to submit a TB skin test to the school office
- Please immediately sign in at the school office
- Wear a visitor's badge/sticker at all times
- Sign out and return the badge/sticker to the office

In the classroom:

- Knowing that you will be volunteering in the classroom, the teacher has adjusted the lesson plans and will explain how you can assist. Please follow the teacher's direction for working with the students
- Grading student work is reserved for the teacher
- When talking to students, always use a calm and friendly voice
- In difficult situations, always alert the teacher
- Never use any physical force

We ask that volunteers do not join students and/or staff on the playground, cafeteria or teacher's lounge without prior permission from site administrator. Please do not use the office equipment.

### Who to Call

The following list indicates who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, please call the school office and ask to be directed to the appropriate person.

<u>Question:</u>	<u>Call:</u>
Homework concern	Student's teacher
Field trip Information	Student's teacher
Attendance issues	Student's teacher or school office
Calendar question	School office

### Yearbook

The school publishes a yearbook each year. Parents who have a business or profession, or could help with the cost of the book are encouraged to purchase an advertisement. Yearbooks may be ordered in the month of May.

## **SCHOOL SUPPLIES**

Each student is responsible for bringing the below listed items on the first day of school and keeping them at school until the last day of school: If a student has not purchased their school supplies after being enrolled a week, FCA will purchase the supplies and bill the parent on the next billing cycle.

### 1<sup>st</sup> and 2<sup>nd</sup> Grade

- 40 Sharpened #2 Yellow Pencils
- 20 Arrowhead Pencil Top Erasers (no shapes or funny faces)
- 1 Box of Crayons (24 count)
- 2 Box of Colored Pencils (12 count)
- 2 Box of Washable Markers "Classic Colors" (8 Count)
- 6 Glue Sticks
- 2 2-Pocket Folders – Poly with clasp

- 1 Small Calculator (2<sup>nd</sup> Grade only)
- 2 3x5 Index Cards (100 count, white)
- 1 Glitter Pack
- 2 Large Box of Kleenex
- 1 Pencil Box
- 2 Highlighter
- 1 Watercolor Paints w/brush (8 count)
- 2 Package Wide Ruled White Lined Paper
- 2 Composition Books
- 6 Fine Tip Dry Erase Marker (Expo)
- 1 Lysol Cleaning Wipes
- 1 Baby Wipe
- 1 Jump rope
- 1 Pieces of Playground Equipment (Soccer Ball, Hoola Hoop, or Basketball for example)

### **3<sup>rd</sup> and 4<sup>th</sup> Grade**

- 60 Sharpened #2 Yellow Pencils
- 2 Box of Lysol Cleaning Wipes
- 1 Box of Crayons (24 count)
- 1 Box of Washable Markers “Classic Colors” (8 Count)
- 2 Glue Sticks
- 1 Pencil Box (not larger than 6 x 9 x 2)
- 1 Transparent Ruler with Centimeters and Inches
- 1 Blunt Scissors (Child Size)
- 1 Small Calculator
- 3 Package Wide Ruled White Lined Paper
- 1 Small Construction Paper (9 x 12, 50 count)
- 1 Large Construction Paper (12 x 18, 50 count)
- 1 Large Box of Kleenex
- 1 Assignment Book
- 1 Black Dry Erase Marker (Expo)
- 1 Composition Book
- 1 Playground Ball (Soccer, Basketball or All-Purpose for example)
- 1 Box of paper clips
- 1 Refill Roll of Scotch Tape

## **5<sup>th</sup> and 6<sup>th</sup> Grade**

- 48 Sharpened #2 Yellow Pencils
- 1 Box of Colored Pencils (12 count)
- 1 Box of Crayons (24 count)
- 1 Box of Washable Markers “Classic Colors” (8 Count)
- 1 Glue Sticks
- 1 White Board Dry Eraser
- 1 8x10 inch White Board
- 1 4 oz. Bottle of Elmer’s School Glue
- 2 Large Box of Kleenex
- 1 Pencil Box (approximately 6 x 9 x 2)
- 1 Transparent Ruler with Centimeters and Inches
- 1 Blunt Scissors (Child Size)
- 1 Small Calculator
- 1 Box of Lysol wipes
- 2 Package Wide Ruled White Lined Paper
- 3 Black Dry Erase Marker (Expo)
- 1 New Kings James Bible
- 1 Playground Ball (Soccer, Basketball or All-Purpose for example)
- 2 Baby wipes

## **Junior High**

- 60 Sharpened #2 Yellow Pencils
- 1 Flash drive 4 or 8 G
- 36 Arrowhead Pencil Top Erasers (no shapes or funny faces)
- 2 Boxes of Baby Wipes (80 count)
- 1 Box of Colored Pencils (8 count)
- 1 Fine Tip Box of Washable Markers “Classic Colors” (8 Count)
- 2 Large Box of Kleenex
- 1 Transparent Ruler with Centimeters and Inches
- 1 Student Scissors
- 1 Protractor (transparent)
- 1 Construction Paper (12 x 9, 50 count)
- 1 ¼” Graph Paper (50 count)
- 3 College Ruled Filler Paper
- 1 Small Calculator
- 1 Headphones
- 1 Pencil Box (approximately 6 x 9 x 2)
- 1 Combination Lock (no key locks, teachers may need access do to absence)
- 3 Black Dry Erase Marker (Expo)
- 2 Refill Roll of Scotch Tape
- 1 New Kings James Bible
- 1 Combination Lock for Locker

CAMPUS MAP

