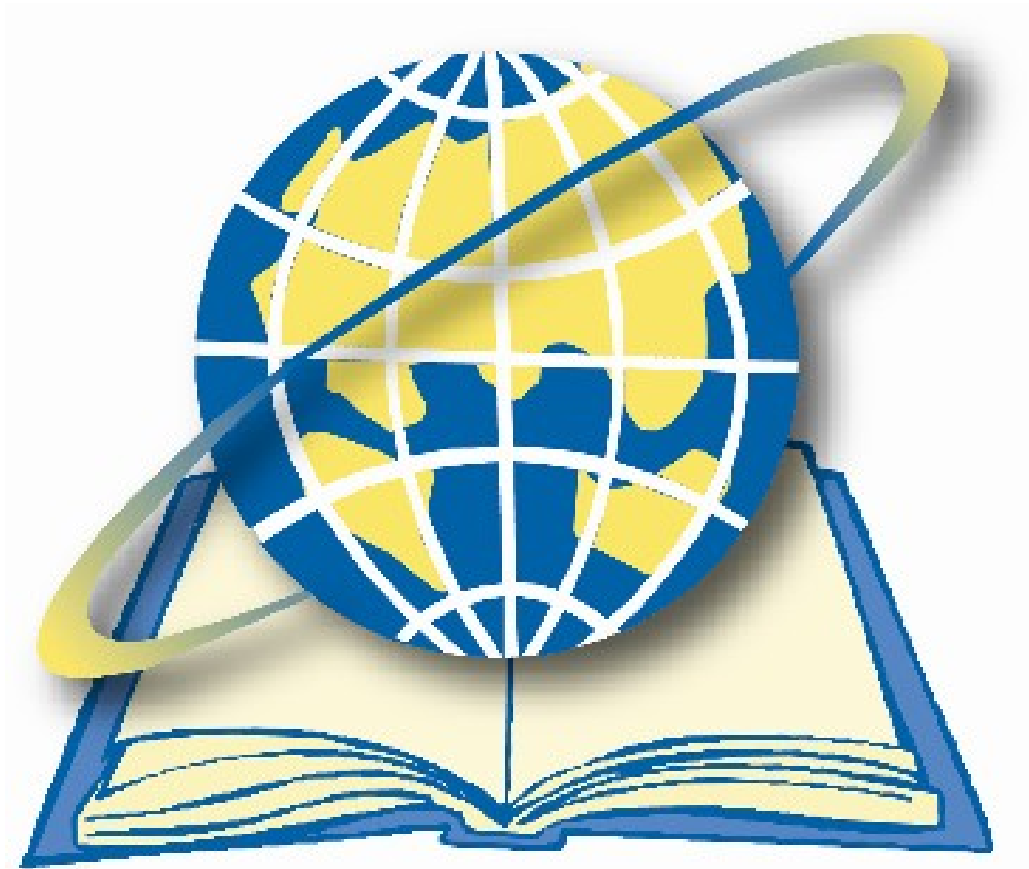


Faith Christian Academy



Family Handbook: 2025

“Training Students...Transforming Lives”

Family Handbook: 2025

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I. PHILOSOPHY AND FOUNDATIONS

ACCREDITATION

Faith Christian Academy is currently approved to operate with Exemption K status and fully accredited by the West Virginia State Department of Education. The school meets the state's code of requirements. Faith Christian Academy is accredited by the Association of Christian Schools International (ACSI) and the North Central Association (NCA). The school is also a member of the Mid-Atlantic Christian School Association (MACSA).

ADMISSION INFORMATION

Admissions Policy

A. Spiritual Expectations:

1. Parents/guardians who desire to enroll their child at Faith Christian Academy, and high school students who wish to enroll, must sign a Parent/Student Agreement which includes acknowledging that they have read the Faith Christian Academy Family Handbook.
2. Parents/guardians who desire to enroll their children at Faith Christian Academy must express that they desire a Christian education for their children.
3. Parents/guardians and high school students must express their understanding of the school's Biblical Code of Conduct and agree that all students should be held to those standards.

B. Academic Expectations:

1. The placement of the child in school is the prerogative of the school and will be determined by academic records and/or the administration of a standardized test.
2. Incoming students may be administered a standardized achievement test unless achievement test scores from the previous twelve months are provided.
3. Students transferring from other schools shall provide a transcript of academic achievement as well as disciplinary records.

Admission Procedures

1. An admissions application and fee must be submitted to the office.
2. The office staff will request records from previous school (if applicable). Students seeking admission to Faith Christian Academy must have the current year testing on file before being officially accepted.
3. When all records and application materials have been received an interview with the principal will be scheduled. The students and both parents (if possible) should attend the interview.
4. The principal will make the decision to accept or deny acceptance and will communicate the decision by mail.
5. Occasionally students may be provisionally admitted pending requests for materials, result of academic progress, results of social adjustments, and/or other items as determined by the principal.
6. All new students are admitted to Faith Christian Academy on nine-(9) week's probation. Failure to meet expectations may constitute grounds for reassignment or dismissal.

Admission Procedures/Requirements by Grade Level

Pre-Kindergarten - Prospective students shall be four years old by September 1. Priority is given to students whose birthdays are before July 1.

Kindergarten - Prospective students shall be five years old by September 1. Priority is given to students whose birthdays are before July 1. The “Young Children’s Achievement Test” (YCAT) Test will be administered to determine placement level. After school is in session, testing will be given before any admissions are considered.

First through Twelfth Grades – Incoming students may be administered a standardized achievement test unless achievement test scores from the previous twelve months are provided. A fee will be assessed for the test.

Immunizations: Faith Christian Academy publishes and enforces the state code of West Virginia regarding immunizations for all school children. This includes requiring proof of immunizations and other applicable tests before a student is admitted to school for the first time or before a student is allowed to continue in school when boosters or other immunizations are required by law. Any medical exemptions submitted to Faith Christian Academy for review will be sent to the Berkeley County Health Department physician for approval. This physician will have the last word on approval of medical exemptions. This is in keeping with the Berkeley County School board policy governing county schools.

Non-Discrimination Policy: The school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

Students with Special Academic Needs: The following guidelines apply to students with special academic needs:

1. Classroom accommodations will only be made for students with special academic needs when an official diagnosis has been established by a licensed physician or licensed psychologist based on the results of testing. Once a diagnosis is established re-testing may be required after several years or upon the student transitioning from one division to the next (i.e. elementary to middle school, etc.) This will be at the discretion of the administrator or his designee.
2. Academic records and other school records concerning counseling, discipline, emotional problems, acts of violence, suspension and/or expulsion from past educational settings may be required for a service plan to be developed.
3. FCA will make every effort to not allow more than 15% of a total classroom to be made up of students with special academic needs.
4. Special academic services such as tutoring or resource room time may be required for students with special academic needs as a condition of enrollment or continued enrollment.

Special Academic Services, Program Overview: Faith Christian Academy offers special services to families in order to provide a God-honoring learning environment for children with special academic needs. While the school recognizes that it may never be able to reach the needs of every individual child, these special services are offered as a means of reaching many who learn differently. The services below may be provided by Faith Christian Academy when personnel are available. Enrollment at Faith Christian Academy is required for these services, unless otherwise indicated. The cost for all services is determined annually by the school administration. Students not enrolled at Faith Christian Academy should expect higher costs for services made available to them.

Program Components:

Tier 1: Enrollment in the National Institute for Learning Development Discovery Program

Part I: Educational Therapy

Educational Therapy for students in the NILD program involves two 80-minute sessions of intensive educational therapy each week.

Part II: Search and Teach

Search and Teach is an early intervention program developed to meet the educational needs of young learners before they experience the frustration of learning failure.

Tier 2: Resource Room

The resource room is a small classroom where students with a Faith Christian Academy Service Plan may receive individualized or small group support for a portion of the school day.

Tier 3: Tutoring

Tutoring is arranged through the school for students who are having trouble with specific concepts or are struggling with organizational needs such as test-taking skills or note-taking skills.

Students with Court Records: Admission or continued enrollment of a student with a prior court record, at any grade level, must be approved by the full board of directors upon recommendation of the administrator. In most cases an individual with a court record would fall under the “unacceptable” category in the prioritization of admissions. However, there may be exceptions in cases such as traffic violations or other “minor misdemeanors.” In each instance the full support and cooperation of the parents must be evidenced.

Students with Infectious Diseases: Policy on Current or Prospective Students Diagnosed with Infectious Diseases can be obtained by requesting Student Policy #4070.

CORE VALUES

Faith Christian Academy affirms the following core values:

1. Scripture is recognized as the revealed Word of God and is taught as truth.
2. A rigorous process of the integration of faith and learning in all academic disciplines is maintained.
3. A Christian administration and faculty model Christ in teaching and leading.
4. High academic standards are maintained, internal and external evaluation is welcome.
5. The curriculum and other programs are characteristically innovative.
6. The school community exhibits love, justice, humility and service among board members, administration, faculty, students, parents and the larger community.
7. Organizational practices are thoroughly Christian; business, development, marketing, personnel, and government relations.

EXPECTED STUDENT OUTCOMES

Expected Spiritual Formation Outcomes:

1. By learning to respect God and His authority, students **demonstrate the character of Christ** in all areas of everyday life.
2. By receiving God’s grace and learning how to give grace to others, students consistently **love and serve others**.
3. By applying God’s Word to life situations, students **develop a Christian worldview** that helps them share and **defend their faith** and enables them to **make wise choices** in life.
4. By learning to trust God with their future, students possess and exhibit the **critical thinking skills, creativity, and confidence** to handle both opportunity and adversity.

5. By understanding the world from God's perspective, students are **academically prepared** for college and/or career, and are **engaged in impacting the world** through their unique talents and abilities.

(Phil. 4:8, Phil. 2:5-8; I Pet. 2:13-15; Prov. 20:11)

Expected Academic Formation Outcomes:

1. By engaging in all academic disciplines, students will learn to **read, write, think, and compute** as measured by established standards for each grade and subject.
2. By valuing intellectual inquiry, students will develop the skills of **thoughtful questioning, critical thinking, and problem solving**.
3. By understanding technological tools, students will **discover, analyze, and evaluate information** from a variety of resources.
4. By participating in music, art, and performing arts, student learning will be enriched and lead to greater **creativity**.
5. By prioritizing lifelong learning, students will be **leaders in their chosen profession**.

(Ps. 139:13-16; Neh. 8:8; I Thess. 5:21; Rom. 13:1, 2, 4; Ps. 24:1)

Expected Social and Personal Formation Outcomes:

1. By embracing a Biblical worldview, students will **find their security, dignity, and worth in their relationship with God**.
2. By understanding that all good things come from God, students will be **responsible stewards of all the good gifts** they have been given.
3. By treating their bodies as a temple of the Holy Spirit, students will **participate in lifetime fitness activities and avoid unhealthy practices**.
4. By following God's moral laws, students will participate in **healthy, moral, family living**.
5. By appreciating the history and culture of all people groups, students will **dispel prejudice, promote harmony, and encourage biblical hospitality**.

(II Tim. 2:20-21; Rom. 12:10; I Cor. 12:20-26; II Tim. 2:15; Is. 40:31; I Tim. 6:6-10)

HISTORY

Faith Christian Academy is an independent, non-denominational Christian school. It opened its doors in September 1983 with 49 students, five faculty members, one administrator, and an eleven member Board of Directors. Incorporated in March 1984, FCA was originally housed in the basement of Pilgrim Presbyterian Church and offered education for Pre-K through 6th grade. The Academy added a grade each year and graduated its first senior class in May 1989.

MISSION STATEMENT

To provide the highest quality academic and Biblical world-view training in an environment that encourages spiritual, academic, social, and physical growth. ("Train up a child in the way he should go..." Prov. 22:6a)

ORGANIZATION

The policy making group of FCA is its board of directors. Qualifications for membership to the board of directors are:

1. All members of the board of directors shall be actively involved in the ministry of FCA for at least one year and be current members of the association.
2. All board members shall have the necessary competencies to credibly discharge the responsibilities of the office of a director.
3. All members of the board of directors shall be faithful members in good standing in one of the area's fundamental churches.
4. Each board member shall subscribe in writing that he/she is in full and complete agreement with Articles II and III of the constitution. If at any time the board member no longer agrees with Articles II and III of the constitution, he/she will voluntarily withdraw from the board of directors.

Board members serve on one or more of the following standing committees:

1. Finance Committee
2. Buildings and Grounds Committee
3. Education Committee
4. Development and Public Relations Committee
5. Spiritual Life Committee

Members of the association elect the board of directors. Association membership is composed of the parents and friends who apply for membership and meet the following qualifications:

1. Shall be 21 years of age or older.
2. Shall have a strong interest in the spiritual life and Christian education of children and youth.
3. Shall be a born-again Christian, regularly attending a local church, and exemplifying a life of faith and loyalty to the Word of God.
4. Shall subscribe in writing that he/she is in agreement with Articles II and III of the constitution and provide a written testimony of his/her salvation experience. If at any time the Association Member no longer agrees with Articles II and III of this constitution, he/she will voluntarily withdraw from the Association. The board of directors may accept an individual into membership in the FCA Association who does not agree with Article III, section 5 (Eternal Security), providing that is the only area of disagreement.
5. Shall pray for the work of the school, be prompt in paying the cost of tuition, cooperate with the faculty in the exercise of just discipline, assist the school with maintenance and improvement projects, and share in promoting the aims and objectives of this school.
6. All applications for membership in the association shall be submitted to the Membership Committee of the board for approval and referred by the Membership Committee with its recommendation to the board of directors for final action.

POTENTIAL FOR REVISION

The policies and procedures found in this Family Handbook represent the most recent expression of the management of Faith Christian Academy in order to provide for equitable and consistent treatment of students and families. To assure that Faith Christian Academy achieves and maintains the purpose of these policies and procedures and to assure the organization's continued ability to meet its needs and those of its families under changing conditions, Faith Christian Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

CONSTITUTIONAL STATEMENT OF FAITH

1. The Scriptures

We believe that the Bible is the Word of God. It is verbally inspired by Him in the original manuscripts. It is infallible and complete. The Bible is our supreme authority for faith and practice. (2 Tim. 3:16-17, 2 Peter 1:20-21)

2. The Trinity

We believe that the Trinity eternally exists in three persons – the Father, Jesus Christ His Son, and the Holy Spirit. These three are one God, having exactly the same nature, attributes, and perfections. Each is worthy of exactly the same honor, confidence and obedience. (Deut. 6:45, Matt. 28:19, 2 Cor. 13:14)

We believe **God the Father** created all things for His glory according to His own will, through His Son, Jesus Christ. He upholds all things by the Word of His power and grace, exercising sovereign authority over all creation, providence, and redemption (Revelation 4:11; Colossians 1:17; Hebrews 1:3).

We believe that **Jesus Christ, the eternal Son**, took on human flesh. He was conceived through the miraculous work of the Holy Spirit and was born of the virgin Mary. He, being fully God and fully man, lived a sinless life and died on the cross in our place accomplishing redemption for all who place their faith in Him. He physically arose from the dead, was seen by many witnesses and ascended into heaven, where, at the Father's right hand He serves as the only mediator between God and man. (John 1:1, 14, 18; 1 Timothy 3:16; John 14:8-9).

We believe that the **Holy Spirit**, convicts the world concerning sin, righteousness, and judgment. He draws the unredeemed to repentance and faith, and at salvation seals the believer until the day of redemption. (John 16:8; 13:15; Titus 3:5; Ephesians 1:11-14; Romans 8:9-17; 12:4-8; 1 Corinthians 3:16; 12:4-5, 11-13, 19; Galatians 5:25; Hebrews 2:1-4; 2 Corinthians 12:12).

3. The Sinful Nature of Humanity

We believe that man was created in the image of God. As a result of Adam's sin, humanity inherited a sinful nature and is separated from God. (Gen. 1:26, 2:17, 3:1-6, 6:5; Psalm 51:5; Jer. 17:9; Rom. 3:10, 3:23, 5:12, 19; 1 John 3:8)

4. Salvation

We believe that salvation is by grace through faith in the death, burial, and resurrection of Jesus Christ. Salvation cannot be earned through works, it is a free gift from God. (John 3:16, 5:24; Acts 13:39, 16:31; Rom 10:9-10; 2 Cor. 5:21; Eph. 2:8-9)

5. Eternal Security

We believe that once a person is saved, he is always saved, and can in no way lose his salvation. (John 3:16, 10:28-29; Col. 3:3; Heb. 7:25; Jude 24)

6. Satan

We believe that Satan is a created being, a fallen angel, who is the declared enemy of God. He is the author of all deception. He will ultimately be cast into the Lake of Fire and will suffer eternal punishment. (Gen. 3:1-6, Isa. 14:12-17, Ezek. 28:12-19, Rev. 20:10)

7. The Resurrection of the Saved and the Unserved

We believe in the bodily resurrection of all people, the saved to eternal life and the unsaved to judgment and everlasting punishment. (Matt. 25:46; John 5:28-29, 11; 25-26; Acts 24:15; Rev. 20:5-6, 11-15)

8. Sanctity of Life, Gender, Marriage and Sexuality

We believe that all human life is sacred beginning at the moment of conception and ending at a person's death (Psalm 139). Accordingly, every unborn child is a living human being, created in the image of God, and must be respected and protected both before and after birth. Direct or indirect volitional taking of any innocent human life by any means and by any individual or

entity through abortion or euthanasia constitutes a violation of the sanctity of human life, and is a sin against God and a crime against man.

We believe that God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). Rejection, whether by personal volition or compulsion, of one's biological gender is a rejection of the image of God within that person and a sin against God.

We believe that the term "marriage" has only one meaning as created and sanctioned by God: the uniting of one man and one woman in a single, life-long, and exclusive union, as delineated in Scripture (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that condoning, engaging in, or facilitation of any form of sexual intimacy outside of marriage is sexually immoral, sinful, and offensive to God.

We believe that any form of sexual immorality is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). Sexual immorality includes, but is not limited to adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex.

We believe that God offers redemption and restoration to all who confess and repent from their sin, who seek His mercy and grace, and humbly ask for His forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Behavior or attitudes not displaying compassion, love, kindness, respect, and dignity which are directed toward any individual are unacceptable, must be repudiated, and are not in accord with Scripture, or the policies of Faith Christian Academy as reflected in our *Statement of Faith*.

9. Final Authority for Matters of Belief and Conduct

This *Statement of Faith* does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Faith Christian Academy's faith, doctrine, practice, and discipline, our board of directors is Faith Christian Academy's final interpretive authority on the Bible's meaning and application.

STATEMENT OF PURPOSE AND PHILOSOPHY OF EDUCATION

We recognize that God has ordained the family as primarily responsible for training children. We believe that a strong relationship between the home, the church, and the Christian school is essential to successful Christian education. Teachers in a Christian school are responsible for being skilled in their profession, to integrate Biblical truth into their curriculum, and to have a relationship with Christ that exemplifies Christ-like character. (Deut. 6:7; Prov. 4:1; Prov. 22:6)

We believe that education should begin with a concern for the student's salvation and relationship with God. The goal of Christian education is to lead students in the development of a Biblical worldview. All aspects of the school's curricular and co-curricular programs must be consistent with the mission of the school and be based on Biblical truth. (Hebrews 1:1-3; 2 Timothy 3:16, 17; Titus 2:11-15)

We believe that academic excellence is an expression of worship to God. The highest quality academic training must be provided for students at all grade levels. Excellence and innovation in all academic programs will be our priority. Our desire is to train Christ-like disciples who will serve God and impact their community and the world by thinking and acting Biblically in all areas of life. (1 Corinthians 12; Philippians 1:9-11; Romans 12:2).

VISION STATEMENT

Graduates who love the Lord, defend their faith, and pursue lifelong learning. ("...even when he is old he will not depart from it." Prov. 22:6b)

PARENT STUDENT AGREEMENT

This agreement is signed by each family when a student enrolls and is continuously in force as long as the student remains enrolled along with all revisions.

By signing this Agreement, the undersigned parent(s)/guardian(s) agree that they have read, understand and agree to be bound by this Agreement and the Faith Christian Academy (FCA) Family Handbook, including but not limited to, the Statement of Faith, Biblical Code of Conduct, Christian Conflict Resolution clause and all future updates as long as they have children enrolled. The items found below are not an exhaustive list of policies but are highlighted because of their importance. NOTE: The Parent or Parents who have the educational decision making rights for the child must sign this agreement.

1. **Student Conduct and Discipline:** We agree with the FCA's Biblical code of conduct and will support all efforts to lead our children to greater spiritual formation. We understand that FCA sets high standards of academic performance for all of its students. We agree that if our child's conduct, academic progress or cooperation with FCA's authorities are not in keeping with FCA's requirements or regulations, FCA reserves the right to suspend or expel our child according to the procedures in the Family Handbook.
2. **Parental Conduct and Support:** We commit to support FCA in all of its efforts to provide academic and biblical worldview training for our children. We agree to conduct ourselves in a Christ like manner in all of our actions and communications with the FCA staff and students at all times. We will bring any concerns we may have directly to the source of the concern, following a published chain of command. We understand and agree that the teachers and staff are only expected to reply to email communications during business hours. In the event that we cannot continue to support the school relating to the progress of our child, we agree to withdraw our child in a quiet and orderly fashion. We understand and accept that if we withdraw our child or our child is expelled no refund of tuition or fees will be due other than by policy set forth in the Family Handbook.
3. **Continuous Enrollment:** We understand that once our child is accepted into Faith Christian Academy that their enrollment will be continuous each year until they graduate or until we alert the school that they will be withdrawing or until FCA determines that our child is no longer eligible for enrollment at the school. Re-enrollment fees may still apply.

4. **Volunteers:** Faith Christian Academy requires all volunteers who may have direct and possibly unsupervised contact with students to complete a “volunteer application” and submit to varying levels of background checks. We agree that if we desire to “volunteer” in these capacities (including, but not limited to, chaperoning field trips and serving in a classroom) we will be required to meet the criteria of a “biblical role model” as defined by scripture and Faith Christian Academy board policy. We agree to read the “Volunteer Policy” and complete a “Volunteer Application” before volunteering for the school.
5. **Tuition and Fees:** We agree to pay all tuition and fees within the requirements outlined in the Faith Christian Academy Family Handbook. We commit to faithfully meet our tuition obligation every month in which it is due. We understand that once our July payment (1/12 of total tuition due) is made, that payment is non-refundable. We also understand that the August tuition payment (also 1/12th of total tuition) becomes non-refundable once our child attends at least one day of school. We understand that if we utilize before care or after care, we will be charged a fee based on a half hour or portion of a half hour, per child.
6. **School Activities:** We give permission for our children to take part in all school activities, including sports and school-sponsored field trips away from school premises, and absolve the school from any liability to us or our children because of any injury to our child at school or during any school activity. In case of an accident, allergies or serious illness, we request the school to contact us but we also waive and release Faith Christian Academy from any liability in regards to these circumstances. We hereby authorize Faith Christian Academy; its staff, or volunteer to administer first aid as needed during the school day for our children. We also give consent on behalf of our children to any emergency first aid or medical care by any physician, nurse, hospital, or attendant that is deemed necessary or expedient by said physician, nurse, hospital, or attendant as a result of any involvement in activities during the school day. If Faith Christian Academy is unable to contact us or the provided emergency contact when circumstances indicate immediate action is required, the school may make whatever arrangements are required in its best judgment.
7. **Custody and Release of Students:** We hereby attest that we have legal physical custody of our child and that no other person has legal physical custody of the student. We acknowledge and agree that Faith Christian Academy may release the child to the custody of any person possessing legal physical custody of the student and to any person duly authorized **in writing** by any person possessing legal physical custody of the student. We promise to notify Faith Christian Academy immediately in writing of any change regarding which persons have legal physical custody of the student and any change regarding the authority of Faith Christian Academy to release the student to the persons designated above. Additionally, we promise to notify Faith Christian Academy immediately in writing of the existence of any custody dispute involving the child, including any custody dispute existing at the time of this Agreement.
8. **Christian Conflict Resolution:** In the highly unlikely event that we are ever unable to resolve a dispute with Faith Christian Academy, we agree to attempt to resolve the dispute without litigation. By signing this Agreement, we agree with Faith Christian Academy that any claim or dispute arising from or related to this agreement and our child’s attendance at Faith Christian Academy shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, (www.iccpeace.com). We will attempt to mediate and resolve all disputes within Faith Christian Academy structure as outlined in the Faith Christian Academy Family Handbook. However, if mediation is not reached then we will mutually agree to an outside arbitrator or if we cannot agree then one will be picked by The Institute for Christian Conciliation. Judgment upon an arbitration decision shall be binding and may be entered in any court otherwise having jurisdiction. The parties understand that these methods **shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive**

their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of West Virginia and venue for mediation/arbitration will be in Berkeley County, West Virginia. Of course, Faith Christian Academy is required to maintain certain insurance policies. Therefore, this conflict resolution provision is conditioned upon agreement by the school's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes, will not diminish any insurance coverage maintained by Faith Christian Academy.

9. **Indemnification:** We agree and promise to indemnify Faith Christian Academy against any damages arising from any misrepresentation made herein and against any damages arising from the undersigned's failure to timely notify Faith Christian Academy pursuant to the promises set forth in the preceding paragraphs.
10. Faith Christian Academy is required by law to annually communicate the following statement:

In compliance with the regulations of the Federal Code (40 CFR §§763.93[g] [4] and 763.84[f]), notice is hereby given that *Faith Christian Academy* has been inspected and found asbestos-free. In addition, *Faith Christian Academy* has established and maintains an asbestos abatement management plan, a copy of which is available for inspection by contacting the plan administrator.

The *School Board of Faith Christian Academy* has appointed Mr. Eric L. Kerns, School Administrator, as the plan administrator and has instructed that copies of the management plan be kept in his school office. Anyone wishing to inspect the school's management plan may do so by contacting:

Mr. Eric L. Kerns
Asbestos Abatement Management Plan Administrator
Faith Christian Academy
138 Greensburg Road
Martinsburg, West Virginia 25404; 304-263-0011

Parent Signatures gathered electronically through FACTS online applications.

II. Academic Information

ACADEMIC ELIGIBILITY – EXTRA-CURRICULAR ACTIVITIES

1. Academic Restriction: Any student in grades 6–12 with a “D” in any subject is not to be excused from a class in that subject. This applies for 2 weeks following the issuance of a mid-term progress report, or a 9-week report card.
2. Academic Ineligibility: Any student in grades 6–12 with an “F” in any subject or a “D” in any two subjects shall be ineligible to play inter-scholastic sports for 2 weeks following the issuance of a mid-term progress report, or a 9-week report card.
3. Failure to improve grades: Failure to improve to passing grades (“C” or above) may necessitate removal from the team. Ineligibility begins at 3:30 p.m. on the school day after the issuance of a mid-term progress report or at 3:30 p.m. on the day a 9-week report card is issued. Eligibility will resume at 3:30 p.m. exactly two weeks later if grades are improved to passing.

ACADEMIC FAIRS AND COMPETITIONS

Students may be given an opportunity to participate in academic fairs and competitions. This may include participating in local county and/or regional Christian fairs and competitions. Students may also be given grades as they meet expected goals on their projects.

CHEATING/ACADEMIC INTEGRITY

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Students must understand the seriousness of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom for testing in order to protect students from unnecessary temptation. Students should always be reminded of the consequences of cheating.

While AI can be useful in some fields, its place in the education of students should be properly understood. The following guidelines drive the use of AI at Faith Christian Academy:

- Definition: AI refers to any generative AI models that can generate text, images, or other forms of data.
- AI should only be used for school assignments in which the teacher has explicitly given permission for students to use it as long as it is cited appropriately.
- In congruence with the school’s other practices on academic integrity, if permission is granted by the teacher to use AI, it should be properly credited and cited.
- AI should never be submitted as the student’s original work; this constitutes plagiarism.
- AI should never be treated as an authoritative source, as the information is not subject to any form of academic or literary review.

Violations involving the use of AI will be handled in accordance with the Academic Integrity Guidelines.

Please read the “Academic Integrity Guidelines” in the appendices. This document will be discussed with students each year and students will sign a statement of understanding. (See Appendix)

CHRISTIAN/COMMUNITY SERVICE RECOGNITION

Students who graduate from Faith Christian Academy with a total of 60 hours of

Christian/Community Service will receive special recognition on their permanent transcript. The total hours required will be no less than 15 hours for each year of high school attendance at Faith Christian Academy. The guidelines for this policy will be established and tracked by the school administration in conjunction with the Guidance Counselor to assure consistency and accuracy. The Spiritual Life Committee of the board will provide oversight to this policy.

COLLEGE COURSES/DUAL CREDITS

Faith Christian Academy junior and senior students are encouraged to take college classes if they are academically prepared. Faith Christian Academy will accept a total of two (2) high school credits taken off-campus as dual credit courses during the junior and senior years. One semester of a three (3) credit college course will count as one-half high school credit. Students wishing to take college courses for dual credit will need to get that approved through the school guidance counselor. Only college credits from an accredited college/university will be accepted. The CLEP test may NOT be used for dual credit.

SCHOOL CURRICULUM

Faith Christian Academy is accredited by the Association of Christian Schools International (ACSI) and the North Central Association of Colleges and Schools (NCA). These agencies, including the largest Christian school accrediting agency in the world, hold the school accountable for selecting reading materials and covering topics that are age-appropriate and academically challenging.

Parents may view the school's curriculum guides for each elementary and secondary subject on the school website. Content included in the curriculum either expressly contained in these guides or referenced through a school selected resource is not optional for students. This includes chapel services and Bible classes which are integral to the mission of Faith Christian Academy.

GRADING SYSTEM

1. Grades: A=100-90, B=89-80, C=79-70, D=69-60, F=59-0
2. Elementary and secondary report cards are issued every nine (9) weeks. Mid-term progress reports and grade averages are posted after four (4) and ½ weeks. The purpose of the mid-term reports is to alert parents to situations or trends that may need to be addressed before the end of the grading period.
3. For grades that are taken for high school credit, quality points are assigned as follows in order to determine a grade point average: A=4.0 B=3.0 C=2.0 D=1.0 F=0
4. Faith Christian Academy honors courses and Advanced Placement (AP) Courses will be assigned weighted quality points as follows: (A list of those weighted courses will be provided by the guidance counselor each year.)
A=5.0 B=4.0 C=3.0 D=2. F=0
5. All courses that are taken at Faith Christian Academy during the high school years will count toward the student's G.P.A. If a student fails a course and takes it over again or simply chooses to repeat a course, both grades will count toward the student's cumulative G.P.A.
6. Guide to the letters used on the report cards.

F	Is doing failing (unacceptable) work .
I	Incomplete work- this grade becomes an "F" if not made up by the next marking period.
O	Outstanding - consistently meets and exceeds expected goals.
S	Satisfactory – meets expected goals.
N	Needs improvement – Improvement is needed to meet expected goals.

GRADUATION REQUIREMENTS

A student must have a minimum of 26 credits to graduate from Faith Christian Academy with a Standard Diploma and 28 credits for an Honors Diploma. Qualifications for the Honor's Diploma will be determined at the end of the third quarter of the students' senior year. All students are expected to take the ACT and/or SAT College entrances exams. A student enrolled in Faith Christian Academy for all four high school years will be allowed to have no more than four non-Faith classroom instructional credits in major academic subjects on their high school transcript. Algebra I, Geometry, and Algebra II are required as the first three math credits for both diplomas. A student may only walk in the graduation ceremony if he or she is within $\frac{1}{2}$ credit of completing graduation requirements.

Honors Diploma

Bible	4 credits
English/Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Physical Education	1 credit
Health	1 credit
The Arts	1 credit
Foreign Language	2 credits
<u>Electives</u>	<u>3 credits</u>
Total:	28 credits

At least two junior or senior level core credits must come from honors or college dual credit classes. The Honors Diploma requires that the student earn a 3.25 cumulative G.P.A.

Standard Diploma

Bible	4 credits
English/Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Physical Education	1 credit
Health	1 credit
The Arts	1 credit
Foreign language	2 credits
<u>Electives</u>	<u>1 credit</u>
Total:	26 credits

Modified Diploma

The Modified High School Diploma is offered to students who cannot successfully complete the credit requirements for a Standard Diploma.

The modified graduation requirements for each student will be decided on an individual basis using standardized testing, Psycho-educational reports, and other relevant data. The final decision regarding a diploma type will be made by the school administrator after consultation with the secondary principal, teachers, and the student's parents as early in high school as possible.

HOMEWORK POLICY

A general guideline to the amount of homework is: Grades 1-2 (15-20 min), Grades 3-4 (20-40 min.), Grades 5-6 (40-60 min.). Elementary teachers will avoid excessive homework on Wednesday evenings so that some may attend mid-week church services. Secondary teachers will also be sensitive to students who are actively involved in a mid-week service.

HONOR ROLLS

Elementary Honor Roll

1. High Honor Roll – Students who have all grades of “A” on their report card.
2. Honor Roll – Students who have all grades of “A” or “B” on their report card.

Secondary Honor Roll

1. High Honor Roll – Students with a G.P.A. of 3.75 or higher.
2. Honor Roll – Students with a G.P.A. of 3.25 to 3.74.

INDEPENDENT STUDY COURSES

The following guidelines will be utilized for the regulation of Faith Christian Academy students desiring to take courses by way of independent study:

1. Courses taken in summer school or at home (homeschool) will be considered as independent study courses and will fall under this policy.
2. Prior permission to take an independent study course while a student is enrolled at Faith Christian Academy may only be granted by the Administrator or his designee.
3. Independent study courses must be arranged through FCA. A Faith Christian Academy staff member or an individual approved by the Administrator must supervise them. The only exception to this would be for a legitimate summer school credit obtained at an approved institution. An official transcript showing the credit and grade must be forwarded to Faith Christian Academy before credit will be given.
4. The following guidelines will be used when granting permission to take an independent study course:
 - a. Students may not take an independent study course which is offered at FCA and which is available in the student’s schedule.
 - b. Students may take an independent study course if the course is not offered at FCA.
 - c. Students may take an independent study course if the course has been failed by the student as a part of his/her regular schedule at FCA.
 - d. Students may take an independent study course if the student because of transfer or other extenuating circumstance missed the course.
 - e. The transfer of independent study credits taken by a student before arriving at Faith Christian Academy will be evaluated on a case-by-case basis.
5. Students desiring to graduate before the completion of four years of high school will need to make application in writing of their intent to the administration. Permission to take independent study courses for this reason will only be granted after a formal interview has been conducted with the parent(s), student, Guidance Counselor, and Administrator or his designee.
6. Students may take no more than one independent study course per semester/summer, unless special permission is granted by the administration.
7. Certain fees will apply to these courses as determined by the administration. The fee will include supervision of the course by a staff member and any material costs.

8. Independent study courses taken outside the regulations listed above while a student is enrolled full-time at FCA will not be accepted toward the graduation requirements.

LATE WORK POLICY

Homework that is not turned in on time is late and will result in a grade reduction. Major projects and/or assignments will be assigned a grade of “zero” after five (5) school days. Work related to a major project or assignment must be completed even if no credit is given, or an incomplete may result.

MAKE-UP WORK

For every day a student has an absence, he/she has that number of days to make up work or prepare for tests that may have been missed. For one or two day absences, teachers may have the discretion to require quizzes that are a weekly event, i.e. spelling, vocabulary to be made up upon the student’s return.

NATIONAL BETA CLUB

The National Beta Club is an organization that recognizes students who demonstrate outstanding accomplishments in scholarship, character, leadership and service. In order to be considered for membership, students must be a member of the junior or senior class, and must have a minimum cumulative grade point average of 3.25 (out of 4.0). A candidate’s eligibility then is determined after consideration of their contributions in the area of service, leadership, and character.

PART-TIME STUDENTS

Part-time students are enrolled in the school’s home school program for individual classes, take less than five (5) credits (high school), and are not working toward a diploma from Faith Christian Academy. As such they must meet the standards and guidelines for home school students found in the home school brochure. Students enrolled in five (5) high school credit courses must be enrolled as a full-time student. Seniors who are on track to graduate may take no less than four (4) credit courses in their senior year and will be considered full-time. No discounts apply to full-time students.

PROMOTION AND RETENTION OF STUDENTS:

Students who are performing at or above grade level will be promoted to the next grade level. This promotion is recommended by the student’s teacher and approved by the administration. From time to time, students who are not performing at grade level may have to be retained in the same grade level for another school year. The following criteria will be used to determine when a student will be retained:

1. Students in pre-kindergarten and kindergarten may be retained at the discretion of the teacher and elementary principal if it is determined that the student is not ready academically or developmentally for the next grade level.
2. Students in first through eighth grade who receive two failing grades for the year will be retained. Students who have low academic grades (but not necessarily two failing grades) may be retained at the discretion of the teacher and principal if it is determined that the student is not ready academically or developmentally for the next grade level.
3. Students in grades nine through twelve will be promoted to the next grade level based upon completion of numerous high school level credits. The completion of six (6) credits will qualify a student for sophomore status; the completion of twelve (12) credits will qualify a student for junior status; the completion of eighteen (18) credits will qualify a student for senior status.

Seniors will graduate when they have accumulated enough credits based on the graduation requirements found in policy 4430 (Requirements for Graduation).

PROGRESS REPORTING SYSTEM

The purpose of our reporting system is to give parents and children an indication of the progress that is being made. Each child's ability, attitudes, application, and achievement are taken into account in the grading; however, the students are marked primarily on actual achievement rather than on effort put forth.

A report card will be posted every nine (9) weeks. If, in the middle of a grading period, the teacher feels there is a problem in character development, or the student is earning a "D" or "F" academically, the student will receive a mid-term progress report. The purpose of the mid-term progress report is to alert parents to situations or trends that the teacher believes need attention. When a mid-term progress report is issued, it must be signed and returned by the parent. If your child is in danger of failing, a meeting will be arranged between parents, teachers, and an administrator. Progress reports may be sent at any time for any reason that the teacher deems necessary.

In order for parents to know their child's progress, firsthand, there will be at least one day set aside for parent/teacher conferences each semester. Parents are urged to ask for conferences at any time if they feel it is necessary. The teachers and administration welcome such opportunities. Please call the office for a conference time.

At the end of the year, the school will announce when report cards can be picked up. All accounts (tuition, lost book cost, fund-raising bills, assignments, etc.) must be paid in full before report cards, transcripts, diplomas, etc. will be issued.

SEMESTER EXAMS

Students taking high school courses will have cumulative exams at the end of each semester. At the end of the fall semester, all students will take the exams regardless of their grade. At the end of the spring semester, students with an average of "A" may be exempt from the exams. No student with more than 10 total absences from a class will be "exempt" from that exam unless a documented medical condition has been approved by the administration.

STUDENT RECORDS

Faith Christian Academy will keep permanent records for all of its students, past and present, in a secure location in the school office. These permanent student records may be inspected by the parent of the student, the eligible student (whenever a student has attained eighteen years of age, or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parents transfer to the student), a faculty member who teaches the student, a school administrator and/or his or her designee, and any assistants who are responsible for the custody of the records. A sign will be posted on the files indicating which employees have access to student records.

Faith Christian Academy shall give full rights to either parent unless Faith Christian Academy has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation or custody, that specifically revokes those rights.

To promote cooperation with the armed services, Faith Christian Academy shall release the names and addresses of students who have completed one semester of their junior year to armed services recruiters when that information is requested in accordance with the other provisions of this policy.

In the event that Faith Christian Academy permanently closes and no longer maintains an office, Berkeley County Schools has agreed to “store” the student records of past and present students. The resulting electronic records should be stored on a thumb drive or other storage device and delivered to the Main Office of the Berkeley County Schools, currently at 1453 Winchester Ave., Martinsburg, WV. 25405; 304-267-3500. The contact person is the Secretary of Pupil Services. If any paper records exist from the years leading up to a closure, Berkeley County Schools has agreed to store those paper files in a file cabinet supplied by Faith Christian Academy.

SUMMER SCHOOL CREDIT

Students must secure written permission from the administration before enrolling in any summer program. Faith Christian Academy will recognize up to one full credit each school year, providing the summer school program is appropriately accredited and an official transcript containing the final grade is on file in the student’s permanent record.

Summer courses should be taken to make up failed credits or to earn elective credits. They may not be taken as a means of accelerating through basic, required courses unless permission is granted by the administration.

TRANSFER STUDENTS

Faith Christian Academy will accept valid, high school credits from an accredited program of study. Transfer credits from a homeschool or non-accredited program of study must be validated by a placement test, or a review of the student’s syllabus and course work, and an interview with the administrator that assesses the student’s level of mastery. Acceptance of transfer credits will in no way minimize the Faith Christian Academy “Graduation Requirements.”

TUTORIAL HELP

Students will sometimes need additional help in a subject. The first place to turn for help is the teacher of the class. Another resource may be tutoring provided by the school during school hours, or by a tutor hired by the parent after school hours. Several faculty members may be available for this service. Tutoring provided by the school will be billed at an annually determined rate.

VALEDICTORIAN AND SALUTATORIAN AWARDS

Valedictorian: The student with the highest academic standing in the senior class will be designated as class valedictorian. The student must have a minimum GPA of 3.75, and must be receiving an Honors Diploma.

Salutatorian: The student with the second highest academic standing in the senior class will be designated as the Salutatorian. The student must have a minimum GPA of 3.50

Guidelines:

1. “Academic standing” will be calculated using the students’ “cumulative GPA” at the end of the third quarter of the senior year.

2. In the case of ties the student with the highest numeric average will receive the award.
3. Only students enrolled full-time and completing 11 quarters at Faith Christian Academy will be able to compete for these graduation awards.

III Attendance

Attendance at school is vitally important for a child's academic preparation. Faith Christian Academy recognizes that it is primarily the parent's responsibility to insure that their child(ren) are at school regularly and are on time for the school day. As such parents should strive to have their children at school whenever possible. The following definitions and policy statements are provided for your information:

Absence – Not being physically present in the school facility for any reason. Missing more than twenty (20) minutes of a secondary class.

Half-Day Absence

1. If the student arrives after 10:00 a.m. and before 12:30 p.m.
2. If the student leaves after 11:00 a.m. and before 1:30 p.m.

Whole Day Absence

1. If the student is not in school at all.
2. If the student arrives after 12:30 p.m.
3. If the student leaves school before 11:00 a.m.

Excused Student Absences - When a student is absent from school, a note from the student's parent/guardian, or physician must be presented within two (2) school days after the absence(s) in order for the absence(s) to be excused. The following are excused absences:

1. Illness or injury of the student requiring a physician's written verification.
2. Medical and or dental appointment that cannot be scheduled outside the school day when physician or dentist verifies the absence in writing.
3. Illness of student verified in writing by parent/guardian not to exceed ten (10) total days per year.
4. Documented Chronic Medical Condition - Any physical or mental condition that may require multiple or regular absences. This condition must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance. A note must still accompany any absence related to this condition.
5. Calamity, such as fire in the home, flood, or family emergency upon approval by the school administrator or designee.
6. Death in the family is limited to three (3) days for each occurrence except in extraordinary circumstances and additional days are approved by the administrator.
7. Absences of parental choice and/or educational value adhering to these situations:
 - a. Prior approval of the school administrator
 - b. Shall not exceed ten (10) days per year
 - c. Missions' trips, family vacations, and college visits are examples of absences which will be excused under this category.
8. School approved curricular or extra-curricular activities.

Tardy –

1. A student is tardy from a particular class when he/she arrives less than twenty (20) minutes late for class.
2. A student is tardy from school when he/she arrives late for school but before 10:00 a.m.
3. Each accumulation of 8 unexcused tardies results in a day of unexcused absence.

Early Sign-out - a student leaves school after 1:30 p.m., but before the designated dismissal time. Parents who need to sign out a student early must do so by 2:30 p.m.

Faithful Attendance - In determining faithful attendance recognitions, all absences (excused and unexcused) shall be considered.

1. Faithful attendance will be defined as no more than two (2) total absences during a school year.
2. School curricular and co-curricular trips will not count against the student when calculating faithful attendance.
3. For the purpose of giving out the rewards before the end of the school year, a cut-off date will be established in May for determining faithful attendance.

Unexcused Absences

1. Any absence not defined as excused above.
2. Any out of school suspension.

Student Driver Eligibility Certificate – Faith Christian Academy recognizes that driving a vehicle is a privilege and that West Virginia Code § 18-8-11 requires young people at least fifteen but less than eighteen years of age to maintain specified driver eligibility requirements related to school attendance, personal behavior and academic progress in order to obtain and maintain a West Virginia license of instruction permit for the operation of a motor vehicle. While the West Virginia Department of Motor Vehicles (hereinafter WVDMV) has the authority to deny and suspend a license or instruction permit for the operation of a motor vehicle, the West Virginia Code places certain responsibilities on school administrators to identify students who do not meet any or all of the driver eligibility requirements and communicate this to the WVDMV. Because of this any student who has more than ten (10) consecutive or fifteen (15) total days unexcused absences during a school year will be reported to the WVDMV.

Preventive and Corrective Measures

1. When a student reaches seven (7) unexcused absences during the course of the year the parents will be required to meet with the administrator or principal to discuss the absences.
2. When a student reaches ten (10) unexcused absences during the course of the year the Berkeley County Magistrate may be notified and the student's promotion may be in jeopardy.
3. Any high school student missing any class more than fifteen (15) times in a semester will not receive credit for that course, regardless of the grade earned in that class. The only exception to this will be students who have had a documented medical condition as noted by a physician and approved by the administrator.
4. Students missing a high school class more than ten (10) times in the second semester will not be exempt from semester exams unless approved by the administrator due to a medical condition.
5. Each eight (8) unexcused tardies and/or early sign-outs during the year will result in one day of unexcused absence.

IV. Discipline Information

The primary responsibility for discipline is reserved for the home. In matters of discipline at Faith Christian Academy, the school acts as an extension of the home. Discipline in the classroom is first and foremost the responsibility of the classroom teacher. In order for us to provide the best possible environment for learning, it is essential to maintain order in the classroom at all times. Therefore, disruptive students will not be tolerated in the classroom.

Teachers have the responsibility and authority to enforce rules of discipline. Teachers will first seek to resolve matters of conduct and discipline within the classroom. Should private counseling be required by the teacher outside of the classroom, teachers have the responsibility and authority to address the matter. A student that is consistently uncooperative and disruptive either within or outside of the classroom will then be referred to the administration. When a student is referred to the administration for discipline, it becomes a very serious matter.

When a student is involved in behaviors off campus that reflect poorly on the name of Jesus Christ and the testimony of Faith Christian Academy he or she may be held accountable for those actions by Faith Christian Academy, including the possibility of expulsion. Such behaviors may include, but are not limited to: bullying and harassment either personally or by any means of social media, use or sale of illegal drugs, sexual immorality, and the commission of a crime for which the student has been arrested.

AFTER-SCHOOL DETENTIONS

After-school detentions will be held on designated Wednesdays from the end of school dismissal for one hour. If a student cannot attend an assigned after-school detention he or she must notify the Dean of Students by the end of school on the assigned date with an appropriate excuse. If no appropriate excuse is given by the end of school on the day assigned, the student may be charged a fee and assigned to the next available date.

AT SCHOOL FUNCTIONS

1. Students are expected to be respectful of authority and be obedient to school staff.
2. Student behavior will be such that it glorifies the Lord and does not bring reproach to Faith Christian Academy.
3. Students will remain in the building where the activity is occurring under the supervision of the school staff.
4. Students are expected to dress modestly at all school functions.

DISRUPTIVE BEHAVIOR/LUNCH DETENTIONS

Disruptive behavior in the classroom will not be tolerated. Students in secondary grades who are disrupting instruction within a given class period will first be given a demerit as a warning. A second instance of disruptive behavior in the same class will result in a second demerit and a lunch detention assigned by the teacher. A third instance of disruptive behavior will result in a third demerit and the student being sent to the principal's office. Students who are sent to the office for disruptive behavior in a class will be assigned a consequence in this order:

- 1st trip to office in a semester: after-school detention
- 2nd trip to office in a semester: in-school suspension
- 3rd trip to office in a semester: Saturday school

ELECTRONIC DEVICES/CELL PHONE DURING SCHOOL DAY

Students in elementary grades (PK-5) are not permitted to bring cell phones, smart watches, earbuds, or any other electronic devices to school. If an elementary student brings a cell phone to school it must be kept in their backpack until after school and could only be used to communicate with parents under the supervision of a staff member.

Students in secondary grades (6-12) who bring cellphones to school must place them in a classroom holder before first period, and may not pick them up until school is dismissed. Secondary students are not permitted to wear smart watches, earbuds or any other electronic devices during the school day. Secondary students may wear and/or use these devices before and after school as long as they are in a supervised area. School issued Chromebooks are allowed during the school day.

ELEMENTARY DISCIPLINE SYSTEM

The reminder discipline system is designed to encourage order in the classroom, with instruction as a primary goal. If a student shows a lack of self-discipline, he/she will be counseled and appropriately disciplined. Correction is administered to promote growth and reconciliation. In the event that a student is uncooperative and disruptive either within or outside of the classroom, redress may be sought at the administrative level of the school. When a student is referred to the administrator for discipline, it becomes a very serious matter.

HOW I ACT is a memory acrostic designed to remind and encourage responsible behavior and to create a peaceful learning environment in elementary classrooms. Each reminder is assigned a weight which indicates the number of reminders counted for each infraction.

- (1) HULLABALOO (YELLOW) – Consists of noise that is disturbing and/or distracting to the class.
- (1) OUT-OF-ORDER (ORANGE) – Consists of general behavior that is silly and/or disruptive to the class.
- (1) WORK–NOT-IN (GREEN) – Consists of being unprepared for class; consists of working on unrelated materials during class.
- (5) INTENTIONAL DISOBEDIENCE (RED) – Consists of absolute refusal to obey a rule or direct command; consists of any behavior of a serious nature.
- (3) ATTITUDE LACKING (LIGHT BLUE) – Consists of behavior that demonstrates a lack of respect and/or an uncooperative attitude.
- (3) COURTESY LACKING (DARK BLUE) – Consists of malicious intent to harm another; consists of repeated unkind remarks.
- (1) TALKING (PINK) – Consists of talking that is disruptive to the class

First Level Offenses – general classroom/school misbehavior. The consequences for these violations are handled by the classroom teacher. They may include a general reminder tally, a conference with student, and parent contact. A student who earns excessive reminders in a day will lose 10 minutes off recess. First Level infractions include, but are not limited to the following:

- Failure to follow reasonable requests
- Unnecessary loudness/horseplay
- Unpreparedness
- Put downs
- Throwing objects
- Unacceptable social behavior

- Inappropriate attitude
- Disruptive behavior

Second Level Offenses – disrespectful or uncooperative attitude. The consequences for these violations are handled by the classroom teacher. They may include an attitude or courtesy lacking reminder tally, a conference with student, parent/teacher conference, 5-10 minutes off recess, and restitution. Parents will be contacted by the teacher for second level offenses. Second Level infractions include, but are not limited to the following:

- Refusing to comply with specific directions
- Lack of respect or an uncooperative attitude
- Horseplay that leads to property destruction
- Repeated unkind remarks
- Misbehavior for substitute
- Malicious intent to harm another student by pushing, throwing things, etc.
- Initial incidents of a harassing or bullying nature

Third Level Offenses – continued disruptive behavior or misbehavior of a more serious nature. The consequences for these violations are handled by the Principal or Administration. The consequences for these violations may include an intentional disobedience reminder tally, a conference with the student, parent/teacher/admin conference, lunch detention, recess detention, behavior contracts, restitution, suspension (in-school or out of school), or Saturday School. The parent will be notified when a child is referred to the office for a third level offense. Level three infractions include, but are not limited to:

- Open defiance or absolute refusal to obey a rule or direct command
- Major vandalism
- Threats of violence; Death threats
- Stealing
- Cheating/Plagiarism
- Lying/forgery
- Profanity/vulgarity
- Fighting with punches being thrown
- Repeated incidents of harassment or bullying

Offenses of a more serious nature will be dealt with separately from the demerit system.

Expulsion level offenses will include, but are not limited to:

- Use or possession of illegal drugs
- Use or possession of weapons of any kind on school grounds
- Sexual immorality
- Other matters considered by the administrator to be of a serious nature.

Note: The administration reserves the right to apply multiple demerits and/or “greater” consequences, including suspensions and expulsion, for students who are involved in repeated offenses at any level.

EXPULSION PROCEDURES

A student may be expelled from school for a serious breach of conduct on or off campus and/or for repeated problems with behavior or academic performance. In matters regarding student conduct, the student will be suspended from school until the administrator can meet with the parents/guardians and the student (if applicable) to discuss the offense. The administrator will then make a determination of whether or not the situation calls for an expulsion or a suspension. If the administrator determines that the student is to be expelled that decision will be communicated to the family by way of registered mail.

If a student is expelled prior to the end of a grading period or semester, he or she will be granted only the grades and/or credits that were earned prior to the date of the expulsion.

Should the family decide to appeal the decision to the full board, a request needs to be made in writing within 7 days of receipt of the registered letter. The student will remain under suspension from school until such time that a meeting of the full board can be called. Following the board's decision, a registered letter will be mailed to the parents/guardians that state the board's action. Expulsion may include rejection of enrollment for the following year.

GENERAL RULES

1. Students are to be thoughtful and mannerly at all times. Respectful words and tone are expected in all interactions when addressing teachers, staff, and students. Only language that is pleasing to God is to be used.
2. Students are expected to refrain from the use of tobacco, alcoholic beverages, and illegal drugs at all times, both on and off campus. Violators may be expelled.
3. Wholesome male-female relationships are encouraged. Students, however, must refrain from all physical displays of affection at school, traveling to and from school or school activities, or at school functions.
4. Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls are never permitted.
5. Tardiness – Anyone not in his or her seat when the final bell rings is tardy. The classroom teacher and the administration will deal with excessive tardiness.
6. For safety reasons, do not place books, papers, bags, etc. in walking areas or halls.
7. Students are to obtain a teacher's permission before leaving a classroom or before being absent from a particular class for another activity. The class will be dismissed by the teacher, not by the bell. If an entire class is detained, the faculty member must assure admittance for each student to the next class.
8. Students must get permission from the administration to leave school early and must check out at the office at the actual time of departure.
9. Personal grooming should not be attended to in class.
10. When running errands to other rooms, enter without knocking and quietly stand in the doorway until recognized by the teacher.
11. Personal property of others should always be respected. Students' property (purses, desks, book bags, lockers, etc.) is off limits to other students. Students are not to touch or read anything on or in a teacher's desk or filing cabinet except as directed by the teacher.
12. Students are asked to sit in a respectful manner and not to sit on desk tops or tables or lean back in chairs or desks.
13. Students are to enter and exit chapel reverently.
14. An appropriately reverent attitude is expected during assemblies and chapels.
15. No weapons of any kind will be permitted on school grounds at any time. Violation of this rule may result in expulsion from school and legal charges being filed.
16. Motor vehicles must be kept in designated areas and must not be ridden or driven except in traveling to and from school unless special permission is granted by parents, faculty, and the administration. Students are not permitted to visit their cars during the school day as outlined in the Driver's Covenant (**See Appendix**).
17. Lockers at Faith Christian Academy are the sole property of FCA and are provided as a convenience to the student. Use of lockers is at the sole discretion of Faith Christian Academy

and as such the privilege may be revoked or suspended with or without cause. The lockers are not to be defaced in any way either on the interior or the exterior. Lockers may be inspected at any time by the faculty or administration of FCA. Inspections that discover inappropriate items, trash, or glass objects will result in disciplinary proceedings. Students are not to gain access to other students' lockers at any time.

18. Lost and/or damaged equipment will be paid for by the one(s) responsible.

MIDDLE/HIGH SCHOOL DISCIPLINE SYSTEM

1. Faith Christian Academy will utilize a demerit system with several levels of offenses.
 - a. First Level Offenses - one (1) demerit each:
 - Disruptive behavior in class
 - Tardy to class
 - Unnecessary loudness/horseplay in the halls
 - Gum chewing
 - Dress code violations (at the discretion of the administration, students may be required to wait in the office until they can acquire appropriate clothing)
 - Other items at the discretion of the faculty or staff
 - b. Second Level Offenses - five (5) demerits each:
 - Disrespectful Attitude
 - Physical altercation involving pushing or shoving
 - Initial incidents of a harassing or bullying nature
 - Threats of violence
 - Throwing food
 - Sharing images with others obtained without permission from school or from a school-sponsored event
 - Minor Vandalism
 - Inappropriate language
 - Inappropriate or vulgar music
 - Inappropriate display of physical affection
 - Other items at the discretion of the administration
 - c. Third Level Offenses – out-of-school suspension for a period of time to be determined by the administration:
 - Stealing
 - Cheating/Plagiarism
 - Fighting with punches being thrown
 - Repeated incidents of harassment or bullying
 - Death threats
 - Major vandalism
 - Cutting class
 - Leaving school grounds without permission
 - Lying/forgery
 - Profanity/vulgarity
 - Flagrant disrespect
 - Direct disobedience
 - Use or possession of tobacco or alcohol on or off school grounds
 - Other items at the discretion of the administration

- d. Offenses of a more serious nature will be dealt with separately from the demerit system. Expulsion level offenses will include, but are not limited to:
 - Use or possession of illegal drugs
 - Use or possession of weapons of any kind on school grounds
 - Sexual immorality (see moral conduct policy)
 - Other matters considered by the administrator to be of a serious nature.

Note: The administration reserves the right to apply multiple demerits and/or “greater” consequences, including suspensions and expulsion, for students who are involved in repeated offenses at any level.

2. Demerits will accumulate over the course of each nine (9) weeks in the following manner:
 - a. Middle School Students:
 - 15 demerits = Warning notice will be given to parents
 - 25 demerits = In-School Suspension
 - 35 demerits = Consequence assigned by the secondary principal
 - b. High School Students:
 - 10 demerits = Warning notice will be given to parents
 - 20 demerits = In-School Suspension
 - 30 demerits = Consequence assigned by the secondary principal

MORAL CONDUCT POLICY

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that condoning, engaging in, or facilitating any form of sexual intimacy outside of marriage is sexually immoral, sinful, and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). Sexual immorality includes, but is not limited to adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, and attempting to change one’s biological sex or otherwise acting upon any disagreement with one’s biological sex.

Because our desire for students is that they grow in their spiritual formation and in conformity to God’s standards, Faith Christian Academy retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who condones, supports, or otherwise promotes such practices.

When instances of sexual immorality become known the parties involved and their parent/legal guardian will meet with the administration. The students may be suspended or expelled. Each situation is unique and will be dealt with on a case-by-case basis.

Faith Christian Academy’s position on competing against transgender athletes is an outgrowth of the “Statement of Faith” in the *Family Handbook*, specifically the school’s position on the “Sanctity of Life, Gender, Marriage and Sexuality” and “Final Authority for Matters of Belief and Conduct”. The *Family Handbook* states in part, “We believe that God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female. These two distinct, complementary genders together reflect the image and nature of God”. (Genesis 1:26-27). Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

Faith Christian Academy recognizes that its athletic teams may be faced with situations where schools

roster students who are transgender or give the appearance of being transgender. In every situation the coaches and athletes will extend a respectful, Christ-honoring response to teams and athletes who may hold opposing views. Respect for others should never be mistaken as support for choices that go against God's commandments as found in the Holy Bible. The decision to continue with a contest against a team with rostered transgender athletes will be made by the athletic director and coaches. The priorities in making this decision will be player safety and the integrity of the sport. Parents reserve the right to have their student-athlete opt out of such contests based on a matter of conscience.

Notwithstanding any other board policy, Faith Christian Academy student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex. Faith Christian Academy students visiting other facilities for school sponsored activities shall also follow this policy.

SUSPENSION PROCEDURES

A student may be suspended from classes or school for failure to comply with the expectations of the school. The administration has, at all times, the authority to suspend a student either in school or out of school. The administration has the authority to determine the length of the suspension.

The first out-of-school suspension will result in a student-athlete being suspended from his/her sport (or cheerleading) for one athletic contest. The second out-of-school suspension during the course of the year will result in a student athlete being disqualified from participation in his/her sport (or cheerleading) for a minimum of two athletic contests. A third out-of-school suspension by the same student during the course of the year will result in a student athlete or cheerleader being disqualified from further participation for the remainder of the school year.

V. DRESS CODE

DRESS CODE

Pre-Kindergarten 3 & 4

Skirts/Pants/Shorts – Boys may wear shorts, jeans, or other pant styles that are neat and in good repair. Girls may wear shorts, skirts, dresses, pants/jeans that are neat and in good repair. Leggings may only be worn under skirts/dresses of appropriate length. Leggings may not be worn as pants with regular sized shirts.

Shirts – Shirts/sweatshirts/sweaters must contain no objectionable writing or pictures of people. The classroom teachers in conjunction with the administration of the school will determine whether a picture is objectionable.

Elementary (Grades K-5)

Skirts/Pants/Shorts – Girls may select navy or khaki slacks, capris or shorts, or blue jean jumpers, skirts, slacks, or shorts. Absolutely no yoga pants, “low-rise” or tight-fitting pants or skirts will be allowed. Boys may select navy or khaki slacks or shorts, or blue jean pants or shorts. Navy or khaki slacks and blue jeans must be plain, straight leg without “extra” pockets (i.e., not a cargo style).

Shirts/Sweaters/Sweatshirts – Girls may wear solid uniform color, blouses, polo shirts, or turtlenecks. Boys may wear solid, uniform color polo shirts or turtlenecks. Solid uniform color, sweatshirts and sweaters that are crew neck may be worn alone. Students choosing to wear a V-neck, button up, vest, or 1/4 zip sweater/sweatshirt must wear a uniform shirt underneath that outer garment. Sweatshirts purchased through Faith Christian Academy with school logos may be worn over uniform clothing. Only FCA, Falcon Apparel, hooded sweatshirts will be allowed. Small, unobtrusive logos on solid uniform color shirts, sweaters, and sweatshirts will be allowed.

Secondary (Grades 6-12)

Skirts/Pants/Shorts – Girls may select navy or khaki skirts, jumpers, slacks, capris, or shorts. Absolutely no yoga pants, “low-rise” or tight-fitting pants or skirts will be allowed. Boys may select navy or khaki slacks or shorts. The slacks or shorts must be straight leg without “extra” pockets (i.e., not a cargo style).

Shirts/Sweaters/Sweatshirts – Girls may wear solid, uniform color blouses, polo shirts, or turtlenecks. Boys may wear solid, uniform color polo shirts, dress shirts, or turtlenecks. Solid uniform color, sweatshirts and sweaters that are crew neck may be worn alone. Students choosing to wear a V-neck, button up, vest, or 1/4 zip sweater/sweatshirt must wear a uniform shirt underneath that outer garment. Sweatshirts purchased through Faith Christian Academy with school logos may be worn over uniform clothing. Only FCA, Falcon Apparel, hooded sweatshirts will be allowed. Small, unobtrusive logos on solid uniform color shirts, sweaters, and sweatshirts will be allowed.

General Guidelines:

- Uniform colors are blue, yellow, and white.
- Shirts worn under uniform shirts must be of solid, uniform color.
- No tank tops, sundresses, or thin straps will be allowed.
- Jumpers, skirts, and shorts must be within three (3) inches of the knee (front and back).

- Shirts/blouses must cover mid-section at all times.
- All clothing must be in good condition and fit loosely without being baggy.
- Shoes, sandals, or flip-flops must be in good repair and worn at all times.
- Jackets and hats may not be worn in the school building, unless permission is given by the teacher. A fleece that zips all the way up is considered a jacket.
- Leggings or knee-high socks must be black or solid school colors
- Physical Education shirts must be purchased through at Faith Christian Academy. Uniform shorts must be solid color navy or royal blue and must come within three inches of the knee. Navy sweatshirts and sweatpants to be worn over uniforms in cold weather are allowed.

DRESS DOWN PRIVILEGES

- Dress-down privileges will be announced by administration
- Dress-down privileges can be revoked by the administration when a student is not following the guidelines
- Dress Down Guidelines:

Acceptable:

- *athletic or other shorts that come within three inches of the knee
- *athletic pants (not leggings)
- *loose-fitting capris
- *loose-fitting jeans
- *t-shirts with appropriate words or pictures (no pictures of people)

Not Acceptable:

- *tank tops or spaghetti strap shirts
- *shirts or pants that are form-fitting or see-through (no leggings or yoga pants)
- *low rise pants, shorts, or capris
- *pajama or lounge pants
- *pants or shorts that have holes or are frayed (no cut-off shorts)

SCHOOL FUNCTIONS

Jeans, shorts or other casual clothing may be permitted at more informal events. Students and parents are expected to dress modestly while on the school grounds or at a school function.

TRENDS AND FADS

All students will avoid extreme styles and fads that are a distraction to the educational process. Piercings will be limited to the ear for men. Women may have ear piercings and a nose piercing with a small stud only. Tattoos should not be visible during the school day or at school functions. Hair must be clean, well groomed, and kept out of the face. Facial hair must be neatly trimmed.

VI. Financial Information

CLASS DUES AND FUNDRAISERS

Students in grades 9-12 may be asked to pay class dues on a monthly basis. Students who do not participate in class dues or fundraising efforts will not be permitted to participate in class functions such as the senior trip. Once paid class dues are non-refundable.

DELINQUENT ACCOUNTS

Any family account overdue two months will be notified in writing that the account is past due. Board policy requires that the student be withdrawn if arrangements are not made to pay past due tuition.

FEES

The school reserves the right to charge fees for such things as technology, participation on athletic teams, testing and other special academic services, annual enrollment, and others as determined necessary by the school administration. These fees will be communicated through an annual tuition and fees schedule document.

LATE PAYMENT FEE

If a payment is not made by the end of the month a late fee may be added to the account.

OUTSTANDING ACCOUNTS OF FAMILIES WHO HAVE WITHDRAWN

The following procedure will be enacted for families who have withdrawn their student(s) from the school and who have outstanding account balances: Two letters will be sent by the school regarding the outstanding balances. If no effort is made to pay the school, a bad debt may be reported to the credit bureau after ninety (90) days.

PAYMENT PLAN

The standard FCA tuition payment plan is a twelve payment schedule with each payment being taken out electronically from the families' account. The twelve-payment schedule begins in July and ends in June. Families who wish to deviate from this payment schedule must make an alternative request, in writing, stating their desired payment schedule and reason for the deviation. The administration will consider each case on an individual basis. Families who wish to pay the entire year in advance may receive a discount for doing so. This discount is determined annually.

TUITION PAYMENTS/WITHDRAWAL OF STUDENT(S)

The July payment (1/12 full tuition) is non-refundable. The August payment (1/12 full tuition) is non-refundable if the student attends school for one day. The remaining ten payments are based on enrollment in each of the remaining months, i.e. if the student attends one day in September the family owes the tuition payment for that month and so on. Payments for all of the months up to, and including the month that the student is withdrawn, will be due in full.

VII. General Information

BEFORE AND AFTER-CARE

The beginning times for the school day and for before and after-care are published annually. According to insurance stipulations, students must be under adult supervision while they are on school property. Therefore, all students who are on school property before the official start and end of the school day must be in our before and after-care program unless they are practicing with a team or working with a teacher or parent. Before and after-care costs will be communicated to parents annually and billed on a monthly basis.

There is a fee assessed for each one-half hour or portion thereof per child for before or after care. A charge of \$10.00 per half hour or any portion thereof will also be applied if students are not picked up on time after practices, games, and after-care since this necessitates school personnel waiting with the student. There is no after-care on days of early dismissal.

BIBLE TRANSLATIONS

Faith Christian Academy utilizes the English Standard Version (ESV) for all classroom memorization and school publications.

BOOK COVERS

All school-owned books assigned to the student are required to be covered with an appropriate book cover. Inappropriate writings or drawings are not permitted. Novels and soft-covered books are to be covered with clear contact paper.

CHAPEL

Chapels are held weekly to give opportunity to worship, sing, and fellowship together. Special speakers are invited to come from time to time. Periodically there will be assemblies scheduled for special occasions and programs. Parents are welcome to attend chapels and special programs.

CHROMEBOOK TAKE HOME PROCEDURES

Students and their parents/guardians are reminded that the use of Faith Christian Academy technology is a privilege. All activity performed on any FCA-owned computer, network, or electronic communication device will be monitored by school authorities. Inappropriate use of school technology can result in limited use and/or disciplinary consequences. In addition, student Google Accounts are owned by Faith Christian Academy and the content is monitored by the school. All students must comply with the Faith Christian Academy for Internet and Network Access and Acceptable Use Policy. Students in grades six through twelve will be allowed to take home their Chromebooks and will be responsible for them.

Elementary students are responsible for the proper care and handling of their Chromebooks but will not be allowed to take them home.

- I. Chromebook Responsibilities
 - A. Charge the Chromebook **every night** and bring a fully-charged Chromebook to school daily. A fully-charged Chromebook should allow for a full day of use in school.
 - B. Chromebook lids should always be closed and tightly secured when the Chromebook is being moved.

- C. Chromebooks may not be left in an unsupervised location at any time.
 - 1. Unsupervised areas include the school grounds and campus, computer labs, gymnasium, library, unlocked classrooms, restrooms, and hallways.
 - 2. Any Chromebook left in these areas is in danger of being damaged or stolen
 - 3. If an unsupervised Chromebook is found, notify a staff member immediately.
- D. Use of the protective case provided by FCA is required.
- E. Personalization of the Chromebook or case is not allowed.
 - 1. This includes but is not limited to: drawings, stickers, tape, or labels that were not placed by FCA.
 - 2. Background images, screensavers, and any other images on the device must be appropriate and not contain references to weapons, guns, inappropriate language, alcohol, drugs, gang symbols, or pictures. Disciplinary action will be taken as a result of inappropriate graphics.
- F. Damaged, lost, or stolen Chromebooks must be reported to a teacher immediately.
- G. Installing applications or any other software onto Chromebooks is not acceptable.
- H. Tampering with hardware or software, and attempting to enter, vandalize, or destroy the Chromebook or files within is not allowed.
- I. Instances of cyberbullying, personal attacks, or threats must be reported to their teacher immediately.
- J. Copyright laws regarding all media including text, images, music, and video must be followed. Downloading, sharing, or posting illegally obtained materials is a violation of the Acceptable Use Policy.
- K. Students will make the Chromebook available for inspection upon request.
- L. If devices are left at home students will be allowed to phone their parent/guardian to bring them to school. If they are unable to contact parents, the student may have the opportunity to use a loaner Chromebook or similar device from FCA **if one is available**.
- M. General care and maintenance of the Chromebook is the responsibility of the student.
 - 1. No food or drink should be near the Chromebooks.
 - 2. Use care when inserting cables, cords, and any removable storage devices into the Chromebook.
 - 3. Use only the protective case provided by FCA.
 - 4. Do not lift or carry the Chromebook by the screen as this can cause damage to the screen or hinge. Always close the Chromebook before carrying it.
 - 5. Do not use liquid to clean the Chromebook. Use a dry, soft, lint-free cloth to clean the Chromebook.
 - 6. Do not leave the Chromebook in heated areas for extended periods of time (such as a hot car).
 - 7. Place the Chromebook on a flat, stable surface when in use.
- N. Chromebooks must be returned in the following manner:
 - 1. Students leaving Faith Christian Academy must return their Chromebook, charger, and case to the school on the last day of attendance.
 - 2. All Chromebooks will be collected during the last week of school. Students must return their Chromebook, charger, and case in good condition.
 - 3. If supplies are not returned, students will be responsible for the replacement cost of the Chromebook, charger, and case.

II. Chromebook Consequences

- A. Students are responsible for the daily care and maintenance of the Chromebook.
 - 1. If a Chromebook is in need of repair, please report damage to a teacher immediately.
 - 2. If a Chromebook is lost or stolen, the student is responsible for reimbursing the school for the device.

3. If a Chromebook is inoperable, FCA will have a limited number of spare devices for use while a Chromebook is in repair. **All items in the agreement remain in effect for the loaner devices.**
 4. All damage that occurs to a student's Chromebook is the financial responsibility of the student and their family.
 5. Repair to a Chromebook that is damaged will be charged at the actual cost of repair parts and labor. Chromebooks damaged beyond repair will require a full Chromebook replacement.
- B. Repair/Replacement costs are as follows (subject to change):

Full Chromebook Replacement	\$250
LCD Screen	\$50
LCD Bezel	\$20
Display Hinges	\$20
Camera	\$20
Keyboard/Palm Rest	\$50
Charger	\$15
Key (per key)	\$5
Chromebook Case	\$50

*Prices are taken from [Global Direct Parts](#) and may change without notice

- C. Chromebook Technical Support: **ALL REPAIRS** must be completed by FCA staff or a professional chosen by FCA staff. Limited technical support will be available on-site. Services provided include the following:
1. Hardware maintenance and repairs
 2. Password resets
 3. User account support
 4. Coordination and completion of warranty repairs
 5. Distribution of loaner Chromebooks (if available)

CONTINUOUS ENROLLMENT/FEE

Faith Christian Academy recognizes the value in a sustained, long-term partnership with families in the education of their children. A seamless transition from elementary through High School provides a consistent, thorough progression through academic coursework. Because of this philosophy, FCA is pleased to offer a concept in enrollment management called Continuous Enrollment. From the time of admission, each child will be considered enrolled at FCA through their high school graduation unless an official notice of withdrawal is provided by the parent or the child's enrollment is terminated by FCA.

As a family maintains their continuous enrollment, each student's information (i.e. address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in FACTS Family Portal. FCA will help to maintain the database by reminding parents to update their demographic information regularly. Each January, FCA will publish the following school year's tuition rates, the annual continuous enrollment fee, and information regarding tuition assistance.

The Enrollment Fee for the following academic year will be due on March 1st. If a child is withdrawn prior to February 15th, the parent will not be responsible for the fees. For withdrawals received after February 15th, the Enrollment Fee will be due and nonrefundable.

FIELD TRIPS

Various classes take trips to interesting and educational places in the area from time to time as a part of the instructional program. Parents will be notified beforehand and must sign a permission slip for a student to participate. Small fees may be charged to cover expenses. Upon approval, teachers then plan field trips with the following rules:

1. Students may not attend without a permission slip granting the student permission to attend. There must be at least one adult for every five students (elementary division).
 2. There must be at least one adult for every twenty students (secondary division). Each chaperone must be approved by the administration. A briefing for all chaperones may be held prior to a trip.
 3. Boys and girls must have separate sleeping accommodations for overnight events
 4. The entire trip should be detailed and planned out one month prior to the trip, showing all objectives, the time spent, and how it is integrated into our curriculum.
 5. Student accident and liability insurance shall be required.
 6. Parents/volunteers must hand in a completed chaperone form and driver information if driving.
- (See Appendix)

GRIEVANCE PROCEDURE

Any parent, guardian, teacher, or staff member of Faith Christian Academy having a complaint or unresolved problem relating to the school should follow the “grievance procedure”.

1. The person with the complaint or problem should first go directly to the person with whom they have the problem, whether it be a teacher or staff member, and try to resolve it privately.
2. If the problem is not resolved privately, the person with the complaint should go to the Administrator of the school and seek assistance.
3. If the problem is still not resolved, the person with the complaint should then go to the Chairman of the Spiritual Life Committee, who will then have the prerogative of doing one of two things (or both):
 - a. Act as a mediator himself and try to resolve the problem without bringing it before the committee.
 - b. Bring it before the whole committee for their consideration and assistance.
4. If the Spiritual Life Committee is not able to resolve the problem satisfactorily, the person with the complaint should then contact the Chairman of the Board of Directors and request a meeting with the board. The complaint should be submitted in written form. The Board will then meet with the parties involved, consider everything that has happened up to that point, and then afterwards make a final ruling on the matter. The Board’s decision will be final.

HEALTH SERVICES

Minor emergencies: The office staff and school nurse will deal with minor first aid needs. For more serious emergencies that involve no immediate danger, the pupil will be kept at school until the parent can be reached. In case of severe problems, pupils will be taken or sent to the emergency room at Berkeley Medical Center, 2500 Hospital Drive, Martinsburg, WV 25401 unless otherwise specified.

Illness: Students should not be sent to school with a fever or other signs of illness. If a child has a temperature of 99.6-100.3 it will be recommended that the child stay at home or be sent home. If the temperature rises above 100.4 the child must be sent home and remain at home for 24 hours after the fever is gone. When a child comes to the office during the school day with symptoms of an illness, the office staff will immediately contact the parent/guardian or other emergency contact. If there are no visible signs of illness and the parents choose to leave the child at school, the child will be permitted no more than 15 minutes on the cot in the school office. If the child returns to the office or refuses to go back to the classroom, the child must be sent home and classroom attendance will be impacted.

Medications: Faith Christian Academy staff members are not permitted to administer medications of any kind, including aspirin or other over-the-counter drugs, without written permission from a licensed physician. Medication of any kind should not be sent to school without a Faith Christian Academy “Physician’s Medication Order Form.” The first dose of any medication should be given at home. Medication should be brought to the school by an adult and will not normally be sent home with a student. All medications must be kept in the office in the original over-the-counter container or prescription bottle and will be administered by the office staff only. (See Appendix)

HOLIDAY CELEBRATIONS

Halloween: There will be no recognition of Halloween by the school. It is our policy that no witches, ghost, black cats, etc., be made or displayed in the classrooms. There will be recognition of the autumn season with special emphasis on Thanksgiving.

Christmas: Christmas is a Christian holiday to celebrate the birth of Jesus Christ. Santa Claus is left out of the school celebration. Christmas trees, homemade decorations, cards and or gift exchanges, and class parties will be permitted in such a way that they give glory and honor to our Lord.

Easter: Easter is a Christian holiday to celebrate the resurrection of our Lord Jesus Christ. The “Easter Bunny” is to be left out of the school celebration of this great event. Great emphasis is to be placed on the reality of our risen Savior whose victory over death offers us eternal life.

INTERNET POLICY: GUIDELINES FOR INTERNET USE

Faith Christian Academy believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of the resources available through the Internet. Within the context of our mission statement, our students will be allowed to use the Internet as an aid to and in accordance with meeting the goals of our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- A wealth of additional resources for reference and research
- Consulting with experts in a variety of fields
- Communicating with other students and individuals in areas or situations they are studying
- Learning to conduct searches, evaluate resources, and locate relevant material
- Interacting with up-to-date primary sources

Faith Christian Academy will do everything in its power to educate students in the methods for accessing the resources available through the Internet in an ethical and appropriate manner. This includes providing:

- A reliable connection that is protected by the best censorship software currently available to schools for this Internet. Software will block sites that are objectionable for content, language,

and a variety of other reasons that the school defines as inappropriate. As an example; a site that will release personal information obtained from any person “visiting” that site.

- Supervision of students, by an adult, while they are using the Internet. The Internet connection will be unavailable for student use whenever there will not be adequate supervision.
- Training of students for the purpose of educating them as to the acceptable and unacceptable uses of the Internet. Students will be given general instruction for accessing the resources available on the Internet. They will be educated in the implementation and methods used to conduct a search for information within the Internet, downloading information from the Internet and printing a hardcopy of the information.

The Internet user is held responsible for his/her actions whenever using the Internet. School personnel have the authority to end an Internet session if they perceive a violation of the FCA’s rules, mandates, or policies has occurred. Misuse or abuse of the Internet by a student will result in the suspension or revocation of these privileges as well as possible disciplinary action.

The Internet is provided as a service to further and/or complement the education of our students. In light of this priority, certain restrictions must apply. Current restrictions are as follow:

- Any attempt to circumvent safety and filtering protocols.
- The use of chat rooms, file transfer protocol, and games are prohibited.
- Material printed from the Internet will be printed at a cost to be determined by the administration.

Access to the Internet is a privilege for students, not a right. All students using the Internet will agree to adhere to the following Code of Ethics:

- I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will remain conscious that I represent Faith Christian Academy while using the Internet. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with while on the Internet. I agree to follow Faith Christian Academy’s basic rules, mandates, and policies for student use and conduct while accessing the Internet. I will never make any attempt to circumvent safety and filtering protocols. I will strive to apply Philippians 4:8 to my electronic communications. “Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things.”

LOST/DAMAGED SCHOOL PROPERTY

Students are responsible for taking proper care of school property and the property of other individuals. Appropriate restitution may be required if property is lost or damaged.

LOST AND FOUND FOR PERSONAL ITEMS

Students’ personal items carelessly left around the school will be placed in “Lost and Found.” At the end of each marking period, the items that are not claimed by the student will be thrown away, sold, or donated.

MUSIC SELECTIONS

Music selections at Faith Christian Academy fall into one of four categories: classroom, chapel, concerts, and extra-curricular activities. While it is understood that music selections will vary with the intended purpose of the event at which it will be played or performed, music should always bring honor and glory to the Lord. It is the intent of the school to bring honor to the Lord and not to offend. The final decision on music selections is made by the school administration.

OFFICE HOURS

The office is generally open from 7:45 a.m. to 4:00 p.m. during the school year. Summer office hours will be announced at the end of the school year.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held to give opportunity to become better acquainted with the teacher, to discuss the student's progress, and to clarify the school's program. Certain days are set aside for Parent-Teacher Conferences each fall and spring. At any time the parents or school may request a special conference.

PARENT-TEACHER ORGANIZATION

The Parent Teacher Organization provides a framework in which both parent and teacher, through mutual understanding of the problems involved in Christian education and of the needs of the child, may work together for his best interest in developing intellectual, spiritual, physical, social, and emotional maturity. (See Appendix)

PLEDGES

AMERICAN FLAG

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

CHRISTIAN FLAG

"I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe."

BIBLE

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

PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Faith Christian Academy adheres to the West Virginia State Code, Chapter 49: "Child Welfare" when dealing with the mandatory reporting of suspected child abuse or neglect.

- All employees of Faith Christian Academy must receive training in "Mandatory Reporting of Suspected Child Abuse and Neglect" before beginning work. Training must be repeated every two years.
- The administrator or his designee must collect and keep on file a signed acknowledgement of the responsibilities of a school employee as it relates to mandatory reporting of suspected child abuse or neglect.
- Any employee that suspects that a child is or has been abused or neglected must complete the school-approved form and report that incident directly to DHHR, Child Protective Services.

Suspected abuse or neglect is described in the “policy addendum” from the West Virginia State Code provided to employees. Additionally, the employee must make a copy of the form and submit it to the Administrator or his designee to keep on file in the office.

- The employee will not divulge that information to any other employee or individual at the school.

SCHOOL CLOSING PROCEDURE

If school is closed or delayed due to inclement weather or any other type of emergency, the following media will be used to notify families as quickly as possible:

- Posting on the school website
- Text alert sent to families through the student information system

STUDENT ACCIDENT INSURANCE/LIABILITY INSURANCE

Student attending Faith Christian Academy may be provided with an accident insurance policy that supplements their own medical insurance. Faith Christian Academy maintains a liability policy with a minimum of \$1 million in coverage.

STUDENT COUNCIL

Students in grades 9-12 may take part in student council elections each year. The president of each class is automatically a member of the student council. One other member is also elected from each class to represent the class to the council.

STUDENT DRIVERS

Student Driver Guidelines: Student drivers, who wish to leave school before the dismissal time, will need written permission from home. If leaving early is going to be a regular occurrence for a junior or senior, then a form is available on file in the office that will permit them to leave each day when their classes are completed. Student drivers who have permission to leave early may not leave early if they are returning to school at dismissal time for practice or to pick up siblings unless special permission is obtained. All students leaving before dismissal time must sign out even if a form has been submitted.

Student Travel to School Events: All students participating in school events will ride in the vehicles designated by the school. When traveling from Faith Christian Academy to a school event student drivers may only transport themselves or their siblings. Students may be transported by their parents, or an adult designated by their parents, only at the discretion of, and after prior arrangements have been made with the coach, sponsor in charge, or the school administration. In these cases that adult must have permission to transport students, including a form on file in the office indicating a proper driver’s license, vehicle registration, and insurance information.

Student Drivers to and from School: Driving to school is a privilege, not a right. Any student driving to and from school or to any school event must have a “Driver’s Covenant” on file in the school office with a parent signature affixed. The Driver’s Covenant” outlines the student and parent responsibilities as it relates to safety and other driver guidelines. That covenant can be found in the family handbook and in the school office. **(See Appendix)**

STUDENT USE OF SCHOOL PRINTERS/COPIERS

Students using any school-owned printer or copier for personal use will pay \$.10 per page. Personal use will be defined as follows:

1. Any assignment, paper, or project that is expected from students as a part of the work that they must turn in to a teacher. If students in a class are expected to print an assignment at home, those who have no printer at home, or whose printer is broken, etc. must pay to print at school.
2. Students that ask to make copies (including class notes) for any reason other than the following:
 - a. Students with service plans that have the stipulation in their plan that they are to receive copied notes from another student
 - b. Items that the teacher distributes to all students as a part of the material provided for a class or items that the teacher instructs all the students in a class to print or copy as a class activity.

Students seeking to use a printer or copier during the school day for any reason will need to come to the school office first to receive permission and to have their request classified as “personal use” or “school use”. Only then may they proceed to the lounge to make their copies or retrieve their printed items. Payment must be made in the office at the time that personal pages are retrieved. The office will provide a pass (if the student is using the teacher’s lounge) indicating whether the pages are for personal or school use. Student aids are exempt from acquiring the office pass when making copies for the teacher they are aiding. A student who needs personal photocopying done for a class must have a note from the teacher. A fee will be assessed for the service.

TELEPHONE USE

Students may not use the office phones. In cases of emergency, students may request that an office staff member call home to notify parents. Students will not be permitted to call home for assignments that have been forgotten.

VISITORS AND DELIVERIES

Any person other than students, staff, faculty, administration, and board members are considered visitors and are asked to come directly to the office to sign in before going anywhere on campus. The office will issue a visitor or volunteer pass for each approved guest. Before inviting a friend to visit the school, a student should get prior approval from the administration.

At no time should a student make arrangements to accept a delivery directly from any individual. Students wishing to have any food item delivered must direct that delivery to the office and must retrieve that delivery from the office at lunch time only. Office staff will not notify students of deliveries.

VOLUNTEERS

Definition: A “volunteer” is an individual who serves without compensation in a position of trust and has regular contact with Faith Christian Academy students, parents, or staff (e.g. classroom helpers, chaperones, library workers, assistant coaches, etc.).

Purpose: The mission and objectives of Faith Christian Academy are inextricably interlaced with biblical principles. Therefore, the lifestyle of each regular volunteer is an important issue. This policy defines several “levels” of volunteerism and sets the expectation for certain volunteer positions as a role model for students. All volunteers serve at the discretion of Faith Christian Academy.

Volunteer Levels: All volunteers for level one must complete the “Volunteer Application Form” and submit to a background check at their own expense every three years.

Level One: Volunteers who are permitted to be alone with students. *Volunteer Application, Criminal Background Check, and Lobby Guard check are required.*

Level Two: Volunteers who are not permitted to be alone with students. *Lobby Guard check is required.*

Role Model Requirement for Level One:

The volunteer will manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and to others. Christian influence is demonstrated by work, deed, example, and shared experience. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living. (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 5:18, 21-22, James 3:17-18)

The volunteer is expected to follow the dress and appearance guidelines as outlined in the parent/student handbook. The volunteer is expected to maintain a good personal appearance that is a biblical role model of cleanliness, modesty, good taste, and is in agreement with school policy. It is expected that each volunteer will use discretion in clothing selections to help formulate a professional atmosphere.

The volunteer will agree to live as a biblical role model, agreeing that scripture dictates standards for sexual behavior. Specifically, scripture prohibits premarital, extramarital or homosexual activity, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse of children. Such activity is forbidden and violates the requirement of being a biblical role model. Such behaviors are grounds for immediate dismissal from responsibilities and positions. Other grounds for dismissal include abandonment of position, neglect of responsibilities, heresy, or any conduct tending to bring discredit upon the school or upon the volunteer that causes a diminishing of his/her effectiveness as a Christian role model for the students of Faith Christian Academy. Role model responsibility also includes an acknowledgement that the unique roles of the male and female are clearly defined in scripture and that Romans 1:24-32 condemns the homosexual and transsexual lifestyles. (Romans 12:1-2, 1 Cor. 6:9-20, Eph. 4:1-11; 5:3-5, 1 Thess. 4: 3-8, 1 Tim. 4:12, 2 Tim. 2:19-22, 1 Peter 1:15-16, 2:15-17, 1 John 3:1-3)

The volunteer is to follow the biblical principle of Matthew 18 and Galatians 6:1 regarding disputes and disagreements. All differences are to be resolved using biblical principles, always presenting a united front. Appropriate confidentiality will be observed in regard to student, parents, and school matters (Titus 3:2, Galatians 5:15). Regular volunteers shall support school policy and administrative decisions thereby not creating dissension.

Volunteers may be placed into positions where parents seek information regarding their child or other children. Volunteers are never to share personal views regarding the assessment of a child or an incident they may have observed. They are to refer all matters to the classroom teacher or school administrator. It is expected that volunteers will never put themselves into a position where their own integrity or the integrity of the staff of FCA might be compromised.

By agreeing to become a volunteer at Faith Christian Academy, the individual agrees to be subjected to a variety of background checks as indicated in this policy. A signed release and/or consent form will be required prior to Faith Christian Academy conducting a “Criminal Background Check.”

VOICE OF FAITH

This newsletter is one means of informing parents about school activities and events. The weekly *Voice of Faith* is posted on the school's website and a copy e-mailed to families.

WEAPONS ON CAMPUS

The purpose of this policy is to ensure a safe work environment, free of intimidation and threat of physical harm. This policy prohibits everyone except law enforcement officers, military, and security personnel from carrying a firearm while on campus at Faith Christian Academy. No person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or firearm onto Faith Christian Academy property except for those persons and circumstances specified in Section II below. This policy applies to students, faculty, employees, Association members, visitors, independent contractors, vendors and any other person on Faith Christian Academy property, including individuals with valid permits to carry firearms.

I. DEFINITIONS

- A. Firearm: "Firearm" means any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. Firearm includes an unloaded firearm and any firearm that is inoperable but that can readily be rendered operable. Firearm includes, but is not limited to, handguns, pistols, rifles, shotguns, automatic and semi-automatic weapons, and zip guns.
- B. Deadly Weapon: "Deadly weapon" means any instrument, device, or object capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon.
- C. Non-Lethal Weapon and Look-alikes: "Non-Lethal weapon and Look-alikes" means any instrument, device, or object that has similar physical features to a firearm, but is non-lethal. Included weapons in this category include paintball guns, airsoft guns, rubber band guns, b-b guns, pellet guns, tasers, and taser-like weapons.

II. EXCEPTIONS

- A. Law Enforcement Officers: Law enforcement officers are exempt from this policy.
- B. Security officers: Security officers and security personnel who are authorized to carry a firearm as a requirement of their duties, and who are acting within the scope of their duties at the time of that possession or control, are exempt from this policy.
- C. Military Personnel: Military personnel, who are authorized to carry a firearm as a requirement of their duties, and who are acting within the scope of their duties at the time of that possession or control, are exempt from this policy.
- D. Other Authorized Persons: Qualified security personnel who are specifically and individually issued written authorization by the Administrator of the school, under authority granted by the Board of Directors are exempt from this policy.
- E. Parking Areas: This policy does not prohibit the lawful possession or carrying of firearms in private vehicles in a Faith Christian Academy parking area or parking facility, provided the owner has obtained the appropriate permit(s) required under the law, and the firearm is

securely locked, out of sight, and unloaded.

- III. **FIREARMS STORAGE** Firearms are not permitted in any Faith Christian Academy vehicle. For purposes of this policy, Faith Christian Academy vehicles include any vehicle owned, leased or otherwise under the control of the Faith Christian Academy. Faith Christian Academy vehicles will not be used to store or carry a firearm, except as authorized for purposes under Section II above. Nothing in this policy requires Faith Christian Academy to provide storage facilities for employees' firearms. Faith Christian Academy reserves the right to search all people and property in accordance with local, state, and federal law.

IV. **VIOLATIONS BY EMPLOYEES**

- A. Use of Firearms: Violation of this policy by an employee while on duty or in the course of Faith Christian Academy business is grounds for immediate removal from Faith Christian Academy property and termination of employment. An employee who uses a firearm while on duty or in the course of Faith Christian Academy business will not be defended or indemnified by the Faith Christian Academy. Furthermore, Faith Christian Academy may refer suspected violations to appropriate law enforcement authorities, as permitted by law.
- B. Display of Firearms or Holsters: Display of a firearm while on Faith Christian Academy property is considered a threat, and will subject the employee to disciplinary action up to and including termination of employment. An employee who displays an empty firearm holster while on campus, creates a physically intimidating and hostile work environment and will be subject to disciplinary action up to and including termination of employment.

V. **VIOLATIONS BY STUDENTS**

Please see student policy on weapons (p. 29 of Family Handbook, discipline section)

- VI. **REPORTING RESPONSIBILITY** If an employee believes that another person (student, Association member, visitor, independent contractor, vendor or another employee) is in possession of or carrying a firearm in violation of this policy, the employee must report the suspected act immediately to the Administrator or Principal, or a Faith Christian Academy security officer, unless reporting at that time would subject the employee or others to physical harm. The threat of physical harm may delay, but does not excuse this reporting requirement. Faith Christian Academy will not tolerate retaliation toward or harassment of any employee who, acting in good faith, reports violations of this policy.

Failure to Report: Failure to report knowledge of the presence of any firearm on Faith Christian Academy property in violation of this policy shall subject the employee to discipline up to and including termination of employment.

False Report: If an employee knowingly makes a false report of a suspected violation of this policy the employee will be subject to disciplinary action, up to and including termination of employment.

- VII. **SAFETY & ENFORCEMENT** Employees should be aware that the enforcement of this policy

may deal with confronting individuals carrying potentially loaded firearms. Under no circumstances should an employee take unnecessary risks or compromise his or her safety in order to enforce this policy. The Police Department or a Faith Christian Academy security officer should be contacted immediately if there is a possibility of imminent threat to the personal safety of an employee or others.

- VIII. **EMPLOYEE RESPONSIBILITY** Employees are responsible for making sure, in advance, that any potentially covered item in their possession is not prohibited by this policy. Questions regarding items covered in this policy should be directed to the Administrator.
- IX. **LIMITATIONS** In the event any other local, state, or federal law or regulation is found to be in conflict with this policy, the terms of this policy will govern. To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary, this policy is deemed to be amended to be in compliance, pursuant to such law, rule, or regulation. The school administration reserves the authority to revoke an exception under paragraph II either temporarily or permanently.

WITHDRAWAL OF STUDENTS

When parents or guardians decide to withdraw a student(s) from Faith Christian Academy, they should immediately notify the school office. Return of textbooks, library books, athletic uniforms, and/or any other school property will be requested. Arrangements will be discussed concerning the transfer of student records. Finance personnel will review the family's account for any adjustments and/or final closeout. If desired, an exit interview may be conducted with the Administrator. Families may be asked to complete an exit questionnaire to assist the school in its annual evaluation.

VIII. Appendices

Appendix A

Chaperone Form

Dear Chaperone,

We thank you for your willingness to chaperone our students. Supervision of students is sometimes a challenging, yet rewarding experience. We are mainly concerned about the safety and well-being of our students. We expect our students to behave properly so that our school is well represented. We ask chaperones to keep their group of students together and with them at all times. Chaperones will not be permitted to bring other children with them so that they can devote their full attention to the safety of the students in their care.

Parent volunteers must also adhere to the school guidelines which encourage modest dress, prohibit the use of tobacco products, drugs and alcohol, profanity, etc. If you are willing to accept this responsibility, please sign and return this entire page to the school office.

Sincerely,

Eric L. Kerns
Administrator

Please return by _____

I have read and understand the expectations of a parent volunteer/chaperone, and will serve as a chaperone for this activity.

Parent Signature _____

Date _____

Appendix B

Academic Integrity Guidelines

Intro: Faith Christian Academy students are expected to maintain integrity in all areas of their lives. Academic classwork, homework, and examinations are opportunities for students to practice integrity. The entire area of academic integrity can be broken down into two types of offenses: cheating and plagiarism. The guidelines and definitions below will be used when determining if cheating and/or plagiarism has occurred. Students found “attempting” to cheat or plagiarize will also incur consequences as described below.

Cheating:

The following definitions are not meant to be exhaustive:

- Copying another individual’s homework or class work and presenting it as if it is your own
- Copying or soliciting information from a fellow student for purposes of answering questions on a quiz or test
- Stealing, buying, selling, or transmitting a copy of answers to any examinations or papers of any kind for any class

Plagiarism

Plagiarism (papers, projects or any assignment prepared for the class) shall include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed source
- Paraphrasing a specific passage from a specific source without properly referencing the source
- Replicating another student’s work or parts thereof and submitting it as an original
- Purchasing a paper and (mass) representing it as your own work
- Resubmitting a work that was prepared by the student for another class without the teachers’ permission

Consequences

If it is determined that a student has cheated, the following actions will be taken:

- The student will receive a zero (0) for the assignment.
- The student will meet with the administrator or principal.
- The elementary student may be suspended or some other consequence given.
- The middle or high school student will be suspended.
- The parents will be notified.
- If the student holds any position of leadership in a club (i.e. National Beta Club), or athletic team, the student may be required to forfeit that position for four and one-half weeks, or a time recommended by the administrator.
- A second offense in the same class may cause the student to fail that class for the nine-week period. A conference with the student, teacher, parent, and an administrator will be held.

Appendix C

Memo of Understanding Student Driver Covenant

In an effort to comply with school board policy and provide a clear record of understanding, the following covenant will be signed each year by the student driver, a parent of the student driver, and the school administrator or his designee. The student and parent shall initial each item and have all appropriate signatures affixed at the bottom.

1. I understand that it is a privilege to transport myself to and from campus, and violation of campus rules and regulations could result in loss of this privilege. **Student Initials:** _____ **Parent Initials:** _____
2. I understand that my vehicle is only to be used for personal transportation to and from campus. It is not to be used for personal errands, favors, etc. **Student Initials:** _____ **Parent Initials:** _____
3. I understand that once I have arrived on campus I may not re-visit my automobile without permission of the staff of FCA. Once on campus, students must promptly leave the vehicle. **Student Initials:** _____ **Parent Initials:** _____
4. I understand that I must park in areas so designated by FCA officials. Failure to do so could result in loss of privilege. **Student Initials:** _____ **Parent Initials:** _____
5. I understand that I have an obligation to arrive on-time. Failure to do so on a consistent base could result in the loss of privilege. **Student Initials:** _____ **Parent Initials:** _____
6. I understand that I may not transport any other student other than siblings or members of my immediate household from school to any school event. **Student Initials:** _____ **Parent Initials:** _____
7. I understand that I must operate my vehicle in a safe and gentle manner while on campus and obey all designated traffic flow patterns. Failure to do so on a consistent base could result in the loss of privilege. **Student Initials:** _____ **Parent Initials:** _____
8. I understand that loitering at any time is not permitted in vehicles or in the school parking lot. Students are not to socialize in or near vehicles in the parking lot upon arrival or prior to departure. **Student Initials:** _____ **Parent Initials:** _____
9. I understand that I may not drive any other student's or any other person's vehicle to or from the campus or to any school event. **Student Initials:** _____ **Parent Initials:** _____

2200 Development/Fundraising

INTRODUCTION: Faith Christian Academy seeks to honor the Lord through all of its development and fundraising activities. Biblical principles give us a clear picture of God's instructions about giving. The following policy guidelines are presented in light of these Biblical principles.

- A. Guidelines for Fund-Raising and Development
 - 1. Pray without ceasing. (1 Thess. 5:17)
 - 2. Communicate the need. (2 Cor. 11:7-9, Ex. 25:1-3)
 - 3. Do what is right. (2 Cor. 8:20, 21)
 - 4. Do things decently and in good order. (1 Cor. 14:20)
- B. The highest priority will be the development of “friends” of Faith who will see the value in the mission of the school and support that mission financially. These annual donors will become the basis of development activities to support the “Annual Fund” and any “Capital Campaigns” that may be pursued.
- C. It will be the goal of the school to raise financial support that will be used for specific purposes other than general budget support. As the budget permits, development and fundraising activities by the school will be solely for capital needs, retirement of debt, and/or specific programs or personnel needs.
- D. Giving through methods other than cash giving will be allowed. (i.e., land, stocks, life insurance, deferred gifts, annuities, etc.)
- E. Organizations within the school may conduct various fund-raising projects to raise funds for their organization for a specific purpose that is of benefit to the school body: (i.e., senior class, choir, booster club, etc.) Each organization is responsible for organization and promotion of these fundraisers according to the following guidelines:
 - 1. These fund-raising projects must be coordinated with the Director of Development and approved by the Administrator.
 - 2. Promotion of these projects should be such that they do not interfere with regular giving to the school.
 - 3. Organizations will be ordinarily limited to one school-wide project or campaign.
 - 4. The funds will be used for areas not already covered by the budget.
- F. Prohibited Activities
 - 1. Any game of chance or other activity that is or suggests gambling.
 - 2. Any illegal or morally questionable activity.
 - 3. Raffles, bingo, slots, and video equivalents.
- G. Any outside organization that requests the use of the FCA name being used in any commercial activity must be approved by the board of directors.

2210 Fund-Raising Sales Campaigns

Parents and students may be asked to participate in sales campaigns. Any sales campaign will include only items which would be considered consistent with the policies and philosophies of the school constitution and by-laws.

Appendix E

4515 Student Harassment, Bullying, and Intimidation Policy

A. Harassment, Bullying, and Intimidation

1. Faith Christian Academy prohibits any form of harassment, bullying, or intimidation among students. Faith Christian Academy will act promptly and confidentially to investigate all harassment and bullying complaints, whether verbal, written, or electronic, and will take appropriate disciplinary action based upon the results of the investigation.
2. Discussion: Bullying is more than just disagreements, conflict or differences of opinion between students. It is normal for there to be conflict between young people. Faith Christian Academy desires to teach students how to handle conflict in a Christ-honoring way. Bullying is mean, but being mean doesn't always mean bullying is happening.¹
3. Definitions:
 - a. Bullying is the unprovoked, repetitive, intentional hurting of one person or group by another person or group. Most often this occurs where there is an imbalance of power. Bullying can be physical, verbal or psychological and it can happen face-to-face or online.²
 - b. Conflict is a struggle or disagreement between students with differing views. This struggle, especially among developing children and teenagers, can sometimes result in hurtful exchanges, but is different from bullying.³
 - c. Unkindness is treating another person in a manner that does not show respect for them as an individual made in the image of God.
4. Examples of actions that could constitute harassment, bullying, and intimidation are (but not limited to):
 - a. Verbal/written/electronic: name calling, put downs, racist remarks, excessive or persistent teasing, threats, spreading rumors, sending inappropriate notes, texts, e-mails, and/or pictures via any form of media, including cell phone and/or the internet
 - b. Physical bullying is when a person repeatedly uses their body or an object to hurt, scare, intimidate, or gain control over another.
 - c. Social: isolating a student from activities, ignoring, or alienating others
 - d. Psychological: acts that instill fear or anxiety in a student
5. The administrator shall develop internal administrative procedures to implement this policy.

B. Potential Consequences

1. Students found to be guilty of harassment, bullying, or intimidation may receive consequences as outlined in the Family Handbook, up to and including expulsion from school.
2. Parents wishing to appeal disciplinary action shall make their appeal in writing to the Board of Directors within seven (7) days of the notification of a consequence.

FOOTNOTES

1. Taken from the article, "How to Tell if It's Bullying": <https://kidshelpline.com.au/teens/issues/how-tell-if-its-bullying>
2. Taken from an article on the Anti-Bullying Alliance website: <https://anti-bullyingalliance.org.uk/tools-information/all-about-bullying/understanding-bullying/definition>
3. Taken from the article, "Conflict and Conflict Management," by Dr.Digvijaysinh Thakore, IOSR Journal of Business and Management (IOSR-JBM) e-ISSN: 2278-487X.Volume 8, Issue 6 (Mar. - Apr. 2013), PP 07-16

Appendix F

Harassment, Bullying, and Intimidation Administrative Procedures

It is the intent and policy of Faith Christian Academy (FCA) to maintain a safe learning environment that is free from harassment, bullying, and intimidation. Staff and students are expected to conduct themselves in a Christ-like manner, and to demonstrate a level of respect and dignity toward others.

Reporting and investigation:

1. Anyone witnessing an occurrence of what they believe to be harassment, bullying, or intimidation is expected to report it to the teacher or adult who is supervising the students involved. If the adult is involved in any way, the incident can be reported to the school administrator, Guidance Counselor, or Principal. If the school administrator is involved, the incident should be reported to another member of the administrative team.
2. Any employee of FCA who has been told of a possible incident of harassment, bullying, or intimidation will report the incident to his or her direct supervisor or if that supervisor is involved another member of the administrative team.
3. All reported incidents will be investigated. Once an incident is reported, investigated, and verified as an occurrence of bullying or harassment, a written report will be made by the administrator or member of the administrative team and tracked for future reference. The consequence assigned will also be documented.

Notification:

1. The parents of those who are being accused of bullying will meet with the Administrator to discuss the allegations and possible consequences.
2. The administrator will notify the parents of those who have been victimized to assure them appropriate action is being taken.

Appendix G

Physician's Medication Order Form

I. For completion by Parent/Guardian

Name of Student _____ Date of Birth _____

Name of Parent/Guardian _____ Phone # _____

Name of School _____ School Year _____

To the Parent/Guardian: I hereby request that authorized staff of Faith Christian Academy administer prescribed medication as directed by the physician (Item II below). I have read the guidelines on the back of this form and assume the responsibilities as outlined.

Before a school, its agents, employees or representatives, can administer any medication to your child, you are required to sign the authorization form which signifies your request to have the medication administered, as well as your agreement to relieve the school, its agents or representatives of any responsibility resulting from the administering of said prescribed medication as set forth herein.

Parents/Guardian Signature

Date

II. For Completion by Authorized Prescriber (for medication given during school hours)

Drug(s)	Dosage (in mgs)	Time to be Given

Medication to be administered until the end of the school year unless date is specified here:

Route of administration _____
(if administered by EpiPen, Inhaler, Nebulizer, etc., complete box below)

Possible side effects _____

Diagnosis _____

Medication by EpiPen, Inhaler, Nebulizer, etc.

Type of device

Specific directions for use

Student may carry inhaler if permitted by school policy.

YES

NO

Physician or other authorized prescriber signature required.

Physician's Signature

Date

Physician's Printed Name

Physician's Address

Physician's Phone Number

NKDA: ☐ (No known drug allergies)

ALLERGIC TO: _____

Appendix H

Articles of Association of the Faith Christian Academy Parent Teacher Organization

Article I

The Name:

The name of the association shall be the Parent Teacher Organization.

Article II

Statement of Purpose:

The Organization shall provide a framework in which both parent and teacher, through a mutual understanding of the challenges and rewards involved in Christian education and of the needs of children, may work together to encourage and promote intellectual, spiritual, physical and emotional maturity.

Article III

Membership:

The membership of this organization shall consist of parents, grandparents, and interested friends of students enrolled at Faith Christian Academy. Members of the faculty, staff and coaches shall be members by virtue of their position. Each member present shall be entitled to one vote on each matter submitted to the general membership. Simple majority shall rule.

Article IV

Executive Board:

- Section 1: The Executive Board shall consist of the Administrator (as an ex-officio members), the four (4) elected officers, one teacher from the elementary level, and one teacher from the secondary level as selected by faculty.
- Section 2: Meetings of the Executive Board shall be scheduled by the President. The President shall preside over these meetings.

Article V

Officers and Elections:

- Section 1: The officers of the club shall consist of a President, Vice-President, Secretary and Treasurer. The term of office shall be one (1) year.
- Section 2: The officers shall be elected by written ballot annually at the spring meeting. If there is only one (1) nominee for any one office, election for that office may be by voice vote.
- Section 3: Elected officers shall assume their official duties on July 1, but shall serve in conjunction with current officers following the close of the spring meeting.
- Section 4: A person shall not be eligible to serve more than three (3) consecutive terms in the same office.
- Section 5: A nominating committee consisting of the president, a past president and a delegate-at-large will meet in March to devise a list of nominees for each office. Suggestions for nominees may be made to the committee by any member providing the person being nominated has consented to allow his/her name to stand in nomination. The list of nominees will be presented to the Nominating Committee of the Board. The Nominating Committee of the Board will then present the list to the FCA School Board for approval. It is desired that the Nominating Committee shall present at least two (2) candidates for each office.

- Section 6: All officers shall be members of the Parent Teacher Organization who have given evidence of being a born again believer in Jesus Christ, who have a good Christian Testimony in their home churches and in the community at large. Since they represent FCA and this organization, they should be persons of good moral character and reputation. They must have the recognizable abilities to fulfill their offices and have a commitment to the Christian school philosophy and this organization. They must be willing to commit themselves for the time needed to fulfill the duties of their offices. It is desirable that all the officers attend different churches to properly represent this organization.
- Section 7: President
- A. Shall preside at all meetings of the Executive Board and general meetings.
 - B. Schedule said meetings as deemed necessary.
 - C. Shall be responsible to conduct the affairs of the Parent Teacher Organization and the Executive Board, in a manner consistent with the authority and responsibility pertaining to his office.
 - D. He shall be an ex-officio member of all standing committees.
 - E. The chairpersons of all standing committees shall report to, and be under the authority of the President.
- Section 8: Vice-President
- A. Shall coordinate with the administration all scheduled academic events for meetings.
 - B. Shall coordinate with the administration awards for all students who excel on a local, county or state level.
 - C. Make the membership aware of any academic items needed by the school faculty.
 - D. Carry out any such duties as assigned by the President.
 - E. Shall act in the absence of the President.
- Section 9: Secretary
- A. Shall give notice of all meetings of the Executive Board and the Fellowship.
 - B. Shall attend all such meetings and keep a true and accurate record of all procedures.
 - C. Carry out any such duties as assigned by the President.
- Section 10: Treasurer
- A. Shall have custody of all records and funds.
 - B. Shall keep a full and accurate account of receipts and expenditures.
 - C. Make disbursements as authorized by the general membership and Executive Board.
 - D. Shall present a financial statement at every meeting and verify the organization's books with the school's bookkeeper on a monthly basis.
 - E. Deposit all funds into a designated account.
 - F. Carry out any such duties as assigned by the President.
 - G. The account shall be audited or reviewed annually by the same accounting firm that represents the School Board.
 - H. All Financial Records shall be Permanent.
- Section 11: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

Article VI

Fiscal Year:

The fiscal year of this Organization shall begin on the first day of July each year.

Section 1: There shall be two (2) standing committees with a selected chairperson responsible for organizing and over seeing the activities of the committee.

Section 2: These committees are: Fundraising and Activities.

A. Fundraising Chairperson shall:

1. Be under the guidance of the President and the FCA Fundraising Committee. All fundraising activities will be coordinated with the fundraising committee of the FCA school board.
2. Design, organize, implement and coordinate all Faith Family Fellowship sponsored fundraising activities.
3. Shall be responsible for recruiting committee members to assist in the discharge of the duties and responsibilities of the committee.

B. Activities Chairperson shall:

1. Be under the guidance of the President and be responsible for promoting and supporting all academic activities at Faith Christian Academy.
2. Coordinate with the principals at the elementary and secondary divisions a system of honoring academic achievement.
3. Seek to encourage and promote more fine arts activities among all FCA students.

Section 3: The committees shall keep regular minutes of their proceedings and report the same to the fellowship when requested.

Article VIII

Meetings:

Section 1: Meetings shall be scheduled by the Executive Board and placed on the school calendar. Executive Board members shall be in attendance at all Parent Teacher Organization meetings.

Section 2: All meetings shall be run in accordance with Roberts Rules of Order.

Article IX

Amendments:

Recommended changes to these articles must be approved by a simple majority of the members of the Parent Teacher Organization who are present and voting at a given meeting. Those changes must then be presented to the FCA School Board for their approval. A simple majority of the FCA School Board is needed to approve the recommended changes.