



## Family Handbook

*The Faith Christian Academy board of directors reserves the right to initiate policy changes throughout the school year as it deems necessary.*

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### Welcome to Faith Christian Academy!

We thank you for this opportunity to partner with you as an extension of your home and church in the education of your children. The purpose of our school is to educate and train students physically, emotionally, intellectually, and spiritually. We are committed to providing your children with the best possible Christian education, one that offers academic excellence, along with daily biblical training that is Christ-centered and God-honoring.

The very foundation of Faith Christian Academy is the truth of God and His Word as revealed to us through our study of His Word. Through the use of Scripture as a foundation, we see the need to teach responsibility and with a positive attitude towards authority, knowing that this will reinforce a positive response to God's authority in our lives. This handbook is one of the tools that we use at Faith Christian Academy to give our students guidelines in academics, behavior and expectations for their school year.

Again, thank you for this opportunity to educate your child(ren) as we embark on this journey together.

In His Service,

Clint Steinke  
Administrator

## Foundational Statements

### Vision and Mission

Our vision is to equip young men and women to impact their world for God's glory.

Our mission is to partner with parents in providing an academic and spiritual education that inspires students to be conformed to the image of Christ, equips them to discover truth through the lens of Scripture, and develops their potential for further educational pursuits.

### Statement of Faith

We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit. We believe that the Bible is God's written Word, and is therefore the final authority in all matters on which it speaks. The sole basis of Faith Christian Academy's beliefs is the Bible. It is upon this that the policies and procedures of this Handbook are based. It is the firm belief of the Board of Directors that this school has been raised up by Christ to be a Christian non-denominational school operating in agreement with the following statement:

#### The Word of God

The Bible is the Word of God, inerrant, infallible, and the sole authority for faith and practice.

#### The Trinity

We believe there is one living and true God, eternally existing in three persons: God the Father, Jesus Christ, and the Holy Spirit. That these are equal in every Divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

#### God the Father

We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, justice, righteousness, truth, and love. He mercifully concerns Himself in the affairs of men. He hears and answers prayer. He saves from sin and death all who come to Him through Jesus Christ by faith.

#### Jesus Christ

We believe in Jesus Christ, God's only begotten Son, perfect God and perfect man, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary death of atonement at Calvary, His bodily resurrection, His ascension into heaven, His perpetual intercession for His people, and His visible return to earth.

#### Holy Spirit

We believe in the Holy Spirit who convicts the world of sin, righteousness, and judgment, and comes to regenerate, sanctify, and empower all who place their faith in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide.

#### Regeneration

We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are made alive spiritually, and by the empowering of the Holy Spirit are enabled to live godly lives.

#### The Church

We believe in the universal church which is a living spiritual body where Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ and assembled for worship, work and fellowship. We believe that God has laid upon the members of the local church the primary task of glorifying God, and giving the Gospel of Jesus Christ to a lost world.

#### Judgment

We believe in the personal and visible return of the Lord Jesus Christ, the final judgment, the eternal joy of the righteous, and the endless suffering of the wicked.

## FCA Core Values

### **Centered in Christ - 1 Corinthians 8:6**

- Providing a Christ-centered, God-honoring environment (Colossians 1:18)
- Ministering as a team of believers united in Christ and the mission of a distinctively Christian education (Colossians 1:28-29)
- Encouraging each student to develop a personal and growing relationship with Jesus Christ as Lord and Savior (Colossians 2:6-7; Hebrews 10:24; 2 Thessalonians 5:14-15)
- Following biblical principles in relationships and interactions (Matthew 18:15-17; Philippians 2:3-4; Ephesians 4:32)

### **Teaching the Truth - John 17:17; 2 Timothy 3:16**

- Recognizing that God is the source of all truth, and that the Bible is the inspired, inerrant, and authoritative Word of God (John 17:17; 2 Peter 1:20-21; 1 John 5:20)
- Integrating a biblical worldview into all areas of the curriculum and school program (Psalm 19:1-6; Proverbs 1:7; John 14:6; Romans 1:20)
- Affirming the value of each individual as an image-bearer of God (Genesis 1:26-27; James 3:9)
- Inspiring students to hide God's Word in their hearts, discern truth based on Scripture, and apply biblical wisdom to every part of daily life (Psalm 119:11; Proverbs 3:5-6; 1 Corinthians 2:15-16; James 2:17; 2 Peter 3:28)

### **Striving for Excellence - 1 Corinthians 10:31; Colossians 3:23**

- Pursuing excellence in who we are and all that we do to the glory of God (Colossians 3:17)
- Promoting the spiritual, academic, social, and physical well-being of each student (Psalm 139:13-16; Matthew 22:37; 1 Timothy 4:8)
- Equipping students to develop the thinking, communication, study, and academic skills needed for future educational and occupational success (Ephesians 4:11-15)
- Providing a quality learning experience that engages students, encourages them to reach their full potential in Christ, and focuses on what is best for each student (Philippians 2:12-15)

### **Leading through Service – Matthew 20:28**

- Following Christ's example of service and love in our relationships with others (Mark 9:34-35; Luke 22:26)
- Serving as Christian role models at all levels of leadership, including the board, administration, faculty, and staff (Matthew 5:14-16; Philippians 2:3-4)
- Fostering a faithful board, administration, faculty, and staff who choose to operate not from obligation to a job but from commitment to the ministry (Ephesians 6:6-7; Colossians 3:23)
- Preparing effective servant leaders who will desire to follow biblical principles in their interactions with others, fulfill their responsibility toward good citizenship and mission outreach, give their lives in service to God, and impact their families, communities, and world for Christ (John 12:26; Acts 13:36; Colossians 4:5-6)

### **Partnering with Parents – Proverbs 22:6**

- Recognizing the home as a child's primary educational influence (Deuteronomy 6:7)
- Collaborating with parents who affirmatively support and cooperate with the school's Christian philosophy of education, core values, mission, and vision (Ephesians 4:1-3)
- Encouraging families in their association and participation with a local Bible-believing church (Hebrews 10:24-25)

## **EXPECTED STUDENT OUTCOMES**

As a Bible-based ministry we desire to provide a quality education from a Christian perspective, which teaches the student:

1. To understand and use the fundamental processes in subjects such as reading, writing, speaking, listening, and mathematics, history, science, etc. so as to facilitate communication with and relating to others.
2. How to research and reason logically from a biblical perspective.
3. Creating and critical thinking based upon the proper use of biblical criteria for evaluation.
4. Good citizenship through an understanding and appreciation of our Christian and American heritages.
5. To develop an appreciation and ability for creative expression through the arts.
6. Physical fitness, good health habits, and wise use of the body as the Temple of God.
7. To worship a holy God through a worship team, choir and other worship opportunities.
8. Utilize athletics to honor God through God-centered competition, learn to respect authority (coaches, referees) and develop leadership qualities for student athletes.

Give individual attention to students in the promotion of spiritual growth by helping students:

1. Know and obey the will of God as revealed in the Scripture, thus equipping them to carry out God's will daily.
2. Understand as Christians their place in the body of Christ, and its worldwide mission, providing opportunities for the students' involvement in this task. (Ephesians 4:12, 1 Corinthians 12:1-31, Matthew 28:19-20)
3. Know biblical character qualities and provide opportunities for them to demonstrate these qualities. (1 Samuel 16:7; Galatians 5:22-23; 1 Timothy 4:7; 1 Corinthians 9:24-27; Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
4. Develop a Christian world-view by integrating life, and all studies, with the Bible. (2 Peter 1:3)
5. Learn how to study God's Word. (2 Timothy 2:15)
6. Develop biblical skills for personal and social relationships. (Psalm 119:9; Ephesians 4:12)

Teach biblical truths in an environment, which demonstrates God's love by:

1. Providing opportunities for the student to confess Christ as personal Lord and Savior. (Romans 10:9-10)
2. Presenting the basic doctrines of the Bible, stressing the importance of hiding God's Word in one's heart. (Titus 2:1; Psalm 119:11; Psalm 1:1-13)
3. Emphasize the necessity of church/school/home relationships for the total development of the child.
4. Aiding families in Christian growth and helping in the foundation and development of Christ-centered homes. (Ephesians 5:22-33; 2 Peter 3:18)
5. Cooperating closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
6. Assisting parents in keeping current with the changing culture and the implications of those changes for their children. (Proverbs 22:6)
7. Encouraging regular attendance and involvement in the local church. (Hebrews 10:24-25)



## Hours, Cancellations, and Visitor Info

### CALENDAR

See the official school calendar on the school website for start date, days of vacation and general information.

### HOURS and CONTACT INFO

7:30 a.m. – 3:00p.m. Summer hours will be posted on the website and at the school entrance.

Elementary- 7:50am- 2:30pm

MS/HS- 7:40am- 2:40pm

Address:

225 S. 28<sup>th</sup> Ave.

Wausau, WI 54401

Elementary Phone: (715) 842-0797

MS/HS Phone: (715) 218-8098

Fax: (715) 849-1042

Website: [www.faithca.org](http://www.faithca.org)

### CANCELLATION

Announcements of school closing due to weather or other reasons will be made as quickly as possible to parents and staff. Announcements will be over WSAW (Ch.7), WAOW (Ch.9), 89Q, the school's Facebook page, email announcements, and text messages. Please refrain from calling the administration or faculty for this information. If abrupt changes in the weather occur during the school day, parents should listen for special announcements through the above mentioned means. We will take into account the 4 school districts that bus students to FAITH in making these decisions.

### VISITORS

Student visitors who are interested in attending are allowed on a controlled basis throughout the school year.

Students wishing to bring other students to school with them must first receive permission in advance from the Administrator. Visitors must be dressed consistently with the school dress code and be willing to abide by the rules and regulations of the school. ~~No visitors are permitted during standardized testing week, Spirit Week, or exam-weeks.~~ School leadership reserves the right to make exceptions when deemed appropriate.

All visitors and guest speakers must sign in at the office upon arriving and sign-out when departing school.

### LOST AND FOUND

Parents are urged to put labels on students' personal items and clothing. When items are found on the premises or left behind after school, they are put into the Lost and Found. If lost items are not claimed by the end of each quarter, then those items will be given to a mission or disposed of.

## Admissions & Attendance

### ADMISSIONS

Faith Christian Academy admits students of any race, gender, color or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Families new to Faith Christian Academy will be interviewed by the Administrator to determine the student's eligibility to enroll at FAITH. Former students wishing to re-enroll in FCA may need to have another interview based on the discretion of the Administrator. At least one of the parents from each household must proclaim Jesus Christ as their personal Lord and Savior. All parents must accept the Faith Christian Academy mission, vision, and statement of faith. On occasion, the atmosphere or conduct within a particular home or the professed beliefs or behaviors of a student or parent may be counter to the biblical lifestyle the school espouses. While enrolled at Faith Christian Academy, all students and parents are expected to exhibit the qualities of a Christ-like life as taught in the Bible and are to refrain from certain activities or behaviors. This includes, but is not limited to, sexual immorality or refusal to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a student. Students that are deemed academically qualified, desiring spiritual growth, in agreement with FAITH's policies and goals, prepared to handle the program demands, and pass the interview are eligible for admission.

#### Re-Enrollment

Re-enrollment/pre-registration for students who attend Faith Christian Academy begins January 1<sup>st</sup> after the board has approved the tuition and fee schedules. Open registration for new Faith Christian Academy students begins February 15<sup>th</sup>. Returning students are not guaranteed a spot if the enrollment is completed after February 15<sup>th</sup>. The enrollment fee must be paid to ensure your spot. The application fee does not ensure your spot. A waiting list will be created after the classes are full based on the completion of the enrollment forms and enrollment fees.

#### Withdrawals

If it is necessary for parents to withdraw their children, notify the office immediately. Families will be required to pay the remainder of the month tuition.

### ATTENDANCE

It is recognized that parents may withdraw a child from school for various private reasons; however, please bear in mind that whenever a child is absent, an extra burden is placed on the teacher and the student to help him/her to catch up on their work upon return. Therefore, we ask parental cooperation in the following procedures:

Parents are asked to telephone the school office by 8:10 a.m. on the day a student is absent. Please request your student's homework at this time and it will be ready by the end of the school day. Parents are then requested to send a written excuse to the school office on the day the student returns to school. The school office staff will attempt to make contact with each family the day that a student is absent, if the school does not receive a phone call from the parents.

#### Virtual Attendance

Students attending FAITH classes virtually as a result of COVID or other reasons due to illness or school shutdown will be marked via RenWeb as RP (Remote present). When a student is virtually present it means the teacher is working the student on a consistent basis both via email and/or virtual meetings to discuss assignments and evaluations.

#### Arriving Late to School

Students arriving late to school must check in at the school office to get a pass before going to their classes.

#### Early Dismissal/Leaving Campus

When it is necessary for a student to leave school early during a school day, the student must sign out in the office in the presence of an authorized staff person. Students and parents are reminded to turn early dismissal notes to the office by 8:15 a.m. so those names can be put on our daily attendance list of early dismissals.

#### Leaving the Building or School Property

Students will not be permitted to leave the school property during the school day unless parental permission has been given to the school office for specific appointments. The only exception is that seniors are allowed to leave for lunch. Students must sign out and back in when returning the same day at the office before the end of the school day.

#### Excused Absences

Students who miss one or more classes because of personal illness, death in the immediate family, or family emergencies will receive an “excused” absence and will be allowed to make-up work. These absences will be for reasons over which the student and his parents have no control.

#### Pre-Excused Absences

If a student is going to be absent from school for a family or church activity, he must bring a note from home before the absence takes place. All such absences will be treated as excused absences. All work must be completed and turned in at the teacher’s discretion.

#### Unexcused Absences

All absences from school not covered in Excused or Pre-Excused absences above will be considered one a case-by-case basis. All homework, tests, and quizzes must be made up.

#### Accumulated Absences

Absences from class must not exceed 10 days per year without a written doctor’s excuse. A student accumulating more than 10 days of unexcused absences is truant whether these are consecutive or not. State law requires that a school must report excessive truancy to Human Services, which may involve state sanctions on both the student and parent.

#### Medical and Dental Appointments

Appointments should be arranged so that they will not interfere with classes. If this is impossible, students should obtain a note from the medical professional verifying the visit. This note should be turned into school upon arrival back at school.

#### School Days/Inclement Weather

WI law requires that a total of 875 school hours be taught for private schools. We exceed that amount and as a rule-of-thumb, follow the Wausau School District Calendar.

#### Tardiness

The school day begins at 7:40 a.m at the MS/HS and 7:50 a.m at the elementary. Students arriving late must sign in at the school office. A parent should accompany K3-5<sup>th</sup> grade students. Students in grades 6-12 must either have a note or be accompanied by a parent. Three unexcused tardies per quarter will result in a detention. *Excused* tardies include situations beyond control such as family emergencies, road or car trouble and weather conditions. After ten unexcused tardies in a semester, a report may be filed with Human Services.

Students arriving to school after 11:30 a.m. or leaving before 11:30 a.m. are counted absent ½ day.

#### Attendance in Assigned Classes

No student has the right on his own to change from a class to which he has been assigned. A request may be given to the Guidance Counselor and/or Administrator if a class change is desired. Any permanent change must be approved by the Administrator. **Course changes need to be approved within the first two weeks of the semester.**

### Participation in Extracurricular Activities

Students participating in extracurricular activities such as band and choir concerts, sports events, and banquets will be expected to be in attendance at school for at least a half-day on the day of the activity or the half-day before if that activity occurs on a Saturday. Absences due to doctor appointments are excluded.

### Make-Up Work

Upon returning from an absence, it will be the responsibility of the student to see each of his/her teachers to find out what work needs to be made up. When the absence is excused, a student will have the day of returning to school, plus the length of the absence to make up the missed work unless other arrangements have been made with the teacher. For example, if a child misses a Thursday and Friday due to sickness, then he/she will have until the end of school on the following Wednesday to make-up missed work.

Failure to complete the work in the allowed make-up period will result in a failing grade being recorded for that work. All tests and quizzes on material covered during the absence will be due according to the discretion of the teacher.

Classwork, tests, quizzes, etc. missed because of unexcused absences will be counted as an F.

### Medications (see Health and Safety)

### Transportation

#### *Elementary School Pick-up:*

Care and safety should be foremost while picking your child up after school. Children are to remain in the building under the supervision of staff until the parent arrives or the child is released to their mode of transportation to leave the school. Once the parent receives the child the parent assumes all responsibility. Students that are not picked up in the approved manner will be taken to the office or a designated room where they can be picked up by the parent. If the parent needs to see a teacher, they should park and come into the school after the busses have left.

#### *Student-driven Vehicles:*

Students driving to and from school assume an extra responsibility for the safety of other students and for maintaining the respect of others. To encourage this safety and respect, our student drivers must follow these regulations:

- All student drivers must register their vehicle with the school office.
- Do not exceed 10 mph in the parking lot.
- Park only in designated areas.
- Follow the traffic flow – do not “drive around” in the parking lot.
- Horseplay or reckless driving will not be permitted at any time.
- Do not allow other students to drive your vehicle on the Faith Christian Academy campus.
- Permission from administration must be obtained to go to your vehicle during the school day.

## Academics

At Faith Christian Academy, it is our mission to equip students to discover truth through the lens of Scripture. Learning is directly related to who we are as believers in Christ. Therefore, each class offered at FCA will be taught from a biblical perspective, and our teachers will consistently use approaches that also display that biblical perspective. Teachers will purposefully and appropriately expose their students to different worldviews, some that may not be Christian in content or authorship. Although this is done intentionally, it will be done with the greatest of care to help students develop their potential for further educational pursuits as well as to help them become conformed to the image of Christ by living out their faith and being discerning in all areas of their lives.

### Adding or Dropping a Course

Please take great care in choosing your courses. It is not recommended that a student change his/her schedule unless an unforeseen event takes place. If you are in such a circumstance, please talk to the Guidance Counselor or Administrator, at which point you will be asked to fill out a Drop/Add form. This form will need to be signed by the parent(s) and the teacher(s) involved before permission may be granted to drop or add a class.

### Bible Class

Bible is a required class at FCA. Bible class is not a religion class in which a denomination's particular doctrinal positions are studied. Students are encouraged to apply the truth of God's Word to their lives and to love the revelation of God in the Bible. Those who fail might not be permitted to enroll the following semester or year.

Issues of doctrine that divide Bible-believing Christians are avoided in the sense that the school does not take dogmatic positions on divisive issues. Please refer to the *Statement of Faith* for our core beliefs.

### Curriculum:

#### **FCA Elementary Courses**

Math	A Beka
Science	A Beka
History	BJU
Reading	A Beka/BJU
Spelling	A Beka/Purposeful Design
Penmanship	Zaner-Bloser/Handwriting without tears
Writing	Six Traits of Writing/BJU

#### **FCA Middle & High School Core Courses**

6th	Math	McDougal Littell
	Spelling	BJU
	English 6	BJU
	World Studies	BJU
	Science	BJU
7th	Math	McDougal Littell
	Spelling	BJU
	English 7	BJU
	Social Studies	BJU
	Science	BJU
8th	Math	McDougal Littell
	Spelling	Wordly Wise
	English 8	BJU
	American Republic	BJU
	Science:	BJU
9 <sup>th</sup>	English: Fundamentals of Literature	BJU
	Algebra 1	McDougal-Littell

	Physical Science	BJU
	Social Studies: World History	BJU
10 <sup>th</sup>	English	BJU
	Geometry	McDougal-Littell
	Biology	BJU
	Social Studies:	BJU
11 <sup>th</sup>	English: American Literature	BJU
	Geometry	McDougal-Littell
	Science: Anatomy	BJU
	U.S. History	BJU
	Economics	BJU
12 <sup>th</sup>	English: British Literature	BJU
	Advanced Math	McDougal-Little
	Physics/Chemistry	BJU
	American Government	BJU

#### Conferences/Visitation

Parents who desire to confer with their child's teacher should feel free to contact the teacher to set up an appointment. If a parent wishes to visit a class, please contact the school office ahead of time. Please do not go directly to the classroom without making arrangements with the office.

#### Dual Credit Policy

To be enrolled in a Dual Credit program, students need to be full-time enrollment status. Dual Credit programs offer college credit at a discounted rate as well as covers half of the tuition cost, leaving the other half the responsibility of the students' family.

#### Exams

Students in grades 6-12 have exams that cover their course work for the semester. Exams are given to all students in each class. The only exception to this will be for seniors during the second semester who have maintained an "A". Teachers may give an end-of-the-semester (or year) project if they chose. In rare situations where seniors do have an "A", they may be required to take the final exam if the teacher and Administrator determine this would be most helpful and beneficial for learning the classes' content.

#### Grading System and Report Cards

Parents will be given updates on your child's grades through RenWeb. Each time a teacher adds a grade to RenWeb, you will be notified of that grade by an email. Parents also have access to each of your child's class grades through RenWeb's Parent Page. Progress reports will be sent home after the first four weeks of each quarter to every student. Report cards will be sent home via RenWeb at the completion of each quarter. The semester grades are cumulative, including both quarter grades as well as the exam grade. A hard copy of your child's report card will be mailed home at the conclusion of the school year if requested. The following scale and notations are used\*:

Regular classes will be graded as follows:			Honors classes will be graded as follows:		
A+ 100-97	A 96-93	A- 92-90	A+ 100	A 99-94	A- 93
B+ 89-87	B 86-83	B- 82-80	B+ 92	B 91-86	B- 85

C+ 79-77	C 76-73	C- 72-70	C+ 84	C 83-76	C- 75
D+ 69-67	D 66-63	D- 62-60	D+ 74	D 73-71	D- 70
F below 60			F below 60		

\*Kindergarten has its own report card and grading system.

#### Graduation Requirements:

***\*Please see chart on following page which denotes specific graduation requirements for all FCA seniors.\****

FCA has a four-year high school program, consisting of freshman, sophomore, junior and senior years. In order to graduate from FCA, students must complete an entire senior year of core courses\* at FCA, and accumulate 27 credits during his/her high school years as follows:

Course	Credit
Bible	4
English	4
Social Studies	3
Math	3
Science	3
Health	.5
Physical Education	1.5
Fine Arts	1
Foreign Language	2
Electives	5
Total	27

The following scale is used for determining graduation honors: Cum Laude 3.5-3.7; Magna Cum Laude 3.8-3.9; Summa Cum Laude 4.0.

#### Honors Classes

Honors courses may be offered in English, Science, Math, and History. These optional courses can only be attended after receiving permission from the Administrator and the appropriate department head. Each honors course will run simultaneously with the regular class, however, the honors requirements will be more rigorous. Additional requirements (books to read, papers to write, or projects to complete) will be added to the classwork and the grading scale will be tougher (as shown below). *In order to graduate with honors, a student must have a cumulative GPA of 3.7 or higher.*

#### Homework

FAITH tries to maintain a “fair and balanced” approach to homework. Obviously, some evenings will require that more time is given to homework. Good communication between the teacher and the parent is a key to managing the homework load. Please speak to your child’s teacher immediately if you have concerns in this area. **There should be no homework on Wednesday nights as we encourage students to attend Wednesday night church activities.**

#### Honor Roll

Students who achieve all A’s will be on the Administrator’s List. Students with A’s and B’s will be on the Honor Roll. Those that turn in all assignments during a given quarter will be on the Diligent List.

#### Additional Awards

At the conclusion of the school year, FAITH students receive character and achievement awards along with the academic awards.

### Late Work

All assignments are to be turned in on time. For late assignments, the grade is entered into RenWeb as a "0" and then the student has until the end of the chapter/unit to make up the work for up to 50% credit. If a student is absent, he/she is responsible for the material he missed during his absence. No penalties are given for excused absences.

### Lost Books

If a student loses a book, and a new (or used one) is needed to replace the book, then it is the responsibility of the student to reimburse the school the fair market value of the book.

### Parent-Teacher Fellowship

Twice during the course of the school year, Parent-Teacher-Fellowships will be held to share important information, updates and have time of fellowship (i.e. "Back to School Night" at the beginning of the school year). Parents are encouraged to attend all of these important meetings.

### Physical Education Program

All students in grades K-12 are enrolled in Physical Education and must be appropriately dressed for class. Students are graded on the basis of effort, participation, and progress. Conditioning and skills are emphasized. No more than 5 consecutive days of physical education may be excused without a doctor's excuse.

### Promotion

Students must demonstrate satisfactory academic and behavioral progress and proper credit progression to be promoted to the next grade level.

### Quality of Work

Teachers expect high standards of work from the students. Students are expected to: be prepared for class with all materials, have homework done on time, work to achieve their full potential, follow guidelines and standards of quality work, and respond with respect when guidance and correction are given by FCA staff. Honesty and integrity are to be demonstrated by the students at all times.

### Repeating Courses

Students who receive the grade of an "F" will be allowed to repeat a course. If the student did not receive an "F", but desires a retake, then a parent must make this request. The Administrator and Guidance Counselor will determine if this seems reasonable to advance the student's academic performance. If school officials conclude that this is beneficial, then the student will be allowed a retake.

\*Parents of seniors, please note that if your senior has an "F" in any class prior to the Senior Trip, your child will NOT be allowed on the trip regardless of funds raised, etc.

### Registration and Scheduling

All full time FAITH students must be enrolled in a minimum of five courses for each semester during the school year. This will allow each student several study halls per week, as well as maintain the appropriate balance needed for a quality education. Parents are encouraged to review their child's progress in meeting the requirements that FCA has set for graduation. Any questions or guidance can be obtained from the administration and/or teachers. Priority in class choices will be given to seniors first, followed by juniors etc.

### Schedule Changes

Students in the junior and senior high may make schedule changes during the first two weeks of the semester without affecting their transcript. In most cases, students will not be permitted to add a class after the ten-day schedule change period. Withdrawing from a course after the ten days will be recorded on the student's transcript as either WF (withdrawn failing) or WP (withdrawn passing), but will not affect the student's grade point average. **Students will not**



be permitted to withdraw from a first-semester course after the last day of the first quarter or from a second-semester course after the last day of the third quarter. Full time students must be enrolled in at least 7 credits hours during each semester of their enrollment in the senior high program unless special circumstances exist that have been reviewed and approved by administration.

### Supplies

Students will receive a supply list indicating what is needed for the school year. Students are expected to have the needed supplies on the first day of school. Additional supplies may be required based on the needs of individual class work.

### Transfer Credit

All grades will be transferred to the FAITH grading scale by the most reasonable method. Transfer students will have their prior course work evaluated for FAITH credit at the time of enrollment. Scholastic work accomplished through home-schooling or other schools will be evaluated on a case-by-case basis upon receipt of an official transcript. After enrolling as a full-time student, coursework must be completed at FAITH in order to earn an FAITH diploma.

### Transcripts

Requests for transcripts must be made in writing to the FAITH office, and must include the mailing address of the recipient. Normally, when colleges or other programs require official transcripts they expect them to be mailed directly from FAITH. The office needs two weeks to process transcripts.

### Transfer Students

A student transferring to Faith Christian Academy must earn a minimum of six credits at FAITH in order to graduate from FAITH. All other graduation requirements must be fulfilled except the following:

Bible requirements are waived for any years the student was not enrolled in a Christian school.

However, he or she will be expected to fulfill Bible for each year enrolled at FAITH.

## Athletics

FCA currently offers these varsity award sports in the senior high school. Others may be added in the future.

### Girls

Volleyball

Basketball

### Boys

Basketball

### Coed

Soccer

The development of character before winning and personal achievement is emphasized. Each season's athletic awards night is a school highlight. Depending on team needs, 5<sup>th</sup> grade student may be offered the option to play on teams.

### Athletic Eligibility

Student will have a current physical on file at the school prior to practice.

When a student athlete receives two D's or one F grade (cumulative for that grading period or carried into the first week of a new grading period), he shall be on probation. While on probation, students may not play in games, but may participate in practices.

Students may not miss detention because of athletic practices or games.

A student who misses more than a half-day of classes shall not be eligible to participate in a game that day unless it is due to an excused absence. Saturday games require a minimum of one (1) half-day attendance on the Friday.

Students who have not turned in uniforms from a prior sport shall not be eligible to participate in any games in the new sport until such uniforms are turned in, replaced or paid for.

Students who are guilty of substance use (such as drugs, alcohol and tobacco) shall not be allowed to attend practices or participate in games until the school board has met concerning such matter.

Athletic Sign-up and Sport Fees

All *Athletic Forms* and *Sport Fees* are due prior to the first game. These items need to be turned in to the Athletic Director before the student will be allowed to participate. The coach will later forward all forms and fees to the school office after their records have been updated. Please do not send athletic forms or fees to the school office! The fees are as follows:

- \$25 for Elementary School students
- \$50 FCA students
- \$100 Home school students

## Behavior & Discipline

Discipline is necessary for the welfare of the student as well as the efficient operation of the entire school. It is difficult for learning to take place in a classroom unless control and good order are maintained. Therefore, each teacher is given the liberty of making and enforcing classroom regulations in the manner that he deems necessary in light of the standards and guidelines of God's Word and the guidelines of the school.

Faith Christian Academy operates with the understanding that the parent is responsible for the education of the child and that the school staff functions with the authority of the parent while the child is in the care of the school. Faith Christian Academy encourages parents to actively participate in the process of instruction and discipline. Consequently, if a child continues to misbehave or commits a serious act of misbehavior, the parents will be contacted to discipline the child to effect a change in the behavior of the child at school. If the misbehavior continues, it may be necessary for the school to end the student's enrollment at Faith Christian Academy.

In Scripture, the Apostle Paul mentions behaviors we would "put off" as believers in Christ. Faith Christian Academy works in the implementation of its code of conduct to eliminate these non-Christian behaviors in students. The following will not be tolerated at FCA:

1. Falsehood, lying (Ephesians 4:25)
2. Unrighteous anger (Ephesians 4:26)
3. Stealing (Ephesians 4:28)
4. Unwholesome talk (Ephesians 4:29)
5. Attitudes such as insubordination, deliberate disobedience, negative attitude, criticism and griping (Ephesians 4:30)
6. Cause of offense to the Gospel (2 Corinthians 6:3)

In other parts of God's Word, Christ-like behavior is encouraged. It is the desire of Faith Christian Academy to not only have the students "put off" inappropriate behavior, but to "put on" those behaviors that mirror the character of Jesus Christ, such as the following:

1. Respecting people and property (teachers, students, no teasing, no endangering others, no public display of affection) (Hebrews 13:17 and 1 Peter 2:17)
2. Caring for the Temple of God (1 Corinthians 6:19)
3. Moral purity (1 Corinthians 6:18 and 1 Thessalonians 4:3)
4. Appreciating God-honoring music (Ephesians 5:19)
5. Attending Church (Hebrews 10:25)
6. Dressing modestly to honor God (1 Samuel 16:7, 1 Timothy 2:9a)
7. Making right friendships (1 Corinthians 5:9, 15:33 and 2 Corinthians 6:14)

In addition to the above, Faith Christian Academy holds the following as behavioral goals for our students.

- Love for God
- Service to others
- Submission to authority
- Personal discipline
- Purity, goodness, and sincerity

No student has the right to inhibit the teaching and learning process. Students will be expected to take responsibility for their actions. The classroom teacher is the first line of response to coach and correct student conduct. Students are growing and learning each day, and testing boundaries is a natural part of childhood. At the start of the school year, teachers and staff will instruct students on specific routines and expectations for their respective classroom or activity. In response to student misconduct, staff will operate according to the following steps:

### Level 1 - General Misconduct—Teacher/Staff Response

1. Re-teach/correct/coach student according to the expected behavior. Provide reminder/warning.
  2. Continuing misconduct following a recent reminder may result in one or more of the following consequences imposed by the teacher or staff member:
    - a. Loss of privilege which may include recess, lunch, and off campus
    - b. Restitution and/or leading students in reconciling conflict (as appropriate).
- \*Misconduct resulting in the above consequences will be logged into Renweb

### Examples of General Misconduct at School

1. Classroom misbehavior such as blurting, excessive talking, not following directions, etc.
2. Minor peer conflict
3. Improper use of food or drink
4. Dress code violation
5. Repeated late/missing work
6. Running/shouting in hallway
7. Horseplay

### Level 2 - Elevated Misconduct—Referrals to Student Services and/or Administration

Students who fail to respond to the teacher's correction strategies over time, OR if behavior is elevated in nature according to the FAITH expectations, the teacher/staff member may initiate elevated consequences with a referral to Student Services for intervention:

1. Following a Behavior Referral, the Student Services Coordinator will meet with students and discuss/counsel student regarding the behavior.
2. Consequence appropriate to the infraction will be implemented. One or more of the following consequences may be implemented by Student Services or Administration:
  - a. Lunch Detention (K-5).
  - b. Afterschool Detention (6-12)
  - c. Suspension
  - d. Restitution and/or leading students in reconciling conflict (as appropriate).
  - e. Discipline Referral
  - f. \*Conduct referred to Student Services or Administration will be logged into Renweb by the Student Services Coordinator. A notice will be sent to parents via Educate before the end of the day.

### Examples of Elevated Misconduct at School

1. Insubordination (failing to comply with a reasonable request or showing disrespect for the staff member or the school)
2. Repetitive lack of compliance following correction/reminders such as general misbehavior, dress code violations and disregard for previous reminders or corrections
3. Excessive absenteeism, tardiness, or truancy
4. Ongoing missing, incomplete, or poor academic effort/performance
5. Repeated forgery, cheating, lying, or plagiarism
6. Unauthorized leave of school grounds or leaving the designated school areas
7. Use of profane or obscene language or actions
8. Use of demeaning or threatening words, images, or actions

9. Physical attack/fighting directed toward another person
10. Displaying or creating images, drawings, phrases, posters, or notes (publicly, private, or among peers) that are unkind, offensive, or threatening
11. Defacement of school or private property on school premises
12. Discriminatory words or actions against someone based on race, socioeconomics, age, national origin, sex, or disability
13. Repeated unauthorized use of personal cell phone, Smart watch, or personal device use during school hours
14. Willful maltreatment or negative/unauthorized use of school-issued technology hardware, personal cellphones, Smart watches, or other devices
15. Gambling (exchange of money or goods by betting or wagering)
16. Public display of affection with another student on school premises or on school field trips

### Level 3 - Serious Misconduct

In response to serious misconduct, OR if measures of correction have been implemented and behavior fails to improve with consistency, the teacher/staff will contact Student Services and/or Administration immediately. A meeting with parents will be scheduled to determine the next steps appropriate to the behavior concerns. Action steps may include one or more of the following:

- a. Referral to outside support services
  - b. Behavior Plan
  - c. Conditional Enrollment
  - d. Out-of-school suspension
  - e. Pre-expulsion
  - f. Immediate Expulsion
  - g. Law enforcement (if applicable)
- \*Serious conduct concerns/documentation will be logged into Renweb

### Examples of Serious Misconduct at School

1. Repetitive or heightened insubordination with ongoing/excessive behavior misconduct, or showing overt disrespect for the staff member or the school.
2. Unauthorized leave of school grounds or leaving the designated play areas for recess.
3. Excessive truancy or absenteeism.
4. Violence or physical attack/fighting directed toward another person.
5. Bullying – the intentional and repeated pattern of demeaning or controlling another person through insolence, name calling, recruiting others against them, intimidating, hurting, or threatening them
6. Harassment (physical or sexual) – conduct that affects a student’s ability to benefit from an education program or activity or creates a threatening or abusive educational environment.
7. Willful or repetitive discrimination against someone based on race, socioeconomics, age, national origin, sex, or disability.
8. Unauthorized use of technology including pornographic material, sexting, social media hating/bullying, other negative comments that depart from the mission of FAITH.
9. Possession/displaying pornographic, violent, or unwholesome material.
10. Sexual misconduct.
11. Theft.
12. Willful destruction or defacement of school or private property on school premises.

13. Implied or actual possession of any weapon, chemical weapon, or explosives including fireworks.
14. Participation in any illegal activity in or out of school.
15. Use, sale, possession, or distribution of tobacco products, alcohol, drugs, including vaping or juuling at any time.

Disciplinary Definitions (Alphabetized) • Behavior Plan: A Behavior Plan is an outline of identified behavior challenges along with goals for improved behavior. The Plan outlines the partnership responsibilities between students, parents, and teachers that are developed to support behavior improvement. Student Services will work closely with teachers to craft a plan and schedule a meeting with parents. Once the Plan is in place, a follow-up parent meeting will be scheduled to track progress.

- Behavior Referral: Student Services and/or Administration will meet with a student following a teacher/staff Behavior Referral. Steps include but are not limited to a conversation about the incident, counsel, prayer, and call or meeting with parents. Repeated Behavior Referrals may lead to a parent meeting with the Student Services Coordinator and/or Administration.
- Conditional Enrollment: Students failing to adhere to FAITH expectations may be placed on Conditional Enrollment status. This is determined by the school Administrator based on the nature and frequency of inappropriate behaviors reported. Should Conditional Enrollment status prove ineffective, enrollment may be discontinued.
- Educate Conduct Documentation: The student portal, Renweb, provides a space for conduct documentation entered by teachers and staff when behavior falls outside of typical child misconduct and correction. Entries are made if behavior is repetitive or elevated in nature.
- Detention (Grades 6-12): Detentions are served Monday, Wednesday, or Friday afterschool, 2:50-3:30 pm
- Expulsion: If FAITH Administration has exhausted all efforts of disciplinary measures, or if a student's behavior has continued or escalated to a point that is unsafe, illegal, or beyond the scope of FAITH resources, Expulsion may be necessary.
  - o When the Expulsion process is initiated, a date of withdrawal from school will be set and the withdrawal procedure followed. The determined date may be immediate.
  - o Recommendations for Expulsion will require the approval of the Administrator.
  - o If a student is dismissed from FAITH, the parents are obligated to pay the full year's tuition unless circumstances warrant tuition forgiveness at the discretion of the FAITH School Board.
  - o School records will be provided for transfer once tuition and fees are reconciled.
- In-School Suspension (ISS): A student may be assigned in-school suspension for continued misconduct OR for elevated or serious misconduct. In-school suspension is defined as the removal of a student from the classroom to an isolated workspace for the day or portion of the day. The student is responsible for completing all given assignments on time.
  - o The Student Service Coordinator or Administration will contact parents when ISS is warranted.

o Student conduct and documentation of an assigned ISS will be documented in the student's Renweb profile.

- Lunch Detention (K-5): Students assigned to lunch detention will eat lunch in the classroom with their teacher for general misconduct corrective measures. For elevated misconduct, lunch detention will be served with the Administrator or Principal. Students will also lose their recess time during a lunch detention.

- Restitution: Part of coaching students in their development is to help them learn from their mistakes by taking responsibility for their actions. When appropriate, students may be assigned a form of restitution to understand the impact of their choices and to initiate steps to "make it right" to those affected. Teachers or the Student Services may assign restitution as part of the behavior coaching process whenever appropriate.

- Suspension: A student may be suspended from school for 1-10 days (about 1 and a half weeks) following serious misconduct and is a decision made by Administration. Specific changes in attitudes with a commitment to grow and improve will be expected prior to readmission.

o At re-admission Administration will meet with the student upon return to school.

\*Repetitive suspensions will result in an enrollment evaluation meeting with parents, Student Services, and Administration.

### Corporal Punishment

It is the policy of Faith Christian Academy to administer discipline according to Godly principles. Though corporal punishment is prescribed in the Scriptures as a means of discipline, it is not the policy of FCA to use this method of punishment. Therefore, no teacher, staff member, administrator, board member, or volunteer will use corporal punishment in disciplining a student. The only circumstance in which any physical force may be used is to protect the child or others from harm. When physical force is used in such cases, the objective is to restrain the child from harm or harming others until further assistance arrives.

### Abuse or Damage of Property

Students are expected to treat school and the property of others with respect. Any abusive use or damage of property may lead to a fine being assessed to the student's monthly account or possible expulsion. The list below shows some examples of abuse or damage to property.

- Writing or scratching on furniture or school property
- Hitting, kicking, scratching lockers
- Leaning back or standing on chairs
- Throwing or writing in test books
- Hanging on basketball rims
- Hitting, removal or abuse of ceiling tiles
- Writing on restroom walls

### Dress Code

In Scripture we are instructed to glorify God in all that we do, which includes standards of dress. It is the desire of Faith Christian Academy for faculty, staff, and administration to be sensitive to the changing trends of dress or hairstyles and to not make an issue of these things as long as they are in accord with the following code, and if they do not detract from the educational process of the individual student. Therefore, some styles of dress, while not necessarily wrong, are not appropriate for our school.

It is also the desire of Faith Christian Academy to help the students become sensitive to how they appear and to develop a personal code of dress that reflects a Biblical standard. As Christians, we are often subject to the standards and expectations of others. While dress is largely a matter of taste and custom, we should be willing to forgo our liberties if the well-being of others will be served. In Philippians 2, we are exhorted to look not only to our interest, but also to the interest of others. Our appearance should not be immodest or draw inappropriate attention to ourselves, but rather should accentuate the inner qualities and character which bring glory to God.

As adolescents seek to establish their male or female identity, they may resort to certain fashion trends that can be distracting to other students and not respectful of their own bodies. In an effort to raise the bar on current popular fashion standards, the guidelines at FCA are intended to be counter cultural in terms of modesty and respect. We should expect some push back from our students on these rules as that is a developmentally normal response for them. Nevertheless, we will expect the following guidelines to be followed by our students and staff:

1. No see through or sheer fabrics.
  2. If leggings or skin tight clothing is worn, a loose layer shall be over it, and provide coverage to the mid-thigh, allowing for coverage of body contours when bending or sitting.
  3. No logos or graphics that would dishonor God.
  4. No sleeveless or tank tops that reveal undergarment straps.
  5. No breast cleavage.
  6. No hats will be worn in the building.
  7. No midriff baring tops.
  8. No pants/jeans with tears that expose skin of the upper thigh or underwear area.
  9. Skirts and dresses should be long enough to allow for modest coverage when sitting, bending, etc.
  10. Pants should be worn high enough to provide full coverage—no underwear showing.
- If clothing is felt to be not appropriate for adolescents in a God honoring, Christ centered learning environment, then parents will be notified and appropriate steps taken.
11. Shorts and skirts should be modest with the length to cover mid-thigh.

**Jewelry:** Jewelry should not be distracting. Tattoos are discouraged but if present prior to enrollment at FCA they should be covered at all times.

The school reserves the right, in its sole discretion, to prohibit any hair coloring or styling, dress, or other personal appearance choices in either boys or girls that it deems detracting from the educational process and/or in direct opposition with biblical principles. This code is not intended to limit the right of school administration to establish rules or restrictions regarding manner of dress that disrupts or threatens to disrupt the learning environment. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing or other paraphernalia, the Administrator will use his/her discretion to make the final decision. Students who violate the rules may be sent home by the Administrator. Repeated violations of school rules may constitute grounds of suspension or other appropriate action to correct the situation. The FCA Board of Directors also reserves the right to initiate policy changes throughout the school year, as it deems necessary.

#### **Electronics**

Students may only bring materials necessary for education into the classroom. Music, video, texting, and other similar items are not allowed during school hours without special permission from the Administrator. Cell phones and other electronic devices must be left in lockers. Any emergency communication to students needs to be routed through the school office.

#### **Sexuality Policy**



Faith Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle that the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. See Leviticus 20:13 and Romans 1:27.

Definition: *Biological sex* refers to the biological condition of being male and female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

Facilities policy: Notwithstanding any other board policy, 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 (changing costumes during a drama performance, etc.), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

#### Social Media

FCA views the use of social media in a manner similar to the dress code. Use should be in good taste and in a manner that brings honor to God, rather than in any way which may distract from His goodness. Therefore, students are not allowed to post material which is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile toward any individual or group of individuals. No phone numbers, email addresses, or other confidential information of any person may be posted. Abuse of these standards may result in disciplinary action.

#### Weapons, Alcohol, Drug, and Tobacco Use

Weapons (guns, knives, or any other item that could cause bodily harm), alcohol, drugs, and tobacco are forbidden. Food and beverages must be stored and consumed only in designated areas.

#### Miscellaneous Items

All school areas are to be kept neat and clean.

Students are restricted to authorized areas of the building.

Snowball, ice, or rock throwing is prohibited.

*The School Board will have the final say on all school rules.*

## Financial Information

### Payment Policy

*Faith Christian Academy seeks complete accountability in every area of finance. Consistent checks and balances are critical to achieve this goal. It is therefore important for families, staff and others to qualify each and every payment made to FCA. In an effort to serve you better we ask that the following protocol be followed:*

Monthly tuition payments must arrive at the school office on or before the due date.

For greater ease in making payments, an ACH withdrawal can be set up.

If writing a check, please make all checks payable to Faith Christian Academy or FCA.

Please mark the "designation" on the memo line of your check.

All currency/coins must be sealed in an envelope and marked with the individual's name, date, and the amount enclosed.

**Please do NOT submit any loose cash/coins outside a sealed and marked envelope!** (Preferably no coins.)

### Tuition Assistance

Faith Christian Academy uses FACTS, an outside independent source, to analyze financial data and determine the needs of those who apply for tuition assistance. The amounts available will fluctuate from year to year. The amounts are based on the gifts given to the school. Anyone wishing to apply for this assistance may do so by securing an application from the school office or applying online.

### Late Payment and Refund Policy

Monthly payments must arrive at the school office on or before the tenth day of each month. Unless arrangements are made with administration, tuition payments that are 5 days delinquent will be charged a late fee of 1.5% with a \$10.00 minimum each month. If an account is more than 30 days past due with no arrangements made, the students represented by that account will not be able to attend classes.

Fees for registration are non-refundable. Fees for books, materials, and activities may be refunded if requested in writing prior to the first day of classes. Otherwise no refund will be given unless there are special circumstances that have been reviewed and approved by administration.

All school debts must be settled before a student is allowed to graduate.

### Lunch Program

Lunches are made available for purchase during special lunch offerings. Lunches and/or drinks will be posted on RenWeb, orders will be sent via email.

### Eligible Education Expense Policy

The Educational purpose of the school is to provide an excellent Christ-centered educational experience that includes being devoted to the study of God's Word (The Bible), so we can use Scripture as the lens we look through in relationship to all content areas such as English, Math, Science, Social Studies, and other content areas. We value the example of Christ and utilize Biblical principles such as service learning, community relationships, mission trips, and others to help facilitate the expected student outcomes we see so valuable.

Eligible Education Expenses for our 4K program through 12<sup>th</sup> grade can include but is not limited to:

1. General classroom supplies (including desks/tables/chairs, technology upgrades and maintenance, posters, pencils, age appropriate activities etc.)

2. Curriculum materials (texts, workbooks, manipulatives)
3. Travel expenses for teacher trainings
4. Building maintenance and cleaning services
5. Professional fees and organizations (ACSI Accreditation, DPI Audit process)
6. Administrator/teacher/office/aide salaries
7. Insurance costs and other prevention measures
8. Field trips and other co-curricular items
9. Office supplies (printing, stationary costs, etc.)
10. Internet, copying, telephone services

Faith Christian Academy's 3-year-old program will not be considered Eligible Education Expenses including the salaries of any of the full-time and/or part-time employees. Faith Christian Academy will ensure proper accounting to ensure their evidence to support.

Our goal is to ensure that we can provide the best educational experience possible through the lens of Scripture.

#### Capitalization Policy

##### Purpose:

The purpose of this policy is to establish the minimum cost that shall be used to determine the capital assets that are to be recorded for Faith Christian Academy's annual financial report.

##### Tangible Property Defined:

A capital asset is defined as a unit of property that (1) has an economic useful life that extends longer than 12 months and (2) was acquired or produced for a cost of \$1000 or more. Capital assets must be capitalized and depreciated for financial statement purposes

##### Threshold and procedure:

The general capitalization policy is that all equipment and other fixed assets costing more than \$1,000 will be recorded as an asset. Faith Christian Academy will not group items for capitalization purposes. Cost of items will be recorded at historical cost with acquisition date included.

Any report or maintenance would be capitalized when costing in excess of \$5,000. If the expenditure will extend the useful life of the asset or will be improved, then that will determine if there is a capitalization need for purchase or improvement.

All capital assets will be depreciated based on their estimated useful lives. Straight-line basis for depreciation will be used and charged at the beginning of each month that the asset is used.

Fully depreciated fixed assets will remain on the organization's statement of financial position until they are disposed of or otherwise deemed worthless.

##### Types of Assets:

1. Educational Media
  - a. Instructional and administrative items that serve a purpose for more than a year
  - b. Media includes: audio-visual materials and computer software

2. Equipment

- a. Classroom, office and other equipment that serves an educational purpose for more than a year
- b. This includes desks, furniture, lockers, computers, copiers and vehicles
- c. These assets typically have a useful life of 5-7 years

3. Land

- a. Land or preparation for its intended purposes. This can include demolition of an existing building and other site preparation or improvements to ready land for its intended use

4. Buildings

- a. Buildings and building components such as lighting fixture, built-in lockers, heating, ventilation and wiring systems.

5. Land improvements

- a. Improvements that add functionality to the land. Examples include sidewalks, fencing, installed playground equipment and landscaping.
  - i This useful life is typically 15-30 years.

Electronic Funds Transfer (EFT) Policy:

An electronic funds transfer (EFT) can be used for tuition payment. Authorizations must go through the office by filling out the necessary forms. Funds for the EFT payments are authorized by the bookkeeper or Administrator only and are scheduled to be deposited into the school's account on the 10<sup>th</sup> of every month. Changes to the EFT need to be worked through the school's accountant (bookkeeper). Certain monthly payments for internet, electricity, payroll can be established by Administrator or bookkeeper if there is a need.

## Health & Safety

### Immunizations

Wisconsin State Law does not require that all students be immunized. For parents choosing not to have their child immunized, waivers must be granted for reasons related to health, religious, and/or personal convictions. The Department of Health Services' Record of Immunizations (including any waivers) will be held in students' cumulative file. FAITH must have these on record before a child begins school.

### Illness

If a child has a fever or any other symptom of illness, he/she should NOT be brought to school. If your student is able to be at school, participation in PE is expected. However, in circumstances where activity must be restricted, a parent's note is necessary. If activities will be restricted for more than three class periods, a doctor's note is needed. Activities must be made up or the grade will be affected.

### Head Lice Policy

When a case of head lice is confirmed, the student's parents will be called and asked to take the infected child home. The other families in the class will be notified by email. A doctor visit or prescription medication is not necessary. Parents should treat the child with NIX, RID, or other lice-killing shampoo that is available at any pharmacy. Hair should be towel-dried after the shampoo treatment before nits (eggs) are combed and picked out of the hair. Complete nit removal is advised. This can be a tedious procedure which may take several hours in cases of heavy infestations. Because of the possibility of self-infestation from hatching eggs missed during the first treatment, there should be a follow-up treatment in seven days. Proof of treatment (note from parent) is required on return to school and the child will be re-examined before admission. No child will be readmitted to school until the shampoo treatment has been performed.

### Communicable Disease

Upon having the following diseases, a student must have written consent from either a physician or the Health Department to return to school: Measles, Mumps, Whooping Cough, Pneumonia, Pinworms, Scabies, Ringworm, and Impetigo.

### Prescription and Non-prescription Medications

A student, who must take prescription and/or over-the-counter medication during the school day, must bring medicine and a written request to administer medication signed by his/her parent to the office. Medications left more than one week after school closes in June, will be discarded.

Over the counter (OTC) medications: (any supplement or medication that does not require a prescription such as Tylenol, antacids, etc.) will only be dispensed following these guidelines:

Parent/Guardian consent form must be completed requesting a specific medication to be dispensed for that student for a time span of not greater than seven days. After the seven days, if your child still needs the OTC medication, your health care provider will have to complete a Physicians Medication order form, as well as your signed consent form, in order for the medication to continue to be dispensed at the school.

Any OTC medication sent to school will only be accepted in the original container, labeled with your child's full name, exact dose, route, frequency and time you want the medicine to be given. At the end of the seven-day time frame, the medication container will be returned to you.

Prescription medications: (those requiring a health care provider order) requiring administration during school hours require a completed parent/guardian medication consent form as well as a Physician Medication order form. The prescription medicine must be in its original container and the container label must clearly show the student's and physician's names and instructions.

A new set of forms will be necessary for each new medication during the school year. If your child has an ongoing medical concern requiring an as needed prescription or a prescription on a scheduled basis (daily at a set time), a completed set of forms (your consent form and the Physician consent form) is required. If a change in dosing or medication occurs, a new set of forms must be completed and returned to the school as soon as possible. Medications sent to school will only be accepted in their original containers from a pharmacy with appropriate patient labeling. If there are any questions in regard to the medication, either you or the health care provider will be contacted for clarification. No medication will be dispensed without the completed forms received.

#### First Aid Emergencies

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent will be notified. The office must have an up-to-date emergency number on file.

#### Reporting Suspected Child Abuse

The responsibility of all school personnel to report suspected child abuse and neglect is mandated by law, and it is the goal of FCA to ensure the safety and well-being of your children. The staff and administration of FCA follow the state and federal guidelines for reporting suspected child abuse and neglect. All school personnel must immediately contact the *Department of Children and Family Services* and the FCA Administrator when they have reasonable cause to suspect that a child who is under the age of eighteen and known to them in their professional capacity has been abused or neglected – physically, sexually, or through neglect – and that a caregiver or person in a position of trust and authority over them, committed the harm or should have taken steps to protect the child from harm.

#### School Safety and Security Plan Procedures

To provide for the safety of our precious children, we have devised an emergency safety/security plan. For this plan to be successful, not only will the facility be secured, we will need staff and parents to meet the following expectations. In any event, we trust that God is ultimately in charge and our faith is in Him. We realize the importance of protecting students in any circumstance. We use the term "Safety" to refer to natural disasters and fires, and the term "Security" to refer to strangers or other unauthorized persons on campus.

#### Facility:

- During the school day all outside doors into the building will be secured (except for program days).
- Classrooms have intercoms and each teacher is required to have a cell phone in the room.
- St. Matthew's typically has their funeral services at 11am. This is done, in part, to allow our students to finish lunch and to get to their classrooms before the reception. Receptions are held in the cafeteria with those attending the funeral walking down the main hallway to the cafeteria. To ensure safety, teachers are to have their classroom doors locked. Any suspicious behavior should be reported to the office immediately. Faculty not teaching are to help with observing the hallways during this time. We have never had a problem with funeral attendees, but simply want to be cautious and wise.

#### Fire Drills:

Fire Drills are held monthly. Students should leave rooms QUICKLY and SILENTLY, following fire exit maps posted in each room. Teachers are responsible for the students in their care.

#### Tornado Drills:

The teachers will take their emergency information packet with them, and then lead the students to their designated safe rooms. Tornado drills will be performed once a semester.

#### Security Drill/Alerts:

Security drills will be conducted twice a year. Upon hearing over the intercom "Code White" (practice) or "Code Blue" (actual or perceived threat), or if in a teacher's judgment an unsafe situation is apparent, the teacher will gather any children near him/her and move into the closest room or evacuate campus. If indoors, the teacher should lock the door, turn off the lights, and be sure the door window is covered. He/She should put a green paper on the window if all in that room are unharmed. If someone is hurt/wounded, a white sheet of paper should be put on the window.

#### Staff:

- All staff will be instructed in safety protocol (providing security, location of exits, and basic first aid).
- Regular all-school drills will be practiced with students (fire, tornado, and security).
- All efforts will be taken to not overly concern the children but to instill a trust in God's sovereignty.
- In the event of a natural disaster, monitoring and caring of all students until they are picked up by parents or authorized adults is paramount.
- Staff is instructed to contact, report, and identify all non-staff adults or potential strangers, or intruders.
- All non-staff adults will be identified by wearing the appropriate "visitor" badges.
- Staff is authorized to alert authorities and/or call 911 should they feel it is necessary for the safety of our students.

#### Parents / Volunteers / Guests:

- All parents, volunteers, or guests will sign in at the school office when visiting or assisting at the school during the school day.
- All non-staff will be asked to wear an appropriate badge identifying them as a parent, volunteer, or visitor.
- All parents are asked to be understanding if approached by a staff member about their business on campus.
- During the school day, if needing to deliver an item to a student, please drop it off in the school office.
- All students leaving school during the day must be picked up and signed out at the school office. Students arriving late or coming back from an appointment must sign in at the school office.
- Leaving campus with an adult other than their parent requires a note signed by the parent for this prearranged activity.
- Parents need to call each day their student is sick and will not be attending school.
- Parents, please call or send a note when you will be late picking up or sending someone other than the designated carpool driver.

## Association of Christian Schools International

**Membership** – Faith Christian Academy is a member of the ACSI. This enables FCA to participate in various academic activities, sporting events and conventions. It also gives FCA a standard of professionalism for teacher certification and school accreditation. ACSI membership gives FCA students an association with a recognized professional organization when applying to colleges and for financial aid.

ACSI student activities may include the following:

- Speech Meet
- Math Olympics
- Spelling Bee
- Music Festival
- Soccer
- Volleyball
- Basketball
- Student Government

**ACSI Convention** – Faith Christian Academy provides the opportunity for its teachers and staff to attend the regional ACSI convention each year at the school's expense. The convention provides an opportunity for the teachers to gain new and fresh knowledge and perspectives on education by presenting workshops and top speakers in their fields of expertise. Each full-time teacher is encouraged to attend while part-time teachers have the option of attendance. The convention also provides the opportunity for teachers working on ACSI certification to attend workshops counting towards certification and CEU units.

**ACSI Certification** – All FCA teaching and administrative personnel are expected to pursue ACSI certification. The Philosophy of Education requirement may be met by attending the annual state and regional conventions.



## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (public law 9-380) is applicable to any school, which receives any federal funds. The law provides for limited accessibility to the student's records. Therefore, only school personnel and those adults who are legally responsible for the child have the right to the student's records. Written permission from the legal parents or guardians is required for anyone else to acquire access to student files, including enrollment information, grades, attendance records, immunization records, date of graduation, parental notes, standardized test results, and the right to gain access to their files.

## School Board Members

The Board of Directors of Faith Christian Academy constitutes the authority for the school program including, but not limited to, policies, programs and academic development. The policies it establishes, the personnel it hires and the manner in which it functions affect all aspects of the school.

### Areas of Responsibility:

- Serve as spiritual leaders
- Exercise oversight of the entire school program with the Administrator reporting to the board.
- Establish sound policies for the operation of the school.
- Employ competent Christian personnel.
- Make provisions for necessary buildings, equipment and supplies for the operation of the school.
- Establish a budget annually for the operation and provision of the school.
- Assist the Administrator with the programs of the school.
- Do advance planning for the school's growth.
- Encourage a healthy relationship between the school and the local community, churches and other schools.
- Act as a final authority in problem solving within the school.
- Maintain proper and open lines of communication among the school families.
- Oversee the school fundraisers and budget.
- Provide opportunities for staff to grow spiritually and professionally through workshops, conventions, in-services, and associations, etc.
- Oversee maintenance of school property and grounds.
- Serve as the legal representative for all school matters.

## HIRING POLICY

Faith Christian Academy does not discriminate on the basis of race, gender, color or ethnic origin in enrollment decisions, hiring practices, administration, staff or educational policies, scholarships, fees, educational programs, athletic programs or extracurricular activities.

### All applicants should apply using the following procedure:

- Complete an application stating background of training and experience.
- Present a resume and personal and professional references.
- Arrange to have college transcripts sent to the school.
- Make an appointment for an interview with the Administrator.
- After careful evaluation, if the Administrator believes the applicant is best qualified for the position, he/she will make such nomination to the school board.

#### Spiritual Qualifications:

- All employees at Faith Christian Academy shall be born-again Christians confessing Jesus Christ as their personal Lord and Savior.
- All employees shall be active in a Bible-Based church that teaches doctrine in agreement with the school's Statement of Faith.
- All employees shall be in agreement with the Mission Statement, Philosophy of Education and Statement of Faith of Faith Christian Academy.
- All employees shall demonstrate spiritual maturity, a teachable spirit and a reverence towards God.
- All employees shall demonstrate a consistent outward evidence of an inward Christian character.
- All employees shall have a workable knowledge of the Word of God, are committed to personal spiritual growth and know how to lead an unbeliever to the Lord.

#### Professional Qualifications:

- Teachers shall have a minimum of a Bachelor of Arts or Bachelor of Science Degree. ~~or be in the final process thereof. The requirement may be waived in the case of an emergency hire, part-time teachers, or substitute teachers.~~
- ~~Teachers shall have, or be working towards, a valid teaching certificate.~~
- Teachers shall have taken, or be willing to take, a course (ACSI) specifically pertaining to the area of the Philosophy of Christian Education.
- Teachers shall have a Christian testimony of their salvation.
- Teachers shall maintain an up to date certificate through ACSI and pursue courses to further their professional development.

## Appendix

### Grievance Policy

A grievance exists if a student, parent, or employee feels that he/she has been wronged, by being subjected to any unjust act, policy, or procedure. The grievance can exist against the action of an employee, a student, the Board, or any organization or committee of the school.

#### Informal Level I

A person who has a grievance is to first privately approach the person or people whom the grievance is against and communicate the grievance verbally giving opportunity for positive dialogue.

#### Informal Level II

If resolution is not reached, the person with the grievance, along with one or more witnesses, should set an opportune time with the person or people whom the grievance is against. During this meeting, a written statement of the grievance should be presented to the person or people whom the grievance is against, again giving opportunity for positive dialogue. A dated signed copy of the statement should be kept.

#### Formal Level I

If resolution is still not reached, the person and the witnesses should approach the appropriate leader and share the grievance. A copy of the written statement is to be given to the leadership team member. The leadership team member will research the grievance, talk with all primary parties, and act upon the grievance in a timely manner. The leadership team member will document his/her decision. The leadership team member's decision will be reported to all parties involved.

#### Formal Level II

If resolution is not reached at the leadership team member level, the grievance may be taken to the Administrator. A copy of the written statement and the leadership team member's documentation is to be given to the Administrator. The Administrator will communicate with the leadership team member, act upon the grievance, document his/her decision, and report his decision to all parties involved.

#### Formal Level III

If resolution is not reached at the Administrator level, a grievance appeal may be taken to the Board. In this event, a copy of the grievance and documentation would be presented to the Board. The Board Chairman will determine if the grievance appeal will be heard at a special called meeting or at a regular meeting of the Board. The Board will act upon the grievance. All decisions of the Board are final. All proceedings will be recorded.

**\*End of Handbook\***