

ELEMENTARY

STUDENT/PARENT GUIDE



Faith Christian Academy

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DOCTRINAL STATEMENT

"We believe that God created all forms of life through His Sovereign Power and Will and without the aid of any form of preexisting life material. God is the uncreated First Cause of all that has come into existence (Genesis 1:1; Colossians 1:15-18).

We believe the Holy Scriptures of the Old and New Testaments to be the verbally and plenary inspired Word of God and inerrant in the original writings. The sixty-six books of the Old and New Testaments are the complete and divine revelation of God to man, and therefore, are the final authority for faith and life. The Scriptures shall be interpreted according to their grammatical-historical meaning (Psalm 119:60; II Tim. 3:15, 16; II Pet. 1:20-21).

We believe in the one Triune God, eternally existing in three persons—Father, Son and Holy Spirit, each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deut. 6:4; Matt. 28:19; II Cor. 13:14; John 14:10, 26).

We believe in God the Father who is the first person of the Trinity and is perfect, infinite, and eternal (Isaiah 45:22; Deut. 32:4; Romans 11:33; Psalm 90:2).

We believe that the Lord Jesus Christ is the second person of the Trinity, the Eternal Word and only begotten Son. He became man by the miracle of the virgin birth; true God and true man (John 1:1; Isaiah 7:14).

We believe that the Holy Spirit is the third person of the Trinity who convicts the world of sin, righteousness and judgment (John 16:8).

We believe that humans are the direct creation of God, made in His image and likeness, but that as a result of the fall, all humans, by nature and choice, are sinful and lost (Romans 3:23; Genesis 1:27).

We believe salvation is by grace alone through faith and is a free gift of God and is not merited nor secured by any virtue or work of man. Salvation is received only by personal faith in the Lord Jesus Christ (Ephesians 2:8-9; Romans 6:23; Titus 3:5).

We believe in the second coming of Christ and that His coming, which is our blessed hope, is always imminent (Matthew 24:44; I Corinthians 15:52)."

The Bible is the Final Authority for Matters of Belief and Conduct

FCA's 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 all human beings, and is the sole and final



source of all that we believe, teach and practice. For purposes of FCA's faith, doctrine, practice, policy, and discipline, FCA's Board of Directors is FCA's final interpretive authority on the Bible's meaning and application.

*Then you will understand
righteousness and justice and equity, every good path;
for wisdom will come into your heart,
and knowledge will be pleasant to your soul;
discretion will watch over you,
understanding will guard you.*

Proverbs 2:9-11

MISSION

To provide excellence in education with a biblical perspective for effectiveness in serving God and others.

VISION

To have a superior academic institution with a biblical worldview, so our graduates can influence the world for God.

PHILOSOPHY OF EDUCATION

Biblical Worldview

We believe that the Bible is God's unchanging truth. Our task is to take God's unchanging truth to an ever-changing world. We will seek to be an institution that is culturally diverse and relevant. At FCA, we hold, without apology, that the Bible is the Word of God. Therefore, we believe that God is the Creator of all things. This belief mandates that all subjects are taught from the perspective of what God has instituted into His creation. Each teacher at FCA will teach the subject matter from the perspective of God as Creator so that each student will learn to see the world in which he/she lives from that viewpoint.



Balanced Discipline

Education requires work, and work requires discipline. Discipline is necessary for education. At FCA, we understand the importance of creating a disciplined environment with a proper balance. Too much discipline can discourage the student, and too little discipline can hinder the educational process.

We believe that people are sinners, and the solution for sin is the grace of God. In our dealing with students, we understand the necessity of discipline but seek, not only a change in behavior, but also the spiritual growth of the student, realizing that only God's grace produces spiritual growth. We further believe that by God's grace, one can deal with past failures and move forward to a bright future.

Academic Excellence

While attending the Academy, students will be encouraged to reach their potential, both in and out of the classroom. Excellence will be expected from both the faculty as well as the student body. We strive to provide a program that emphasizes academics with a balance in the arts and athletics. Ultimately, the expectation of the Academy is to enable the student to thrive academically as they work, learn, and live.

Spiritually Challenging

FCA is a non-denominational Christian academy. In addition to providing a superior education, we strive to challenge each student to understand what they believe and why they believe it. FCA will provide Bible classes, chapel programs and ministry opportunities along with a Christ-centered staff to help students grasp biblical truth and aid each student in his/her spiritual journey.

OBJECTIVES IN EDUCATION

1. To produce educationally astute students who are prepared to enter society as Christ-centered people with a biblical worldview.
2. To educate students to think critically so they are prepared for post-secondary education and can affect the culture intellectually.
3. To give students a vigorous and balanced educational program including STEAM classes, the performing arts, and athletics.



4. To produce students who are self-disciplined so that they make a positive moral contribution to society.

*Therefore, whether you eat or drink,
or whatsoever you do, do all to the glory of God.*

I Corinthians 10:31

ADMISSION TO FCA

1. All new students and parents shall meet with the administrator for a pre-admissions conference.
2. A student is admitted to FCA on the basis of former record or entrance and placement tests. Acceptance in any grade does not mean automatic acceptance into the next grade the following year. Every student's record is reviewed each year for reenrollment.
3. Upon acceptance into the Academy, the registration fee is required at the time of registration.
4. FCA holds a nondiscriminatory racial position regarding admissions and administration of its educational policies and programs.
5. The school reserves the right to refuse admission to any student not deemed to be in the best interest of the school. The administration also reserves the right of not defining the criteria or reasons when applications are not accepted.
6. In filling positions for each new year, present students are considered first, then other children of parents who already have one or more students enrolled, and then the public.
7. All new students are accepted on a nine-week (first grading period) trial basis. At the end of the nine weeks all new students are reviewed for final acceptance.

FINANCIAL POLICY

FCA financial policies and tuition rate information are posted annually online and are provided in the enrollment packet for new families. All fees are reviewed annually and are approved by the board of FCA. Fees that do not apply to all students are not



included in tuition and should be borne by the students benefiting from the activity or program. (Examples: athletics, class trips, music lessons, PE clothing, course fees, graduation fees, and supplemental class materials.) Fees will be charged only when necessary. FCA will make every attempt to provide clear communication to parents about anticipated fees.

Tuition Payments

Tuition payments are made through FACTS Tuition, a tuition management service created specifically for schools. This service provides online account access, tuition and fees invoicing, payment processing, and 24-hour customer service for parents.

1. As part of the FCA enrollment process, all families must enroll with FACTS Tuition.
2. FACTS Tuition offers flexibility for each family. Five payment plans are available: Single payment (includes a prepay discount), Semiannual, quarterly, 10-month plan, and 12-month plan. Parents may choose the monthly withdrawal date and make adjustments as needed through their online account.

Financial Reimbursement

Monthly tuition funds will not be refunded if a student withdraws or is asked to leave the school. Tuition prepaid for the year or semester will be refunded on a prorated basis.

Withholding Student Records

Parents are responsible for full payment of tuition and other fees incurred through the end of the calendar month. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the tuition contract upon initial enrollment into the Academy, a parent is authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full through the entirety of their enrollment at FCA.

Financial Aid Policy

The Board of FCA incorporated the following guiding principles in relation to financial aid:

1. All families seeking financial aid must apply through FACTS Grant and Aid.
2. Financial Aid will be distributed, based on FACTS recommendations up to one



hundred percent of the tuition rate.

3. FACTS recommended discounts will be reviewed and approved by the school administration.
4. The total annual financial aid awarded to families will be approved by the Board and is dependent upon funding through the EITC (Educational Improvement Tax Credit) Program.

ACADEMIC POLICY

Grading

In the elementary school, grades will be stated as letters. For conversion to grade point averages, the following ranges are used:

A	90-100	D	60-69
B	80-89	E	0-59
C	70-79		

Principal's List: All A's

Honor Roll: All A's and B's

Honorable Mention: A's, B's and one C

It is important that all assigned work be handed in on time. There may be a deduction from any grade given if work is late. Work not turned in may receive a grade of F or zero.

Academic Progress

Academic progress can be tracked at any time using RenWeb. Each parent and student has his or her own RenWeb account to track upcoming assignments in each class and review current grades for completed work. If a child is having academic difficulties at any time, parents should contact the teachers or administration for clarification, assistance, and advice. A link to teachers' e-mails may be found on our website at www.my-fca.com or in the directory on RenWeb.



Academic Promotion, Probation, and Retention

Following academic observation and evaluation at the end of the year, three categories are assigned indicating academic status—promoted, retained, must be tutored and probation.

1. Promoted - The student has been accepted to the next grade level of academic work.
2. Retained - The academic performance demonstrated does not indicate the student will be able to work successfully at the skill level required in the next grade.
 - a. Students with failing grades (below 60) in 3 or more classes will not be promoted to the next grade level.
 - b. Students with failing grades in up to 2 classes may be promoted upon meeting the academic requirements through FCA summer school courses or school-approved tutoring over the summer months.
3. Academic probation indicates that the student is performing academically below average and may have significant difficulty performing at the next grade level. The probation is intended to solicit attention to and close observation of academic work for the following year. If performance does not improve, advancement into the next grade level will not be permitted.

Honor Roll

FCA recognizes students who excel academically by placing them on the Principal's List, Honor Roll, or Honorable Mention. The Principal's List is for the students who achieve all A's. Honor Roll is for all students who achieve A's and B's. Honorable Mention is for all students who achieve A's, B's, and one C. To receive the Honor Roll Award for the school year, a student must achieve the Honor Roll for each of the marking periods.

Homework Policy

Teachers will assign homework to reinforce and support what is being taught in school. Teachers will make homework assignments meaningful and clear, fully sensitive to the student's total homework load. Students are expected to complete all assignments on time. Students who are diligent in their classwork and use of time will reduce their homework each evening.



Parent-Teacher Conferences

Communication between teachers and parents is a vital key to the success of the student. FCA encourages parents to remain in contact with the school concerning the student's progress. A link to each teachers' e-mails may be found on our website at www.my-fca.com or in the directory on RenWeb.

Conferences may be requested by the teachers or parents. Conferences are designed to allow the parent to become acquainted with the teachers and to follow the student's academic and social progress in the classroom.

Parents of students who are at risk of failing the year must attend an assessment conference with the faculty and administration. This meeting will be scheduled as needed, at the discretion of the administration. Parents may request an assessment conference if they feel their child is at risk of failing for the year.

ATTENDANCE-TARDINESS POLICY

Attendance Policies and Procedures

Daily attendance and active participation in each class is a critical part of the learning process. A significant role of today's school is to help students learn to understand and recognize the value of punctuality, engagement, and regular attendance. Research points to regular school attendance as a positive influence in the success of our students in school. The philosophy behind the policy is to promote responsibility and to increase the potential for our students to be successful in school and in all future endeavors.

School attendance is the primary responsibility of the parent/guardian and the student. In 2019, the Pennsylvania State Legislature amended the Compulsory Attendance Law that requires children between the ages of six and eighteen to attend school. If a student is absent or tardy, the parent/guardian is responsible for notifying the school office before 8:20 AM (215-536-2256) and inform the attendant of the reason for the absence. An absence from school will be excused only if it is for one of the following acceptable reasons:



Acceptable

Illness/quarantine	Educational field trips
Death in the family	Educational family trips
Impassable roads	Out of school suspension
Court attendance	Approved absences/tardies by the administration
Doctor appointments*	Recovery from an accident

* Every effort should be made to schedule routine doctors' appointments after school hours. If required to make appointments during school hours, please choose a time that will have the least impact on the student's schedule.

Unacceptable

Personal business (work, hair appointment, shopping)
Oversleeping Traffic/car problems
Missing the bus

All of the above listed absences require written documentation/email from the parent/guardian to be submitted to the school office within 24 hours days of the absence. If no written documentation/email is received within 24 hours, the absence will be considered unexcused and may affect the students grades.

*Students and/or parents/guardians are responsible for getting the assignments that **are** missed from **the** teachers.*

Morning Attendance

Students are required to be in the classroom by 8:20 AM. Any student arriving to school after this time must report to the elementary office as late to school. Students arriving after 10:30 A.M. or leaving before 12:00 P.M. will be considered absent for the day.



Absences

Any student who accumulates more than 10 absences whether excused or unexcused within a semester will be required to submit a medical doctor's note for any subsequent absences. Without a doctor's note, grades may be affected. A letter will be sent to the parent/guardian informing them that a doctor's note will be required for all future absences. The doctor's note should state the reason for the student's absence as well as the specific dates of the absence.

Tardies to School

A student who is tardy must have parent verification either by phone or in writing within 24 hours of the tardy or it will be considered unexcused. Students who arrive after 8:20 AM must report to the elementary office, accompanied by a parent to sign them in. A student's grades may be affected if the tardies are unexcused.

Truancy

The administration reserves the right to refer a student to the Truancy Prevention Program for absences and tardies when a pattern of unexcused absences and/or tardies is exhibited. A student's grades may be affected.

Student Release

All requests to leave the building while school is in session must be approved by the elementary office. A student leaving the school property without permission will be considered truant and will be disciplined.

Parents and students are requested to adhere to the following procedure when a student is to be released from school early in the school day:

1. A note or email from the parent requesting early dismissal must be received by the school office.
2. Parents are to come to the office to pick up their child unless prior arrangements are made through the office. A parent must sign the student in or out upon leaving or returning to school.
3. The student will be dismissed when called from the school office.



Elementary Before and After School Care

Elementary students may begin to arrive at 7:50 AM. (This policy does not include children arriving by bus.) Buses should begin arriving at 8:00 AM. Teachers may not be available to supervise children before 7:50 AM. A student arriving before 7:50 AM should wait with his or her parent until 7:50 AM.

Between 7:50 AM and 8:20 AM, students should be dropped off at the back pavilion.

At the end of the day, students will be dismissed from their classrooms. Students who are bus riders will wait in the gym until their bus arrives. Students who are car riders will be called to the back pavilion when their ride arrives. In order to ensure the safety of students being picked up, each vehicle must display in the windshield a sign issued by the school office with the student's last name.

Afternoon pick up ends at 3:30 PM. Out of consideration for the teachers and staff and their responsibilities after school, children need to be picked up by that time.

Students requiring care before 7:50 AM or after 3:30 PM must enroll in Noah's Ark Daycare.

DISCIPLINE

Although we do have rules and regulations, true discipline is the internal discipline of willing submission. Our ultimate goal is to bring every student to that internal spiritual discipline.

Attendance at our school is a privilege, not a right. Students need to treat the privilege with respect and appreciation. The rules we follow in expressing our Christian values are given below.

Student Code of Conduct

1. Students must be respectful of others and the property of others, as well as the authority of the individual teachers, administrators, staff, and volunteers.
2. Students are expected to enter classrooms on time and in an orderly fashion, to listen during classes and to raise their hand if they desire to speak.
3. Students must get permission to leave their seats once class has begun.
4. Each student shall not leave class without permission.
5. No cell phone or smart watch use (see cell phone policy).



6. Students are not permitted to run, shout, or roughhouse in the building.
7. Students are not to throw snowballs on school property.
8. Students are to remain on the school grounds in the designated areas unless granted special permission to do otherwise.

Elementary Discipline Level System

Discipline at FCA will be administered for violations that occur during school hours or at a school activity. FCA's primary purpose is to provide an education to students. Any behavior that interferes with the teachers' ability to teach, other students' ability to listen, or involves students' safety will result in disciplinary action. Any behavior that violates God's Word, hinders the testimony of the school, or endangers others will result in disciplinary action.

Flexibility and consideration will be considered in each situation and will be applied based on grade level and maturity. Each teacher will establish a discipline system within the classroom. As the school partners with the home in training the student, school-parent communication is eagerly sought and earnestly desired through each level of discipline.

The purpose of the level process is to correct a pattern of misbehavior. When little or no progress in behavior is observed, the level process will begin. Severe cases or incidents may skip levels.

Level One

Teacher and parent involvement has yielded little or no change of unacceptable behavior, and/or a severe incident occurs.

- Parents contacted
- Discipline applied

Level Two

Continued unacceptable behavior or another severe incident occurs

- Parents contacted for meeting with teacher and elementary principal
- Discipline applied
- Probationary contract created and counseling recommended



Level Three

Continued unacceptable behavior or another severe incident occurs

- Parents contacted for final meeting with teacher and elementary principal
- Out-of-school suspension
- Dismissal following another incident

Violence Policy

Any use of force, violence, or harassment will not be tolerated and will result in an immediate one-day suspension. A recurrence or any further such action will result in expulsion.

Weapons Policy

The possession of any weapon is not allowed in or on school property, or at any school function. Any object, including facsimiles of weapons used to threaten or otherwise create a concern in the school community will be treated as if the object was a weapon. FCA reports violations of this policy to the Pennsylvania State Police. Any weapons will be immediately confiscated to ensure the safety of the students and faculty of FCA.

Sexual Harassment Policy

Sexual harassment of students by other students or by employees of FCA is unlawful and contrary to our religious beliefs and the commitment of this school to provide a wholesome learning and working environment. School authorities will not tolerate any sexual harassment of students.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper comments or innuendo, or otherwise creating an intimidating, hostile or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

1. All contact between students, teachers, and other adult employees will be respectful of the individual students, be of a nature that does not make a student feel uncomfortable, and be conducive to creating a stable environment.
2. If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student or by a member of the



public, the student should immediately report this concern to the administrator as well as discuss this concern with the student's parent(s)/guardian(s).

3. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. This school is required by law to report child abuse to the appropriate social agency that protects the rights of individuals in such cases.
4. All such reports will be investigated immediately by school authorities. Criminal charges will be handled by civil authorities. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if he/she is a student, termination from employment if they are an employee, and/or criminal charges if they are filed.

Tobacco/Alcohol/Illegal Drug Policy

Any possession or use of vape cartridges, vapes, tobacco, alcohol or illegal drugs on school property or at a school activity may result in immediate expulsion from school.

Cell Phone/Smartwatch Policy

Cell phones/smart watches are not permitted to be used in any capacity in school without permission. If confiscated, parents must pick them up at the office after school.

Suspension

Suspension occurs on Level 3 of the elementary discipline system.

Suspension may be the result of repeated or accumulated offenses.

Parents will be notified in advance when a student is suspended from school.

Suspension can be for one or more days, depending on the circumstances of the offense. All academic work missed during the suspension must be made up within the number of days of suspension. A student's grade may be affected.

Probation

Probation is the final step before expulsion. Probation is the warning that the student will be expelled from school if behavior is not modified. Probation will involve a 'probation contract' that will dictate measures to address the student's behavior and avoid expulsion. The administration will lay out the requirements of the probation in



the contract, which must be signed by the parents.

Students may also be required to work with an assigned counselor. Counseling serves to provide needed instruction to correct the unacceptable attitude or behavior.

Expulsion

In the event that a change of attitude or behavior is not achieved after all disciplinary procedures have been followed, FCA reserves the right to expel such students from the school.

DRESS CODE

Our appearance and dress should be characterized by the principles of **modesty, appropriateness, neatness, and the avoidance of extremes**. The dress code provides a framework to exercise individual taste, preference, and personality within guidelines.

Teachers will enforce the dress code and contact the parents of students not in compliance. Repeated violations will necessitate parents coming to school with appropriate dress code clothing.

Kindergarten Through Third Grade

Girls and Boys

For both boys and girls, hair is to be clean and well groomed. Excessive fads or radical hair color is not permitted. Only natural colors are acceptable.

Coats, jackets, hats, or hoods may not be worn in the classroom.

For safety reasons, students should wear sturdy shoes; therefore, flip flops are not allowed. Sneakers should be worn for gym days.

Girls

Girls may wear dresses, skirts, dress pants, jeans, leggings, shorts or capris. Dresses, skirts, and shorts should be mid-thigh in length and neat in appearance. Jeans should not have holes or be torn.

Strapless tops, halter tops, and spaghetti straps are not permitted. Shirts must be neat and appropriate for the classroom.



Boys

Boys may wear dress pants, jeans, or athletic pants. Jeans should not have holes or be torn. Shorts may be worn to school provided they are mid-thigh in length and neat in appearance.

All shirts must be neat and appropriate for the classroom.

No earrings are allowed.

Fourth and Fifth Grade

Girls and Boys

For both boys and girls, hair is to be clean and well groomed. Excessive fads or radical hair color is not permitted. Only natural colors are acceptable.

Coats, jackets, hats, or hoods may not be worn in the classroom. **Faith Christian Academy sweatshirts are the only sweatshirts permitted for classroom dress.**

For safety reasons, students should wear sturdy shoes; therefore, flip flops are not allowed. Sneakers should be worn for gym days.

On Fridays, any FCA issued apparel may be worn.

Girls

Girls may wear dresses, skirts, dress pants, jeans, shorts, or capris. Dresses, skirts, and shorts should be mid-thigh in length and neat in appearance. Leggings may only be worn with a dress, skirt, or top that covers the bottom at all times.

Athletic shorts, wind pants, warm-up pants, sweatpants and jeans with holes or tears are not permitted.

Strapless tops, halter tops, and spaghetti straps are not permitted. Shirts must be neat and appropriate for the classroom and should not show the midriff when arms are raised.

No visible body piercings, other than the ears, are permitted.

Boys

Boys may wear dress pants and jeans. Pants should be neat and modest in



appearance, not too tight or extremely baggy. Wind pants, warm-up pants, sweat-pants, or jeans with holes or tears are not permitted. Dress shorts that are knee length or longer and neat in appearance may be worn. Athletic shorts are not acceptable.

Shirts must have a dress collar, not a crew neck collar. Short or long sleeve button up Henley's are permitted. Sweaters or FCA sweatshirts may be worn without a collared shirt.

Sweat suits, t-shirts, sweatshirts, hooded sweatshirts, and team jerseys are not permitted.

No earrings are allowed.

Physical Education Class

Sneakers must be worn for physical education classes.

Before and After the School Day

Students must come to school and leave school in dress code. Special dress codes may be specified for scheduled events such as field trips, field days, or special occasions. The guidelines of modesty, appropriateness, neatness, and avoidance of extremes should be applied. If these areas are violated, the student may be asked to change clothing or leave the event.

Dress Code Summary

The Administration reserves the right to determine what is acceptable dress at school functions. School dress may be required for any activity. Any time a student is observed violating these guidelines for dress and appearance, the student will be properly instructed and appropriate discipline will be administered. Our intention is to encourage students to dress neatly and modestly.

FCA LIBRARY



Library Procedures

1. Books are checked out for one week with the privilege of a one-week renewal. If a student is absent on the day his/her book is due, the book will then be due on the day he/she returns to school.
2. Lost books must be reported to the librarian immediately. If a book is not found, the student may be charged for the price of the book or a replacement book provided.
3. A fine may be charged for any excessive damage done to a book while checked out.
4. No student is to repair a damaged book.
5. All conversation in the library should be kept at a whisper level.

BUSING

FCA Busing Information

A number of various school districts provide busing for FCA. Rules of each school district are to be followed. Violations may result in discipline by the busing district and by FCA.

HEALTH POLICY

Good health is very important in the growth and development of each student. FCA has a nurse on staff to coordinate state health requirements and assist students and families as needed.

For attendance in all grades, students need the following:

1. 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
2. 4 doses of polio** (4th dose on or after 4th birthday and at least 6 months after previous dose given)
3. 2 doses of measles, mumps, rubella***
4. 3 doses of hepatitis B



5. 2 doses of varicella (chickenpox) or evidence of immunity

* Usually given as DTP or DTaP or if medically advisable, DT or Td

** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

*** Usually given as MMR

Along with the aforementioned immunization records, the following will be required:

- Dental exam for kindergarten, third, and seventh grades.
- Physical exam for kindergarten, sixth, and eleventh grades.

All necessary forms are available in the school office or on our website under “Forms and Docs.”

If your child is sick, he or she should remain at home. Students known to be contagious will not be permitted to attend school as this increases the risk of spreading infection. A child should be symptom free (no fever or vomiting) for 24 hours before returning to school. Please consult your physician if there is a question or uncertainty. Medications should be taken at home. Only when absolutely necessary will medications be administered during school hours. The following requirements must be met:

1. A permission form must be signed by a parent or guardian for a child to receive any “over-the-counter” or prescription medication while at school. (Example: Tylenol for a headache.) No medication will be dispensed without parental permission.
2. Prescription medications must always be in the original container labeled with the physician’s directions. Unidentified pills in an envelope or plastic bag are not acceptable. All prescription medications or over the counter medications from home must have a signed physician permission form. This form is available under “Forms and Docs.”
3. All medications must be kept in the health room. The nurse or another school employee will supervise the taking of medication.

If a student becomes ill while at school, the parents will be contacted for individual direction concerning the student’s care. (Please notify the school office of any changes to parental information or emergency phone numbers.)

The staff at FCA practices universal precautions, i.e., wearing latex gloves for handling body fluids (blood, vomitus, etc.). Appropriate measures are taken to provide a safe,



clean, and healthy school environment.

TECHNOLOGY ACCEPTABLE USE POLICY

Use of Technology Policy and User Agreement—Students

It is the Policy of FCA that Technology shall be used by FCA students only for academic purposes within the scope of FCA's mission and curriculum, subject to this Policy, and under the direction and supervision of a teacher.

"Technology" means all forms of information technology ("IT") and related equipment owned, leased or maintained at or by FCA including, but not limited to, computers (including desktops and laptops, including Chromebooks), tablets (including iPads), smartphones, audio/visual equipment, Internet access, software programs, applications, and telephone.

Technology also includes any of the foregoing equipment owned by a student while on any of FCA's campuses, vehicles or other facilities.

"Network" means the computer network at FCA which consists of a group of computers that use a set of common communication protocols over digital interconnections for the purpose of sharing resources located on or provided by the network nodes. FCA's Network is connected to the Internet.

"Internet" means the global electronic communications network that connects computer networks and organizational computer facilities around the world. Access to the internet at FCA is via the Network, WIFI (as and when applicable) and user smartphones. Access to the Internet while on FCA's campuses, vehicles or facilities via personal smartphone is also covered by this Policy and User Agreement.

"Social Media" is defined as websites and mobile applications that enable users to create and share content or to participate in social networking. Examples of social media include, but are not limited to, Instagram, Twitter, Facebook, Snapchat, YouTube, TikTok, podcasts, etc.

Use of FCA Technology is subject to the following rules:

- Copyright and license agreements will be strictly adhered to.
- All FCA equipment will be properly used and cared for at all times.
- Internet access and use of software will be determined within the guidelines of



the approved curriculum.

- Student information will be secured in accordance with FCA's privacy and confidentiality policy.
- A filter will be used for Internet access for Faith Christian Academy devices.
- The Internet will be used for educational purposes only.
- Use of Technology will be under the supervision of a teacher.

Technology User Agreement

I agree that use of Technology, the Network and the Internet at FCA is a privilege and not a right, and that violation of this Policy and User Agreement may result in suspension of my Technology privileges and possibly other disciplinary actions. Therefore:

Technology

Whenever I use any Technology (including but not limited to computers furnished by the Computer Lab, iPads, Chromebooks, and the Network), I will:

- use Technology as a tool to accomplish God's work in ways that please God.
- use Technology with discernment, only in a manner that is consistent with the high standards of Christ-like character, communications and actions.
- use Technology only for school-related educational purposes.
- use Technology only with permission of a teacher.
- not change, without a teacher's express prior permission, the background properties or settings of public devices, any mouse or other input properties, or any other settings of any devices I use.
- not use vulgarity or profanity in any communications.
- not gain access to another person's files or attempt to access another person's school accounts.
- not intentionally damage any Technology or related equipment.
- not hack, or attempt to hack, the Network, or access any restricted areas of the Network.
- not install any programs or applications without permission of a teacher.



Internet

Whenever I access the Internet, I will:

- use the Internet for research and learning in order to explore, develop and care for God's world.
- use the Internet only with permission and supervision of a teacher.
- abide by all copyright laws and requirements.
- not view, exchange, or download any files that are, or contain content that is, pornographic, obscene, or otherwise inappropriate.
- not access sites that are not approved by a teacher.
- not use the Internet for any activity that violates applicable federal, state or local law. Such prohibited activities include, but are not limited to, threatening the safety of another person or violating copyright laws.

Whenever permission is required, such permission should be explicit and specific.

Social Media

Whenever I use Social Media, I will remember:

There is no difference between my online persona and my real-life persona.

- Nearly all future employers as well as some colleges and universities use social media background checks prior to hiring/admission.
- Regardless of your intent, what you post online has real world consequences.

The internet is forever.

- Regardless of your privacy settings, the Library of Congress saves all tweets.
- Snapchat does not actually "disappear." All online content can be easily saved by a "screenshot."
- Courts can subpoena all digital media, including text messages.
- Upon posting to or sharing on any media, the hosting application has legal usage rights to that content.

What you associate with becomes who you are perceived to be, *regardless of intent.*

- What are you sharing, liking, and commenting on?
- What are your friends "tagging" you in?



Your social media accounts are your brand.

- How are you choosing to represent yourself? Are you sending the right message about yourself to the public? What does your social media portfolio say about you?
- Potential employers and colleges **all** use social media as a reference check.
- If asked right now, would you want an administrator or employer to see your online persona?

Use your privacy settings.

- Once posted online, the content is available to anyone, even if you limit access to your site. Privacy is important to safeguard yourself and your identity, but do not attempt to use privacy settings to mask poor online behavior.

Represent FCA well.

- A student who would like to create a social media account, using the school's name or logo, must give our IT department access to the accounts, passcodes, and logins. Any FCA student creating or adding content to an account that uses the Faith Christian Academy name, logo, or likeness of any student or teacher from the Academy without prior consent from the school will face disciplinary action that could result in expulsion.

Rev. 2-10-2022

MISCELLANEOUS INFORMATION

School Activities

All programs, trips, parties, special days and any other activities not scheduled on the official school calendar must be approved by the administration at least two weeks prior to the activity. All dialogue and musical numbers to be presented in any activity must be approved by the designated staff.

Fine Arts Program

FCA offers a number of special fine arts activities, including private music lessons. Private lesson information is available through the school office. There is an extra charge for private lessons.



Chapel

Chapel will be held once a week for elementary students.

Telephone

If a student is ill and a phone call needs to be made to the parent, the school office or the nurse will place that phone call. Students may use the office phones under exceptional circumstances with direct permission only. Personal calls are not permitted. Students are not permitted to use the classroom phones unless permission is granted by the teacher.

Parents should not call classrooms between 8:00 AM and 3:00 PM. Messages may be left with the office, and the teacher will return the call.

School Visitors

Prospective students desiring to attend classes at Faith Christian Academy must be registered with the administrator at least one day prior to the proposed visit and should plan to meet the school standards for dress and conduct. Students wishing to bring visitors to school are to observe the following rules:

1. The visitor must be brought to the school office to sign in.
2. Permission to visit school must be obtained at least one day in advance.
3. The student bringing the visitor is to introduce his or her visitor to the teacher before the class begins.
4. Each visitor is to abide by our school rules in conduct while attending our school.

School Volunteers

FCA utilizes Volunteer Tracker for volunteer applications, volunteer background clearance management and registration for volunteer opportunities such as class parties, field trips, lunch duty, and help at school. All volunteers must register with Volunteer Tracker in advance. Siblings of students are not permitted to attend when volunteers are assisting.

Elementary Awards

Academic performance, athletics, fine arts, and effort are recognized with awards at the end of the school year.



Book Policy

Textbooks and library books are to be handled carefully. Students may be asked to keep a book cover on textbooks for protection from undue wear and tear. Book covers should not be taped to the book. No contact paper or other self-stick book covers are permitted. Textbooks and library books are never to be marked with pencil or ink. Students will be expected to pay for excessive damage to textbooks.

Book covers and notebooks with objectionable pictures will not be permitted. Students must keep notebooks and book covers in neat condition.

Lost and Found

Lost items will be placed in the Lost and Found. Periodically, the Lost and Found will be cleaned, and articles will be donated to those in need.



