

CANAAN

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 plenarily 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 STEM and business classes, the performing arts, fine 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 his/her former academic record. 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 enrollment.
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 distribution will be determined and based upon 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 upper school, grades will be stated as percentages. For conversion to grade point averages (often required for college entrance and scholarships) the following ranges are used:

A+ 97-100	C+ 77-79
A 93-96	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 60-66
B- 80-82	F 0-59
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 will be a deduction from any grade given if work is late. Work not turned in will receive a grade of F or zero.

*If the iron is blunt, and one does not sharpen the edge,
he must use more strength,
but wisdom helps one to succeed.
Ecclesiastes 10:10*



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. Google Classroom will also be a tool used by family and students alike to help facilitate academic communication.

Policy on Taking Final Exams

Any student who has an average of 95% or above in a course **may** be excused from taking the final in that course.

Policy on Cheating/Plagiarism

At FCA, we take academics very seriously and believe every student should always present the efforts of their own academic work. Any form of cheating will result in the consequences outlined below. Plagiarism (including the unauthorized use of AI, Chat GPT, etc.) is the use of someone else's work without giving them proper credit and is considered cheating. In academic writing, plagiarism involves using words, ideas, or information from a source without citing it correctly.

1. First offense — the student will serve a detention for the offense. In addition, at the discretion of the teacher and administration, the student may be permitted to resubmit work with the highest grade being a 59%.
1. Second offense — student will be given a zero for all work and a Saturday detention. The student will be placed on academic probation for the remainder of the year.
2. Third offense — student will not be permitted to pass the class in which the 3rd offense occurred and, at the discretion of administration, may be expelled.



Academic Promotion, Retention, and Probation

Following academic observation and evaluation at the end of the year, four categories are assigned indicating academic status—promoted, retained, 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 (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. Probation — 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.

Graduation

1. A minimum of 26 credits (High school courses) is required for graduation.
2. At least four credits must be taken during the senior year.
3. A Bible course must be taken for each semester that the student attends FCA. The credits for Bible are included in the 26 required for graduation.
4. Every student must pass the following courses in order to graduate from FCA (grades 9-12):



Bible	4 units of credit
English	4 units of credit
Mathematics	4 units of credit
Science	4 units of credit
Social Studies	4 units of credit
Speech	.5 unit of credit
Health and PE	1 unit of credit (.5 each)
Electives	4.5 (+) units of credit (whatever is necessary to reach 26 credits)

Each spring, FCA selects graduating seniors to be the Class Valedictorian and Salutatorian. Only seniors who have completed 13 or more high school credits at FCA and at least 2 AP classes at FCA are eligible for these honors.

Course Changes

A student may add or drop a class during the designated add/drop period at the start of each semester. Add/drops may be made only with the approval of Administration and/or the Guidance Department. Any course with fewer than five students registered may be removed from the course selection schedule due to the expense involved.

A student may drop a class mid-semester only if he or she is passing that class, but no credit for the class will be awarded to the student. A student who drops a class mid-semester may not add another academic class.

The faculty and administration reserve the right to remove or add a student to a class that would better equip that student.

Early Release Program

Junior/Senior Early release should be scheduled and approved by the guidance office/administration.

Standardized Testing

1. The ACT and SAT college entrance tests are administered independently of FCA. Juniors and Seniors are encouraged to take these tests, and registration information may be found at www.act.org and www.collegeboard.org. Periodically, the SAT exam will be offered at FCA as a testing location.
2. Sophomores will have the opportunity to take the PSAT test in the spring of each



year. Each student will be responsible for the cost of the test.

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 teachers' e-mails may be found on our website at www.my-fca.com or in the directory on RenWeb.

Parents are encouraged to attend parent-teacher conferences. 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 on 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 to require children between the ages of six and eighteen to attend school. If a student is absent, or tardy, it is the responsibility of the parent/guardian to notify the attendance office (ext. 102) before 8:10 AM and inform the attendant of the reason for the absence.



Absences

Any student who accumulates more than 10 absences (whether excused or unexcused) within a semester will be required to supply a medical doctor's note for any subsequent absences within 24 hours of the student's return to school. This notice should state why the student could not attend school and provide the specific dates the student was absent. A letter will be provided by FCA to notify the parent/guardian that a doctor's note will be required for all future absences.

The Faith Christian Academy Canaan Campus school day is from 8:10 AM until 3:00 PM. **A school day is only counted as full day attendance if the student arrives by 10:30 AM and stays for the remainder of the day OR starts the day on time and does not leave before 12:00 noon.**

The following are some examples of Unacceptable (Non-Excused) Reasons for Absences/Tardies/Early Dismissals:

Personal business (work, hair appointment, shopping)

Oversleeping Senior pictures

Missing the bus Senior skip day

Traffic/Car problems

An Absence/Tardy/Early Dismissal from school will only be excused if it is for one of the following Acceptable Reasons AND the student has not surpassed 10 absences for the current semester:

Illness/quarantine Educational field trips

Death in the family Educational family trips

Impassable roads Out of school suspension

Court attendance Permit/Driver's Exam

Doctor appointments* Approved absences/tardies by the administration

Recovery from an accident College visits with a parent

All of the above acceptable excused absences require a phone call or written documentation/email from the parent/guardian to be submitted to the school office



within 24 hours of the student's absence. If no phone call or written documentation/ email is received within 24 hours, the absence will be considered unexcused and may result in the student receiving zeros for the missed classes.

Students are responsible for getting the assignments that they missed from their teachers.

*Doctor Appointments -- make every effort to schedule routine doctors' appointments after school hours. If required to make appointments during school hours, please do so at the time that will have the least impact on the student's schedule.

Morning Attendance

Students are required to be in homeroom by 8:10 AM. Any student arriving to school after this time must report to the school office as late to school and obtain a pass in order to report to class. Please see the above acceptable excused reasons for tardies.

Truancy/Disciplinary Measures

The administration reserves the right to refer the student to the Truancy Prevention Program for absences and tardies when a pattern of unexcused absences and/or tardies is exhibited. A student whose absences are illegal or unexcused may not be allowed to make up the work from the day or days missed. **All graded activities may be treated as if the student has chosen to not participate in them.** The disciplinary action may include before or after school detentions.

Class Attendance

Students who are cutting class will be referred to the office for disciplinary action at the earliest convenience of the teacher. The student will receive zeros for any class that was cut and a detention for each class that was cut. **Any student who accumulates more than 10 unexcused absences from a class per semester will not be able to earn a passing grade for that class.**

Tardies to Class

Students are expected to be punctual in arriving to their classes. Being late to class will result in an administrative discipline referral upon the third occurrence. Any student who accrues three tardies in one class will receive a detention. An additional three tardies will result in a detention or any other consequence deemed appropriate by the administration. If a student has an unexcused tardy to class that is more than 20 minutes, that tardy will be considered a cut.



Tardies to School

For a tardy to be excused, the reason must be verified by phone or in writing by the parent/guardian within 24 hours and fall under the above list of Acceptable Reasons.

Students who are late to school after 8:10 AM will report to the school office. No student who is late to school will be admitted to class without a pass from the office. If the tardy to school is excused, the student will report to class with no penalty. If the tardy to school is unexcused, the student will be considered tardy to class. Any student who accrues three unexcused tardies to school will receive a detention. An additional three unexcused tardies will result in detention or any other consequence deemed appropriate by the administration including a referral to the Truancy Prevention Program.

Tardies/Early Dismissals due to Illness

If a student is tardy to school due to illness, that student shall be sent to the nurse for evaluation after checking in at the office. The nurse will make the determination on whether the student is well enough to remain at school safely. Students who leave early due to illness must be evaluated by the nurse before a parent is called/the student leaves. A student who arrives to school late or leaves school early due to illness will only be excused after consultation with and authorization by the school nurse.

Student Release

All requests to leave the building while school is in session, including lunch period, must be approved by the administration. 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. The student must sign in and out upon leaving and returning to school.



3. The student will be dismissed when called from the school office or at the time designated on a note from the parent or office.

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 and administrators.
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. Study Halls should maintain an environment conducive to learning.
6. No cell phone use (see cell phone policy).
7. Students are not permitted to run, shout, or roughhouse in the building.
8. Students are not to throw snowballs on school property.
9. Eating is allowed only at lunchtimes or during special occasions where permission has been granted.
10. Students are to remain on the school grounds in the designated areas (athletes have designated rooms between the final bell and their scheduled practice time) unless granted special permission to do otherwise. Students should leave after school unless staying for supervised study, sports, or tutoring.
11. A pass from a teacher is required to go to the nurse, office, and other classrooms.
12. No public display of affection is permitted including holding hands, hugging,



kissing, sitting or laying on one another.

13. If a student should become pregnant or be involved in a pregnancy, the handling of this situation will be on a case-by-case basis by administration.

Discipline System

Discipline at FCA will be administered for violations that occur during school hours or at a school activity. Faith Christian Academy's primary purpose is to provide an education to students. Any behavior that interferes with the teacher's ability to teach, the students' ability to listen, or the 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 given to each situation 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 anytime discipline is necessary. When little or no progress in behavior and attitude is observed, a level process will begin. Levels may be "skipped" in cases of greater severity.

It is the policy of FCA to deal with each student on an individual basis. To make a general policy to govern the spectrum of sinful activity, institutional or classroom offenses would be ineffective. Each case will be judged based on its own merit, and the following list shows some of the items that will be taken into consideration:

- Attitude (one of repentance vs. hostility)
- Support of the parents
- Support of the church
- Past and current records of behavior
- Discontinuance of sinful activity
- Christian testimony

Any disciplinary action must apply equally to both males and females to avoid discrimination concerns. Discipline will be administered according to the severity of the offense as follows: detention, Saturday School, suspension, and, finally, expulsion. At the beginning of the second semester, only certain offenses will carry over.

Office Referrals

When a student is sent to the office for discipline, an administrator will contact the



parent and the following steps will be taken:

1. For the first offense, a detention will be given. Any student late for detention will may receive another detention.
2. For the second offense, the student may receive a suspension.
3. For the third offense, expulsion may result.

Violence Policy

Any use of force, violence, or harassment will not be tolerated and will result in the following consequences:

Level 1 Offenses — involving pushing, shoving, hitting: one day out-of-school-suspension and placed on probation.

Level 2 Offenses—premeditated violence causing injury: 3-5 day suspension and placed on probation.

Note: Any student found recording an altercation will receive disciplinary actions.

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 State Police Department. 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 he/she is 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 Policy

Cell phones are only permitted to be used at lunchtime or in the school office upon permission. Cell phones are not permitted to be used in any capacity in class or in hallways. If a cell phone is confiscated, parents must pick it up in the office after school. If a parent can't pick up the cell phone after school, it will be locked up and returned to the student the next morning.

Detention

The purpose of the detention period is to correct a pattern of misbehavior. In assigning detention, flexibility and consideration will be used based on grade level and maturity. Both teachers and administrators may assign detentions. All detentions assigned by a teacher will be reviewed by the administration.



1. Detention is conducted every Thursday morning from 7:00-7:45 AM. Failure to attend will result in a Saturday School (and another detention).
2. All students should bring schoolwork upon arrival, or the teacher may provide them with work.
3. There will be no talking during detention.
4. A student may not leave the room once detention has started.
5. At **three** detentions, a Saturday School will be assigned.
6. At **four** detentions, a mandatory meeting or conversation involving student, parents, and administration will be scheduled.

Saturday School

A Saturday School is held once a month and is conducted much like a detention. A \$10 fee is required from each student at the time of attendance. (Any student who fails to bring \$10 may be billed.) The purpose of Saturday School is to correct the pattern of misconduct.

Students are to arrive at 8:30 AM and stay until 10:30 AM. If a student misses a Saturday School, he or she will serve an additional Saturday School and be billed the \$10 fee for both the missed Saturday School and the one they serve.

Suspension

Suspension occurs in lieu of the **sixth** detention.

Suspension may be the result of repeated or accumulated offenses.

Parents will be notified in advance when a student is suspended from school and will be asked to sign a letter of notification before the student is readmitted. Suspension can be for one or more days, depending on the circumstances surrounding the offense. All academic work missed during the first suspension must be made up within the number of days of suspension plus one day. Work not turned in on time will receive a grade of zero. Work missed during suspension will receive a maximum grade of 59%.

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 may occur after a



suspension has been served.

Probation will involve a 'probation contract' that will dictate measures to stop 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 will also be required to work with an assigned counselor. Counseling serves to provide needed instruction to correct the unacceptable attitude or behavior.

Expulsion

After the seventh detention or if there is no change of attitude or behavior, 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 presented here provides a framework to exercise individual taste, preference, and personality within guidelines. If a violation occurs, parents may be contacted to bring appropriate clothing to school.

Girls

1. Girls may wear dresses, dress pants, skirts, capris, or jeans (jeans may not be torn). No tight-fitting, leggings, revealing, sheer, torn or low-cut clothing will be permitted. The length of the skirts must be at least to the knee when standing. Shirts must not show the midriff when arms are raised.
2. No tank tops or athletic t-shirts (t-shirts you would wear to work out or to practice) may be worn as outerwear.
3. Athletic, warm-up pants and sweatpants will not be permitted as regular classroom dress. FCA sweatshirts and jackets may be worn. Sweaters may be worn.
4. Shorts are not to be worn (except when prescribed for participation in athletic events).
5. No hats or ball caps are permitted inside the building.
6. No radical hair color will be allowed.



7. Extreme makeup styles are not permitted. No visible body piercings (other than nose and ears) are permitted. Tattoos must be covered during the hours of 8AM-3PM.

Boys

1. Pants and jeans may not be torn or show holes of any kind.
2. Dress shorts (generally with pockets and belt loops) may be worn to school (mid-thigh or longer).
3. Shirts must have a dress collar. When wearing a sweater or henley, a collar is not required.
4. Athletic shorts (except when prescribed for participation in athletic events), athletic, warm-up pants, or sweatpants are not permitted in the classroom.
5. T-shirts and team jerseys are not permitted. FCA sweatshirts and jackets may be worn. Sweaters may be worn. Quarter zips that are plain or with sports/college logos are permitted.
6. Hair is to be clean and well-groomed. No radical hair color will be allowed.
7. No visible body piercings (other than nose and ears) are permitted. Tattoos must be covered during the hours of 8AM-3PM.
8. No hats, ball caps, or bandanas are permitted inside the building.

Note: On Fridays, all students may wear **any FCA** issued apparel excluding athletic uniforms (game and practice).

Physical Education Class

FCA apparel is preferred. However, modest shorts, no shorter than mid-thigh, with T-shirts (plain or appropriate writing) are allowed.

Before and After the School Day

Students must come to school and leave school wearing appropriate school attire. Scheduled events such as field trips, field days or special occasions may have special

dress codes specified by the sponsor. 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 approached, and appropriate discipline will be administered. Our intention is to encourage students to dress neatly and modestly.

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

For attendance in 7th grade

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade



For attendance in 12th grade

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

Along with the aforementioned immunization records, the following will be required (all required records to be submitted *prior to the 1st day of school*):

- 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.

MISCELLANEOUS INFORMATION

Bell Schedule

Homeroom	8:10-8:20 AM
First Period	8:25-9:10 AM
Second Period	9:15-10:00 AM
Third Period	10:05-10:50 AM
Fourth Period	10:55-11:40 AM



Fifth Period	11:45-12:30 PM
Sixth Period	12:35-1:20 PM
Seventh Period	1:25-2:10 PM
Eighth Period	2:15-3:00 PM

School Activities

All programs, outings, parties, skits 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 official.

Student Passes

No students are permitted to leave their assigned place without a pass from the teacher. Passes for permission to leave during study hall should be obtained prior to the study hall period.

Lockers

Each student is assigned one locker which is to be kept neat and clean at all times. No writing will be permitted on the lockers (inside or out). Anything hung on the lockers must be removed before the end of the school year.

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.



Student Drivers

1. Students must have approval from the administration to drive a car to school. A parking permit must be obtained the first week of school. Students must park in their assigned parking area. A parking sticker from the school office should be placed on the rear of the car.
2. Athletic teams will ride with the team to and from games in a vehicle provided by the school, unless other arrangements with the parents have been made and agreed upon by the coach/Athletic Director.

The Interscholastic Sports Program

The following sports are offered at FCA:

Season	Middle School	High School
Fall	Girls Field Hockey Boys Soccer Girls Soccer Girls Volleyball	Girls Field Hockey Co-Ed Cross Country Co-Ed Golf Boys Soccer Girls Soccer Girls Volleyball
Winter	Boys Basketball Girls Basketball Wrestling	Boys Basketball Girls Basketball Wrestling
Spring	Baseball Softball Co-Ed Track & Field	Baseball Softball Co-Ed Track & Field

Policy regarding academic eligibility, medical/insurance requirements, and student athlete conduct is provided in the Student Athlete Handbook. Each student athlete will be responsible to review and sign in agreement to the aforementioned handbook prior to participation in sports.



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