



2016-2017

ELEMENTARY

Student/Parent Guide

Faith Christian Academy

INDEX

	Page
School History _____	4
Doctrinal Statement _____	5
Mission _____	6
Vision _____	6
Philosophy of Education _____	6
Objectives in Education _____	8
Admission to Faith Christian Academy _____	9
Financial Policy _____	9
Tuition Payments _____	10
Financial Reimbursement _____	10
Withholding Student Records _____	10
Financial Aid Policy _____	11
Academic Policy _____	11
Grading _____	11
Report Cards and Progress Reports _____	12
Academic Promotion, Probation and Retention _____	12
Honor Roll _____	13
Homework Policy _____	13
Parent-Teacher Conferences _____	13
Attendance-Tardiness Policy _____	14
Forms _____	14
Attendance Policies and Procedures _____	14
Morning Attendance _____	15
Unexcused/Illegal Absences _____	15
Cumulative/Noncumulative Absences _____	16
Dismissal for Appointments _____	16
Tardy to School _____	16
Student Release _____	17
Elementary Before and After School Care _____	17
Discipline _____	18
Student Code of Conduct _____	18
Office Referrals _____	19
Discipline System _____	19



Classroom Offenses _____	19
Institutional Offenses _____	19
Violence Policy _____	20
Weapons Policy _____	20
Dating Policy _____	20
Sexual Harassment Policy _____	20
Tobacco/Alcohol/Illegal Drug Policy _____	21
Electronic Device Policy _____	21
Detention _____	21
In-School Suspension _____	22
Suspension _____	22
Probation _____	22
Expulsion _____	23
Dress Code _____	23
Kindergarten Through Second Grade _____	23
Third Through Fifth Grade _____	24
Dress Down and Special Days _____	25
Physical Education Class _____	25
Before and After the School Day _____	26
Dress Code Summary _____	26
FCA Library _____	26
Library Procedures _____	26
Busing _____	27
FCA Busing Information _____	27
FCA Bus Behavior _____	27
Health Policy _____	27
Computer Policy _____	29
General Procedures _____	29
Computer Ethics _____	29
Computer Utilization _____	30
Rewards and Penalties _____	30
Internet Policy _____	31
Miscellaneous School Information _____	31
School Activities _____	31
Fine Arts Program _____	31



Chapel _____	31
Telephone _____	31
School Visitors _____	32
Elementary Awards _____	32
Book Policy _____	33
Lost and Found _____	33
Interscholastic Sports Program _____	33



SCHOOL HISTORY

Having recognized the need to provide an education with a biblical worldview, Pastor David Auckland felt compelled to start a Christian school. It appeared obvious to him that God's timing for such a venture was in 1973.

Over 50 students were enrolled in Kindergarten through fourth grade that first year. The school expanded to include nursery care and fifth through ninth grades in 1974 and well over 100 students were matriculated that year.

The 1975 year saw the school expand through the high school grades and had a total enrollment of 270 students. Early in 1977, a nursery school was added so that academic skills were taught from age 2. The present student enrollment from nursery school through twelfth grade is approximately 300.

Our school curriculum has grown from a limited number of courses to a broad offering of subjects and a constantly upgraded set of textbooks. The school facilities have also grown as Faith Baptist Church has grown. We continue to update our facilities to provide an environment that is on the cutting edge of academic capability.

Our graduates number approximately 680. We thank the Lord for all our graduates serving around the world in various capacities.

*Therefore, preparing your minds for action,
and being sober-minded,
set your hope fully on the grace
that will be brought to you at the revelation of Jesus Christ.
As obedient children,
do not be conformed to the passions of your former ignorance,
but as He who called you is holy,
you also be holy in all your conduct, since it is written,
"You shall be holy, for I am holy."
I Peter 1:13-16 ESV*



DOCTRINAL STATEMENT

This is a summary of the *Statement of Faith* of Faith Baptist Ministries. A complete *Statement of Faith* is available in the school office.

We believe that the Bible is the inspired Word of God in all parts and wholly without error. (2 Timothy 3:15, Psalm 119:60)

We believe in the one true God, who is the first person of the Trinity; perfect, infinite, and eternal. He is revealed to us as Father, Son, and Holy Spirit. (Isaiah 45:22, Deuteronomy 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; that He convicts the world of sin, righteousness, and judgment. (John 16:8)

We believe that all men, by nature and choice, are sinful and lost; that man is the direct creation of God, made in His image and likeness. (Romans 3:23, Genesis 1:27)

We believe salvation is by grace through faith and is a free gift of God, neither merited nor secured by any virtue or work of man; 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)

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

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.

Academic Excellence

As an academic institution, our primary reason for existence is to provide an education to those who attend. The task of the teacher is to instruct and the task of the academy is to educate. At FCA, what we offer will be done with excellence and will be academically challenging to the student. We strive to provide a program that emphasizes the academic with a balance in the arts and athletics. We will seek, through various teaching methods, to instruct students and we expect students to work and learn.

Spiritually Challenging

FCA is primarily a Christian academy. In addition to providing a superior education, we strive to challenge each student to live in right relationship to God so he/she can live in right relationship to others. FCA will provide Bible classes, chapel programs and



ministry opportunities along with a God-centered staff to help students grasp biblical truth and aid each student in his/her spiritual journey.

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. In order to create a balanced environment, it is necessary to have rules and regulations. The administration and teachers will be expected to uphold the rules, and the student will be expected to obey. FCA will seek to be a place of order so that teachers can educate, and students can learn.

Grace Oriented

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. Therefore, we understand students will sin, yet we seek to teach that sin is not to be your master. We will also strive to seek repentance, confession and forgiveness so that sin is properly dealt with through the atoning work of Christ. We further believe that by God's grace one can deal with past failure and move forward to a bright future.

Unique Partnerships

We believe that the family is the basic unit of society established by God. Parents have the awesome responsibility to train and raise children. At FCA, we seek to partner with parents by providing a biblical education of excellence and support parents in their task of training children. We further believe that every family should be a part of a Bible-believing church, which is another God-ordained institution that is essential in the spiritual development of children. Therefore, we strive to bring together the family and church for the total development of the student.



Cultural Relevance

We believe that the Bible is God's unchanging truth. Further, we believe that society is ever changing. Our task is to take God's unchanging truth to an ever-changing world.

At FCA, we strive to teach students how to defend, live and proclaim truth within their culture. Therefore, we will seek to be an institution that is culturally diverse and relevant. Our teaching will be apologetic in its approach so that students are biblically and intellectually accurate yet culturally relevant.

OBJECTIVES IN EDUCATION

1. To produce students who are prepared to enter society as God-centered and discerning people with a biblical worldview.
2. To prepare students to think critically so they are prepared for post secondary education and can affect the culture intellectually.
3. To produce students who can affect society and live to the glory of God.
4. To produce students who are self-disciplined so that they can live as law-abiding citizens who make a positive moral contribution to society.
5. To teach students the concept of grace so that when they leave this Academy, they will pursue a life of spiritual growth by God's grace.
6. To produce students who function fully in the home and in the church, so that they can function properly in society.
7. To produce students who can minister effectively within the culture without compromising biblical truth.

*Therefore, whether you eat or drink,
or whatsoever you do, do all to the glory of God.
1 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 has a nondiscriminatory racial policy in 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 payment information are stated annually in the financial information brochure provided at the time of enrollment or re-enrollment. 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: athletic, class trips, music lessons, PE clothing, course fees and supplemental class materials)

Fees will be charged only when necessary. We will make every attempt to provide clear, or advance communication to parents about anticipated fees.



Tuition Payments

Tuition payments will be made through the FACTS program. FACTS is a tuition management service most widely used by private and faith-based schools nationwide.

1. FACTS is a school-controlled automated payment system for all parents paying tuition/fees by installment or credit card. (Those who pay 100% of annual tuition/fees directly to the school at the start of the fiscal year or pay half the funds at the beginning of each semester do not need to enroll in FACTS).
2. FACTS automates checking and savings. Parents without bank accounts can open a custodial account with no minimal balance or fees.
3. Parent accounts are activated on the 5th or 20th of each month.
4. FACTS is bonded, FDIC insured, and web-secure.
5. With FACTS, there is complete flexibility including:
 - a. Which months a parent is enrolled (10-month or 12-month payments).
 - b. Stopping or adjusting payments. Parents must contact the school as the institution approves and applies changes.
6. For billing information and other questions, please see the FACTS website at www.factsmgt.com.

FINANCIAL REIMBURSEMENT

FCA will not reimburse monthly tuition funds that have been paid if a student withdraws or is asked to leave the school. Those who have prepaid for the year or have paid half the year will be reimbursed a prorated portion of the funds to be determined at the time the student no longer attends the school.

WITHHOLDING STUDENT RECORDS

Parents are responsible for full payment of tuition and other fees must be made 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 initial registration for enrollment or registration for re-enrollment, a



parent is authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

FINANCIAL AID POLICY

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

1. All families seeking scholarships must file an application with Private School Aid Service (PSAS).
2. Scholarships given will be based on PSAS recommendations up to one hundred percent of the tuition rate.
3. Due to hardships in which the recommended PSAS discount is more than fifty percent, the school administration will review and approve, not the school board.
4. The total amount of discounts given need to be approved by the Board and must go through PSAS. An exception to this would be discounts covered by school or church contracts.

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	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 will be a deduction from any grade given if work is late. The deduction will be one letter grade or 10 points each day the assignment is late. The assignment will be graded only after the



deduction has been taken. Work not turned in will receive a grade of F or zero.

*Whatsoever ye do, do all to the glory of God.
I Corinthians 10:31*

Report Cards and Progress Reports

Report cards, the official record of quarterly and yearly grades, are published four times a year (usually one week after the quarter ends). Academic progress can be tracked at any time using ParentsWeb. Each parent and student has his own ParentsWeb account through which he can both track upcoming assignments in each class and review current grades for completed work. If your child is having academic problems at any time, please feel free to 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 ParentsWeb. Report cards and access to grades on ParentsWeb may be withheld if tuition payments are not current.

Academic Promotion, Probation and Retention

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

1. Promoted means that the student has been accepted to the next grade level of academic work.
2. Retained means that 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. Three failing grades (F's or grades below 60) will constitute failure for the year.
 - b. Up to two failing grades may be made up in the summer. Work may be made up by successfully completing a regular summer school program or by being tutored during the summer.
3. Tutoring is defined for two general circumstances:
 - a. Tutoring in a specific subject is required to achieve the skills necessary for the next grade. The student is placed on probation and that probation will be



lifted once tutoring is completed in summer school.

- b. Tutoring is highly recommended. In this case, tutoring or summer school is not required as a condition for the next grade but is recommended.
4. 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 next year. If performance does not improve, retention in the next grade may be required.

Honor Roll

We give recognition to those 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 first three marking periods.

Testing

Standardized tests will be administered on a regular basis.

Homework Policy

Homework assignments are controlled by the teacher and may be given for reinforcement, drill, remediation, and special projects (book reports, compositions, etc.).

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 seatwork and use of time in class should reduce their amount of homework each evening.

Parent-Teacher Conferences

Communication between teachers and parents is a vital key to the success of the student. We encourage 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.



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 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 the year.

ATTENDANCE-TARDINESS POLICY

Forms

Absence and Tardy Forms

Pre-excused Absence Forms

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 1911, the Pennsylvania State Legislature enacted a Compulsory Attendance Law that requires children between the ages of eight and seventeen to attend school. If a student is absent, it is the responsibility of the parent/guardian to notify the school office before 8:10 AM (ext. 3002 or 3112) and inform the attendant of the reason for the absence. An absence from school will only be excused 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 by the administration
Doctor appointments*	Recovery from an accident

Unacceptable

Personal business (work, hair appointment, shopping)	
Oversleeping	Car problems
Missing the bus	General excuses**

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.

****General Excuses**

When an excuse is submitted with a general reason, such as "out of town," "an appointment," or "family emergency," etc., the Elementary Principal will be contacting the parent/guardian to gain further explanation and information.

Morning Attendance

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

Unexcused/Illegal Absences

The administration reserves the right to refer the student to the Truancy Prevention Program. A student whose absences are illegal or unexcused will not be allowed to make up the work from the day or days missed. **All graded activities shall be treated**



as if the student has chosen to not participate in them. The disciplinary action may include detentions or suspensions.

Cumulative/Noncumulative Absences

Absences will generally be recognized as cumulative or noncumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent in a semester (10). Noncumulative absences are absences that do not contribute to the specified 10 days per semester. Any student who accumulates more than 10 absences within a semester will be required to supply a medical doctor's note for any subsequent absences. This notice should state why the student could not attend school and with the specific dates the student was to be absent listed on it. A letter will be sent out to the parent/guardian informing them that a doctor's note will be required for all future absences. Cumulative absences include pre-excused absences. Noncumulative absences may include a death in the family, extended illness verified by a doctor's note within three days of the illness, or suspensions from school.

Dismissal for Appointments

Early releases from school should be for urgent reasons such as medical appointments, court appointments, etc. To be excused early, the student must submit a signed written note to the main office from his or her parent/guardian that indicates the reason for the early dismissal, the time, and the date. Students are not permitted to leave the school building during the school day unless they have a written note from the parent/guardian and permission from the office.

Tardy to School

Being late to school must be verified by phone or in writing by the parent/guardian by the next day, or it will be considered unexcused. Students who are late to school after 8:10 A.M. will report to the elementary principal's office. The elementary principal will determine whether the tardy is excused or unexcused. If the lateness to school is excused, the student will report to class with no penalty.

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. 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.

Elementary Before and After School Care

Elementary students should arrive between 8:00 AM and 8:10 AM. A student arriving before 7:55 AM should be taken to before school care in Room 111 until 7:55 AM. (This policy does not include children arriving by bus.) Before school care begins at 6:30 AM. Charges begin upon arrival until 7:55 AM. Buses should be arriving at 8:00 AM. Teachers may not be available to supervise children before 7:55 AM. A student arriving before 7:55 AM with a parent is welcome to wait with his or her parent until 7:55 AM.

Between the hours of 7:45 AM to 8:15 AM and 2:45 PM to 3:15 PM only the front parking lot is to be used for pick up, drop off, and parking. Also do not use the Twelfth Street driveway during these hours as it may interfere with bus traffic. At the end of the school day, car riders will be taken to the front parking lot by a teacher to meet their ride.

Elementary students who remain at school after 3:15 PM will be taken to after school care. A fee will be charged beginning at 3:05 PM. Only students accompanied by parents wishing to speak to a teacher will be allowed to remain in the classroom. After school care ends at 5:30 PM.

Students requiring care before 7:55 AM or after 3:00 PM are asked to use our before and after school care. The rates are:

Before and after school students in kindergarten through sixth grade will be charged \$5.00 per hour. Kindergarten students not using full day kindergarten rates will be charged \$5.00 per hour.

On days when there is no school, the school will not be providing before and after



school care. On half days of school, students using after school care will pay \$5.00 per hour between the hours of 12:00 PM and 5:30 PM, this includes kindergarten when there is an all school scheduled half day. On days when school has a two-hour weather delay, before school care will begin at 6:30 AM and there will be a \$5.00 per hour charge until the school day begins.

*Before and after school care fees should be paid promptly. Checks should be made out to Faith Christian Academy. FCA reserves the right to terminate after school care services for nonpayment.

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. Students are not to be rowdy, run, and yell, etc. in the building.
6. Students are not to throw snowballs on school property.
7. Students are to remain on the school grounds in the designated places unless granted special permission to do otherwise. Students should leave after school unless staying for sports or tutoring.
8. A pass from a teacher is required to go to the nurse, office, library, and other classrooms.



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 may be given.
2. For the second offense a meeting may be required with a parent, teacher and administration.
3. For the third offense the student may receive a suspension.
4. For the fourth offense expulsion may result.

Discipline System

Discipline at FCA will be administered for violations that occur during school hours or at a school activity. Discipline will be administered according to the severity of the offense utilizing a STEP process for corrective action. The process consists of steps of disciplinary action that may be taken for any violations of the standards of conduct, dress, or attendance. Severe cases may skip steps. 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.

FCA's primary purpose is to provide an education to students. Any behavior that interferes with the teachers' ability to teach or other students' ability to listen will result in disciplinary action. Disciplinary action may include punishment of some form or may involve classroom disciplinary action affecting grades. 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. Extreme cases may require an office referral.

Institutional Offenses

FCA is a Christian school that seeks to uphold the truths of God's Word. Any behavior that violates God's Word, hinders the testimony of the school or endangers others will result in disciplinary action. Some violations may result in suspension or even expulsion.



Violence Policy

Any use of force, violence, or harassment will not be tolerated and will result in an immediate one-day suspension. A recurrence and 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 Pennridge Regional Police. Any weapons will be immediately confiscated to ensure the safety of the students and faculty of FCA.

Dating Policy

Proper conduct with the opposite sex will be emphasized in school. Holding hands, arms around each other or other physical contact between members of the opposite sex will not be permitted during the school day, on the buses or at school functions.

Sexual Harassment Policy

Purpose of the Policy

1. To ensure a standard which is consistent with the belief that school employees and students model all relationship behaviors as taught in God's Word.
2. To ensure a safe environment for students, employees and volunteers.

The Policy

1. 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.
2. 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.



3. 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.
4. 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).
5. 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.
6. 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

The possession or use of tobacco on school property or at school functions is prohibited and will be dealt with at the discretion of the administration.

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

Electronic Device Policy

Electronic devices such as radios, CD players, MP3 players, MP4 players, portable DVD players, iPods, cell phones, lasers, pagers, recorders, PDA's, electronic games, and video and digital cameras serve to distract from the purpose of learning and are not permitted to be used by students during school hours without the explicit permission of a classroom teacher. Electronic devices of any type will be confiscated and held in the school office and may be picked up only by the parent.

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, though the administration will review each detention the teachers assign.

1. Detention is conducted from 7:00 -7:45 AM. Failure to attend will result in a double detention.
2. All students must have work to do when they arrive or the teacher will provide them with something to work on.
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 of student, parents, and administration will be scheduled."

In-School Suspension

An in-school suspension will given as the administration deems necessary.

Students will receive a daily grade of zero for every class missed as a result of an in-school suspension.

Suspension

Suspension occurs in lieu of the sixth detention.

In the event that a change of attitude and behavior is not achieved after corrective actions have been taken at detention and Saturday School the student may be suspended from school. Suspension may be the result of repeated or accumulated offenses as indicated in the preceding paragraphs.

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 of 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 69%.



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

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

FCA seeks an environment 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, the student will be asked to return home to change.

Kindergarten Through Second Grade

Girls

1. Girls may wear dresses, dress pants, nice jeans, or skirts. The length of skirts must be at least to the knee when standing. During the months of September and May, shorts or capris may be worn to school provided they are at least mid thigh or longer and neat in appearance.
2. No strapless tops or halter tops may be worn to school. All shirts must be neat



and appropriate for the classroom.

3. Hair is to be clean and well groomed. No excessive fads, radical styles or radical hair color will be allowed.

Boys

1. Boys may wear dress pants or nice jeans. During the months of September and May, shorts may be worn to school provided they are at least mid thigh or longer and neat in appearance.
2. All shirts must be neat and appropriate for the classroom.
3. Hair must be off the collar. No extreme fads, radical styles or radical hair color will be allowed.

Third Through Fifth Grade

Girls

1. Girls may wear dresses, dress pants, nice jeans, or skirts. No tight-fitting, revealing, sheer, or low-cut clothing will be permitted. The length of skirts must be at least to the knee when standing. Slits must not rise above the back of knee.
2. No tank tops or T-shirts may be worn as outerwear. Sleeveless blouses must be at least four fingers wide over the shoulder.
3. Shorts, capris, skorts, wind pants, warm-up pants, sweatpants and faded, washed-out or torn denim are not appropriate and will not be permitted as regular classroom dress.
4. Skirts and blouses must not show the midriff when arms are raised. Neatness also prescribes that sweatshirts, hooded sweatshirts, thermal knitted shirts, team jerseys, and oversized clothing are not permitted for classroom dress. Faith Christian Academy sweatshirts are the only sweatshirts permitted for classroom dress.
5. No hats, ball caps, or bandannas are permitted.
6. When prescribed for participation in athletic events or outdoor activities, shorts may be worn provided the length is no shorter than mid-thigh.
7. Hair is to be clean and well groomed. No excessive fads, radical styles or radical hair color will be allowed.



8. Makeup and jewelry should be worn to complement, not detract from, overall appearance. Extreme makeup styles or contrasts, such as very dark or black lipstick, are not permitted. No visible body piercing (other than ears) or body markings, such as tattoos, are allowed.
9. Lightweight jackets may be worn when neatly and appropriately coordinated with the outfit.
10. Flip-flops are not permitted.

Boys

1. Dress pants or nice jeans are permitted for classroom wear. Pants should always give a neat and modest appearance. They should not be too tight or extremely baggy and may not "sag. No shorts, wind pants, warm-up pants, sweat pants or faded, washed-out or torn denim are permitted.
2. Shirts must have a dress collar (no crew neck collars). Polo shirts need not be tucked in as long as the length of the shirt does not extend past the wrists when standing at attention. Button-down shirts are to be tucked in. Sweaters or FCA sweatshirts may be worn without a collared shirt. Any sweater with a zipper (from top to bottom) may not be worn, including fleece jackets and track-style jackets.
3. Socks must be worn at all times.
4. Sweat suits, T-shirts, colored T-shirts, sweatshirts, hooded sweatshirts and team jerseys are not permitted. Flannel shirts may not be worn as jackets. FCA sweatshirts without a hood may be worn.
5. Hair must be off the collar. No extreme fads are allowed, including spiked, partially shaved styles, braided, radical dye or radical hair color.
6. No earrings or necklaces are allowed.
7. No body piercing or body markings, such as tattoos, are to be visible.
8. When prescribed for participation in athletic events or outdoor activities, shorts may be worn provided the length is at least mid-thigh in length.
9. No sandals/flip-flops are permitted.

Dress-Down Days and Special Days

T-shirts and sweatshirts are permitted.



Physical Education Class

School shirts and school shorts must be purchased from the school office and worn for third through fifth grade physical education classes.

Before and After the School Day

Students must come to school and leave school in regular, appropriate school attire. Various activities occur outside the school throughout the school year. Scheduled events such as field trips, field days or special occasions may have special dress codes specified by the sponsor. We ask that parents pay particular attention to appropriate dress for occasions such as indoor and outdoor athletic events, auditorium programs, and banquets. School dress is required for auditorium programs. 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. Parents may be contacted to bring appropriate clothing. Our intention is to teach young people to dress properly according to Biblical principles.

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 will be charged for the price of the book or a replacement book provided.
3. A fine will 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 will result in discipline by the busing district and may also result in discipline by FCA.

FCA Bus Behavior

FCA buses are provided for use on field trips, athletic trips, retreats, etc. Riding FCA buses is a privilege. Students must always conduct themselves in a manner that allows the driver to concentrate on traffic safety and not behavior problems.

1. Basic standards of conduct on the bus are similar to those in the classroom in that students are not to leave their seats without permission and never when the bus is moving. The driver is responsible for the safety of the bus and all occupants.
2. Blocking aisles or windows, horseplay, throwing objects or hanging out windows will not be tolerated. Any activity which could result in injury or damage is strictly forbidden.
3. Students are responsible for keeping the bus clean at all times. The bus will be returned in a condition that equals or exceeds its condition when it left the school.

Bus trips are intended to be enjoyable for all. Pranks, horseplay and jokes often proceed quickly out of control resulting in hurt feelings, injury or damage. The rule of thumb for the bus is if the activity is unsafe, damages property or includes unwilling participants, don't do it.

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.



1. All students must have the following immunizations to be admitted to school.

DPT, Td, or DT (4 doses) 4th dose on or after 4th birthday

Oral polio (3 doses)

Measles (2 doses or history of disease)

Mumps (2 doses)

Rubella (2 doses)

Hepatitis B (3 doses)

Varicella (chicken pox) (2 doses or history of disease)

2. A dental exam is required for Kindergarten, third, and seventh grades.
3. A physical exam is required for Kindergarten, sixth, and eleventh grades.
4. Necessary forms are available in the school office.

If your child is sick, he or she should remain at home. Students known to be contagious will not be permitted to attend school and risk spreading infection. A parental guideline would be no fever or vomiting for 24 hours. 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.
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.



COMPUTER POLICY

The computers and associated equipment in the computer room, library, classrooms and offices afford us many expanded opportunities. Much of the equipment has been placed at FCA through donations and gifts. We want to encourage and promote the development of computer skills and technology in our school. However, to properly maintain and use this equipment, as well as to keep it available for the benefit of the entire school, the following procedures apply:

General Procedures

1. Students may not use FCA computers until they have completed computer training or otherwise demonstrate that they have computer skills.
2. If you don't know what you are doing, don't do it—ask.
3. If you make a mistake, inadvertently perform an operation, or damage equipment, report it to the teacher responsible for that computer.
4. Do not load any software onto hard drives without direct permission of the teacher responsible for that computer.
5. Computer games are not to be utilized on FCA computers unless under the direct supervision of a teacher and with a specific instructional purpose.
6. Under no circumstances will objectionable, illicit or questionable material be imported, copied, displayed or explored on FCA computers and equipment.
7. Students are required to purchase a headset from FCA for classes where needed.

Computer Ethics

1. Only licensed software will be used on FCA computers. Freeware can be used under the specified conditions. Shareware will not be imported or downloaded to FCA computers without satisfying licensing agreements.
2. FCA computer equipment will not be used to copy or duplicate software without the permission and authorization of the author.
3. Computers located in public rooms for school-wide access are available under the conditions prescribed in each room. Computers in office spaces or semiprivate rooms may be used only by permission of the person responsible for that equipment.



4. Computer files are the exclusive and private property of the person creating that file—intentionally opening another individual’s file is trespassing. (You would not read another person’s computer files any more than you would open and read another’s mail.)
5. Computer equipment, software and supplies are placed here for the use of the school and should not be taken away from the school without specific permission of the teacher who has custody of that equipment.

COMPUTER UTILIZATION

1. The computer on the librarian’s desk is restricted to use by the librarian only. The reference computers are intended to augment the reference and research capabilities of our library and may only be used by qualified students. **Internet access is authorized only with a teacher continually present in the room.**
2. Computers in office spaces are not available to students.
3. Computers in the computer room are for use by students currently enrolled in computer classes and only for work associated with those classes. Lab computers may be used for other purposes only with specific permission of the computer lab teacher and only under direct supervision.
4. Internet policy will be followed.

Rewards and Penalties

1. Properly following these procedures, coupled with common sense and a quest for knowledge will expose you to the expanding world of technology and access to the information it brings.
2. Failure to comply with the aforementioned policies may damage or compromise our equipment resulting in loss of access to all.
3. Willful noncompliance will result in loss of privileges for a time and may result in stronger disciplinary action, including suspension or expulsion.

Internet Policy

1. The school internet is to be used for class research.



2. No e-mail.
3. No "surfing the net."
4. Students, as well the parent must sign the internet policy form.

MISCELLANEOUS INFORMATION

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.

Fine Arts Program

Our school offers a number of special fine arts courses and activities, including art, band, and private music lessons. Private lesson request forms and information are available in the school office. There is an extra charge for private lessons.

Chapel

Chapel will be held once a week for elementary students. All students are expected to bring their Bible to chapel. We expect every student to cooperate in maintaining the appearance of the church and to refrain from any action that would mar the property of the church.

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. The pay phone is available for students' use at appropriate times. Students are not permitted to use the room phones unless permission is granted by the teacher.

Please do not call classrooms between 8:00 AM and 3:00 PM. Messages may be left on voice mail, and the teacher will return the call. Also, please do not call teachers at their homes or discuss school matters at church services.



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 and dress while attending our school.
5. No person below seventh grade will be allowed to visit in seventh through twelfth grades.
6. Transportation must be provided for the visitor.
7. Doors are locked at 8:10 AM. Please do not knock on windows or doors since it disrupts class. To gain entrance, please report to the school office.

Elementary Awards

Sustained performance, quality work and effort are recognized at the Annual Awards Program. The following awards may be earned:

- Presidential Physical Fitness
- Effort Award
- Honor Roll
- Academic Awards for Each Subject Area
- Perfect Attendance
- Christian Citizenship
- Christian Leadership
- Field Day

Book Policy

Textbooks and library books are to be handled carefully. Students must keep a book cover on each textbook at all times to protect it 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. Pencils or turned corners of pages are not to be used in any books as bookmarks. Textbooks and library books are never to be marked with pencil or ink. Students will be expected to pay for excessive damage to textbooks. We expect hardback books to last four years and paperback books to last three years.

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

Lost and Found

Items placed in the Lost and Found must be picked up. Articles left for two weeks will be donated to a mission.

The Interscholastic Sports Program

Participation All students from grade six through high school are allowed to participate in the program. Some sports may be available for fifth grade participation. There are teams in volleyball, cheerleading, basketball, baseball, and soccer. Most of the teams are available both on the middle school (sixth to eighth grade) and high school (ninth to twelfth grade) level.

Eligibility We believe that students should put their academic progress as the highest priority. Therefore, a student whose school performance falls below acceptable levels will be held out of extracurricular activities until the grades return to acceptable levels.

If a student is failing two subjects in the same week, according to the PIAA guidelines, he or she is ineligible to participate in extracurricular activities for that week.

The following policy will apply for ineligibility:

1. Any ineligible student may not participate in after-school athletic events or practices.
2. Any ineligible student may not miss study hall.
3. A student must be in school by 10:00 AM on the day of a special extracurricular activity. If a student is absent from school, he cannot participate in a scheduled school activity that evening. Exceptions could be made for students who have been pre-approved for an appointment.
4. No ineligible student will be allowed pre-excused absences.

Insurance All participants must have their own insurance coverage or sign a waiver form, releasing the school from any liability for payment of medical care resulting



from injuries occurring during the regular course of practices and games. Waiver forms will be available in the school office.

Physicals Students must receive a full physical clearance before participating in their first sport. Physical forms are available in the school office.





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