

Faith Christian Academy



2018-2019
Parent/Student Handbook
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Church on the Rock, Georgetown Inc. (Church on the Rock)

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FAITH CHRISTIAN ACADEMY

Welcome to Faith Christian Academy! We are glad that you are a part of our family. Clear communication is one of the keys to a successful education program. This handbook contains specific information and requirements set forth by Faith Christian Academy and the State of Texas. After reading it, please sign the Handbook Acknowledgement Form stating that you have received, read, and understood this information. This form will be kept in your child's file and must be turned in by the first day of school.

The handbook is designed as a reference for you. A copy of the handbook will remain on the Faith Christian Academy website through the end of the school year for easy reference.

Blessings,

Faith Christian Academy Staff

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PHILOSOPHY, VISION AND MISSION STATEMENT

PHILOSOPHY OF EDUCATION

The philosophy of Faith Christian Academy of Georgetown, Texas is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible, authoritative Word of God that contains this truth. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him. Because humans are sinners by nature and choice, they cannot glorify or know God. A person can do this only by choosing God's free gift of salvation through His Son, thereby committing his or her life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on life and the world from which will come a balanced personality and proper understanding and acceptance of one's role in life and home, at work, at play, and at worship – all grounded in the Christian concept of love.

This philosophy channels our energies to promoting high academic standards while helping students to achieve skills in creative and critical thinking, using the best integrated curriculum materials available. The objective of our instructional program is to enable students to pursue the postsecondary education of their choosing, whether college, university or vocational training.

Our responsibility for the student encompasses the spiritual, intellectual, physical, social, and emotional areas. These are inseparable, and through them all runs the thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone – the spiritual thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate, or militate against, our basic philosophy. The spiritual must permeate all areas – or else we become textbook oriented rather than student centered.

This philosophy dictates that we cooperate closely with parents/legal guardians in every phase of the student's development, always offering assistance in understanding the purposes of the Christian school.

SCHOOL VISION

Write the vision and make it plain upon tablets that he may run that readeth it (Habakkuk 2:2).

The Word of God declares...

...that neither is there any rock like our God (1 Samuel 2:2).

...for they drank of that spiritual Rock and that Rock was Christ (1 Corinthians 10:4).

Jesus said that if we would be a doer of the Word, dig deep and lay a foundation on the Rock then nothing could shake us (*Luke 6:46-49*). The Rock is the revealed Word of God.

Our vision is to birth, establish, and maintain a strong Word-oriented local church. Our desire is for the supernatural power of God to manifest in our services and in our personal lives.

Our overall objective is to train each person in every age group to reach their fullest potential in Christ Jesus our Lord (*Ephesians 4:11-16*).

Our vision is to train and equip people in the ministry of helps so that they may find their place in the body and in turn help meet the needs of others (*1 Corinthians 12:28*).

A church is a body and each part is dependent upon every other part. As each person takes their place of responsibility and service, the body will grow and much will be accomplished (*1 Corinthians 12:12*).

MISSION STATEMENT

The mission of Faith Christian Academy of Georgetown is to assist Christian parents/legal guardians by providing a Bible-based, Christian education that inspires each student to pursue excellence – spiritually, academically, emotionally, and physically – and to prepare students for a life grounded in God’s truth and directed by the Holy Spirit making the Word final authority.

COVENANT WITH PARENTS/LEGAL GUARDIANS

Faith Christian Academy commits to partnering with families, but gives parents/legal guardians the ultimate responsibility for the education of their children. Teachers, parents/legal guardians and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and a common commitment to the work of education. In order to serve families with biblical instruction and godly example, the school employs administrators, faculty and staff who serve as role models in their Christian walk, their professional life, and their Christian faith. We not only commit to encourage and better equip parents/legal guardians in this profound responsibility through example, but we will also provide tangible ways to strengthen their resolve and skills to “train their children in the Lord.”

Since the local church is God’s vehicle for worship and service, Faith Christian Academy requires at least one parent/legal guardian of the student to be a member in good standing with Church on the Rock, Georgetown, Texas in order to attend the school. A member in good standing actively participates in the life of the church by regular attendance of the services, activities and fellowships; agrees with and subscribes to the church’s Statement of Faith; submits to the authority of the pastors and the leadership of the church; and supports the church through prayer, serving and giving.

STATEMENT OF FAITH

We believe in one God - Father, Son and Holy Spirit, creator of all things (John 1:1-5, 10-14; Matthew 28:18-20).

We believe the Lord Jesus Christ, the only begotten Son of God, was conceived of the Holy Spirit, born of the Virgin Mary, was crucified, dead, buried, resurrected and ascended into heaven.

We believe the Bible and its entirety to be the inspired Word of God and the infallible rule of faith and conduct (II Timothy 3:15-17; I Peter 1:23-25; Hebrews 4:12).

We believe in the resurrection of the dead, the eternal happiness of the saved and the eternal punishment of the lost (I Corinthians 15:51-52; I Thessalonians 4:16-17; Revelation 19:20; 20:10-15).

We believe in personal salvation of believers through the shed blood of Jesus Christ (Genesis 1:26-31, 3:1-7; Romans 5:12-21; Romans 10:8-10).

We believe in sanctification through the Word of God by the Holy Spirit and in personal holiness of heart and life (Romans 8:16; I John 3:18-19, 24).

We believe in total prosperity:

(a) Spiritual (III John 2; II Corinthians 5:17-21).

(b) Mental (II Timothy 1:7; Romans 12:2; Isaiah 26:3).

(c) Physical (Isaiah 53:4-5; Matthew 8:17; I Peter 2:24).

(d) Financial (Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-15; Deuteronomy 28:1-14).

(e) Social (Proverbs 3:4; Luke 2:52; Esther 2:15).

We believe in divine healing through faith in the Name of Jesus Christ and that healing is included in the redemption (Psalm 103:3).

We believe in water baptism and the baptism in the Holy Spirit as distinct from the new birth, in speaking in tongues as the Spirit of God gives utterance and the gifts of the Spirit and the evidence of the fruit of the Spirit.

We believe that all are available to believers (Acts 1:8; 2:4; 10:44-46; 19:2, 6; Galatians 5:16-26).

We believe in the Lord's supper. "And when He had given thanks, He broke it, and said, 'This is my body which is broken for you. Do this in remembrance of me.' In the same way also he took the cup, after supper, saying, 'This cup is the new covenant in my blood; Do this, as often as you drink it, in remembrance of me.' Let a man examine himself, and so eat of the bread and drink of the cup" (I Corinthians 11:24-25, 28).

We believe in the Christian's hope - the soon coming, personal return of the Lord Jesus Christ (I Corinthians 15:51-52; I Thessalonians 4:16-17).

We believe the Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and Church of the first born, whose names are written in Heaven (Ephesians 1:22-23; 2:19-22; Hebrews 12:23).

We believe in evangelizing and missionary work in accordance with the Christian commission (Matthew 28:19).

We believe that a person's identity as a male or female is determined by their gender assigned at birth (Genesis 1:27; Genesis 2:22; Mark 10:6; Matthew 19:4).

We believe that God instituted marriage between male and female as the foundation of the family, the basic structure of human society (Genesis 2:24). The Church shall only sanction or conduct marriages between a

man and a woman. God has commanded that no intimate sexual activity be engaged other than in the context of marriage between a man and a woman (Genesis 19:5; 26:8-11; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4).

GOALS AND OBJECTIVES

Fear the Lord – Wisdom and Knowledge

- To develop in students a knowledge of our loving God's purposes and plan for their lives.
- To motivate students to be both spiritual and academic learners.
- To present the Truth in a manner that is comprehensible and applicable to each student.
- To help each student develop the desire to evaluate life issues through God's perspective.
- To develop in students an awareness of God's design and purpose of the family.
- To help each student understand their nature as a product of God's special creation.
- To demonstrate and help students understand authority structures and the importance of submission to authority.

Walk in His Ways – Spiritual Growth

- To encourage each student to have a personal relationship with Jesus Christ.
- To help each student recognize and develop a Christ-like character in their life.
- To build up students in all areas of life toward maturity in Christ.
- To teach each student to have a daily devotional time and to memorize Scripture.
- To have school personnel that models Christian character and victorious Christian living.
- To teach students to be doers of the Word and not hearers only.
- To help students develop a sensitivity to the needs of others.
- To instill the importance of Christian service and ministry.
- To make students aware of their responsibility toward world missions.

Keep His Commandments – Responsibility

- To help each student grow according to their potential – academically, spiritually and socially.
- To develop a sense of stewardship with the things God has entrusted to them.
- To help students develop self-discipline and personal responsibility.
- To teach and promote good American, state and local citizenship.
- To instill within students an appreciation of their Christian, national and school heritage.
- To present post-high school options to students through vocational and academic counseling.

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS PHILOSOPHY

Faith Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to adhere to its policies. It must be always understood that attendance at Faith Christian Academy is a privilege and not a right.

ADMISSIONS POLICY

1. The student must express a desire to attend Faith Christian Academy.
2. At least one parent/legal guardian must be a professing Christian and member in good standing of Church on the Rock, Georgetown. Both parents/legal guardians must be united in their desire to have their child taught from a Christian perspective.
3. The student must give evidence of having the ability to meet the academic requirements of Faith Christian Academy.
4. The student must possess good emotional and physical health.
5. The parents/legal guardians of the student must be financially able to provide the full tuition for the entire school year and submit documentation and/or a credit check to the school if requested.

ADMISSIONS AND ENROLLMENT PROCEDURES

1. An interview with parents/legal guardians is required. It is desired that both parents/legal guardians attend the interview. The applicant may also be required to attend the interview at the request of Faith Christian Academy administration.
2. The applicant and parents/legal guardians agree to align with the Christian education philosophy, policies and Statement of Faith of the school.
3. Entrance testing will be administered for applicants to evaluate the academic potential of each student.
4. The grade elementary and middle school students are enrolled in will be based on the student's entrance test results and the last grade successfully completed.
5. The grade high school students are enrolled in will be based on successful completion of the 8th grade and the number of credits earned (see page 28 for grade level classification by credits earned).
6. Faith Christian Academy is not equipped to provide services for all students who require special attention, such as those with physical, emotional, behavioral or neurological disabilities, etc. The administration will assess individual cases and will make the final decision on whether the child can be adequately served in our school program.
7. **All students are accepted on a nine-week probationary period.** Unsatisfactory academic or behavioral progress during this probationary period may result in removal from school; however, parents/legal guardians will still be responsible for paying the full year's tuition.
8. Faith Christian Academy reserves the right to expel a student if it becomes apparent that we will not be able to meet the needs of the student. **If the student's or the parent's/legal guardian's behavior is out of harmony with the spirit of the school and is disruptive to the learning environment, the school administrator may immediately begin proceedings for expulsion.** A letter will follow to confirm the dismissal, and a record of the expulsion will become a part of the student's permanent record.
9. Since the local church is God's vehicle for worship and service, Faith Christian Academy requires at least one parent/legal guardian of the student to be a member in good standing with Church on the

Rock, Georgetown, Texas in order to attend the school. A member in good standing actively participates in the life of the church by regular attendance of the services, activities and fellowships; agrees with and subscribes to the church's Statement of Faith; submits to the authority of the pastors and the leadership of the church; and supports the church through prayer, serving and giving.

APPLICATION AND ENROLLMENT PROCESS

1. Submit all paperwork and fees listed on the Registration Checklist to the school office. All registration/application fees are non-refundable.
2. Upon receipt of all required paperwork and fees, if space is available, you will be contacted to schedule a parent/legal guardian interview.
3. After the interview, if the student is accepted as a student at Faith Christian Academy, the Enrollment Contract and acceptance letter will be emailed or mailed to you within one week.
4. To enroll your student, submit the signed Enrollment Contract and Authorization Agreement for Pre-Authorized Payments within one week to the school office.
5. Parents will receive another packet of school and health forms to complete within 30 days.

BIBLICAL MORALITY POLICY

Faith Christian Academy's biblical goal is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant, or to discontinue enrollment of a student if the atmosphere or conduct within a particular home, or activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

CONTRACTUAL AGREEMENT

Your financial obligation to Faith Christian Academy is stated in the school's enrollment contract. The school's expenses are incurred on an annual basis; **therefore, the school cannot afford to refund the tuition or cancel unpaid obligations if your child is withdrawn during the academic year.** Please refer to the Faith Christian Academy Commitment Contract for specific details.

NON-DISCRIMINATORY POLICY

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

RE-ENROLLMENT

Re-enrollment for current students is in February of each year and there is a registration fee to hold a space for the following year. Current families have the advantage of re-enrolling before open registration for the church body begins.

TUITION/PAYMENT

Faith Christian Academy seeks to provide quality education at a minimum cost. It is absolutely necessary that payments be made on schedule. Below are some important policies relating to school finances:

1. Upon acceptance, parents/legal guardians will be presented with an Enrollment Contract and an Authorization Agreement for Pre-Authorized Payments for making tuition payments by automated debits from their financial institution. **Please note: By signing the Enrollment Contract, parents/legal guardians are agreeing to pay the full year's tuition amount per student even if they choose to withdraw their student(s) from Faith Christian Academy anytime during that current school year.**
2. If the tuition is not paid by the 10th of the month for payments scheduled for the 5th or the 25th for payments scheduled for the 20th of the month, a late notice will be sent and a \$25.00 late payment fee will be added to the monthly statement.
3. If, by the 15th of the same month for payments scheduled for the 5th or the 30th of the same month for payments scheduled for the 20th, the account is still delinquent, a letter will be mailed notifying the family that the student will be dismissed in 30 days if the account (*outstanding and current payments and all late fees*) is not made current.
4. Tuition and fees must be current for students to be eligible to participate in extracurricular events.
5. Unpaid tuition or unpaid fees by the 30th of May will place the family on the waiting list for the following school year regardless of re-enrollment.
6. In order to maintain a program based on a certain number of children enrolled, refunds for sickness, vacations or other temporary absences will not be given.

WITHDRAWAL

To withdraw a student from the school, a parent/legal guardian must come to the school office, complete the necessary forms, and schedule an exit interview with the school administrator. Test scores, grades or transcripts may be held until these forms are completed, and all fees are paid. Please note: requests for student records at the end of the school year will not be processed until the month of June, pending outstanding obligations.

GENERAL OPERATIONS, POLICIES AND PROCEDURES

BOUNDARIES AND OFF-LIMIT AREAS

All church facilities, offices and equipment are off limits unless special authorization is given. Students are not to be behind any building, on any landscaped areas, on or over the open field areas, or out of sight of supervising personnel. Students entering Building 1 during the school day should have permission from their teacher and carry a hall pass with them. Elementary students will need to be escorted by a Faith Christian Academy or Church on the Rock staff member between buildings.

CALENDAR OF EVENTS

The school calendar is distributed at the beginning of the school year and is published on the school's website. Questions concerning scheduling of events should be directed to the school office. You will be notified of any revised dates.

CELEBRATIONS AND SPECIAL DAYS

Classes may have parties on various holidays or special days. **Teachers will plan the celebrations but will ask for help from volunteer parents/legal guardians.** We realize a child's birthday is a special occasion. Parents may coordinate with the teacher to provide lunch or a treat for the class. We request that treats be sent in to-go containers for the birthday child to pass out at the end of the day. Be sure to check with your child's teacher for any food allergies in the classroom. Party invitations may not be distributed before, during or after school. We ask that public celebrations (e.g. limousine or carriage rides, etc.) not be held on campus before, during or after school hours.

CELL PHONES ON CAMPUS

Middle and High school students will be allowed to have their cell phones on campus; however, they must abide by the *Technology Policy and Agreement* for using them. Students will be required to turn their cell phones into a designated bin upon arrival each school day. Students may have an opportunity to use their cell phones during designated times at the teacher's discretion.

Students not abiding by the *Technology Policy and Agreement* will have their phones confiscated and turned into the school office. Parents will be allowed to collect confiscated phones from the office for a \$10 fee. Students who continually break the *Technology Policy and Agreement* will not be allowed to bring their phones on campus. Please remember not to contact a student via their cell phone or social media during the school day. Any communication should go through the school office.

CHILD PROTECTION POLICY

When a school employee has cause to believe that a Faith Christian Academy student's physical or mental health or welfare has been adversely affected by abuse or neglect by any person, they are obligated to report it to the school administration. The school will follow the process of filing a report as required by the Texas Family Code, Chapter 261.

COMMUNICATION WITH FACULTY AND STAFF

Faith Christian Academy Faculty and Staff welcome constructive communication from parents/legal guardians at any time. The following guidelines will help direct communication in the most productive way:

Faith Christian Academy Office (fcaoffice@cotrgtwn.org)	Faith Christian Academy Teachers
<ul style="list-style-type: none">• Attendance related information or inquiries (e.g. notifying of an absence or tardy, submitting notes for absence, etc.)• Sending messages to students during the school day• Health records• Admissions information• Forms on the website• Updating personal information (e.g. email, address, phone number, etc.)	<ul style="list-style-type: none">• Calendar questions• Student behavior• Student coursework• Grades• Classroom Procedures
For questions regarding finances please contact Ms. Christina Guzman directly.	

School Website (fca.cotrgtwn.org): The most updated school-year calendar, school supply list, parent/student handbook, and forms are on the website for your reference.

School Instagram Accounts: Upcoming events, reminders and other information will be posted to the grade level Instagram accounts. Any photos of classroom activities, projects, field trips, etc. that are posted to the grade level Instagram accounts will be deleted after posting and will not be shared with parents or students via email, text messaging or any other method. Faith Christian Academy staff will not respond to comments or direct messages via Instagram, please email the teacher with any questions.

School-wide Communication: There are times that we will send out school-wide communication via email and the postal service to Faith Christian Academy families and students. The school requests that the parents/legal guardians report any changes of address, telephone numbers or email addresses to the school office immediately.

Teacher Communication: All teacher communications should be done via Faith Christian Academy email or telephone. Teachers prefer to conduct business with parents/legal guardians efficiently during the school day. If you have a quick question for a teacher, you may email them using the appropriate email address listed on the website. If you desire a phone conversation, please email your child's teacher or call the school office to ask a teacher to return your phone call. Concerns involving students and classroom procedures are most appropriately directed to the teacher and not the school office. **Please do not approach a teacher about a Faith Christian Academy related concern during church services. All Faith Christian Academy related questions, comments or concerns should be addressed with the teacher during school hours through their Faith Christian Academy email or telephone.**

Teacher Conferences: If you would like a person to person conference, please make your request known in an email or phone call to the teacher so that a mutually acceptable time may be scheduled. **Drop-in conferences before and after school are not appropriate.** Teachers schedule their use of time carefully, and supervisory duties are particularly heavy at the beginning and end of the day.

Messages to Students: Urgent messages concerning a change in normal procedures can be handled by phoning the school office with a message for the teacher to give to the student, provided we have the message early in the day. Do not call, text, tweet, message, or Facebook your student during regular school hours.

CRISIS RESPONSE PLAN

Specific procedures are in place for the church administration and school staff to follow to keep our campus as safe and secure as possible in the event of an emergency situation. School teachers are required to be CPR/First Aid certified and will alert the proper local emergency response agency in the event of a crisis. Procedures for fire, weather and intruder emergencies are posted in the classroom and practiced on a quarterly basis.

DAMAGE TO SCHOOL PROPERTY

Faith Christian Academy students take pride in the care of the school and church property, realizing that the appearance of the building and grounds is a credit or discredit to them and to the Lord. Any student found to have intentionally, knowingly and recklessly damaged school or church property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, shall be required to compensate the school for the full extent of the damage and will be subject to disciplinary measures. Students who accidentally damage school or church property may also be responsible for damages.

ELECTRONICS AND OTHER PERSONAL TECHNICAL GADGETS/TOYS

Faith Christian Academy will allow the use of electronic tablets, readers and laptops as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. Electronic tablets, readers and laptops may only be used in the classroom when permission is given by the teacher and should only be used for academic purposes, not for playing games, checking social media accounts, messaging, or any other non-academic purpose. There will be consequences if students abuse this privilege.

Faith Christian Academy does not allow the use of electronic gadgets, toys of any kind, MP3 players, and apple watches during school hours. Even with the best intentions, they become a distraction as well as a temptation to our students. These expensive devices do not contribute but distract from the learning environment. Please keep them safely at home for they are costly toys to replace and Faith Christian Academy is not responsible for replacing these devices. **Do not bring them on campus.**

FIELD TRIPS

Faith Christian Academy teachers will decide which field trips will complement their academic programs and due to liability issues, are responsible for all field trip planning. Only students with all required travel and permission forms on file will be allowed to go on the field trips. The teachers will determine which field trips will be open for parents to attend. If a parent plans to attend they must notify and provide payment to the teacher prior to the given deadline. If a field trip is rescheduled for any reason, only those parents who have notified and provided payment to the teacher prior to the original deadline will be able to attend. Siblings are not allowed to participate in field trips.

Students are required to dress according to the Faith Christian Academy *Dress Code Policy* while on field trips. Teachers may request that students wear a particular color or an FCA t-shirt. On some occasions, Sunday dress may be required on field trips.

If a student is required to sit in a car seat or booster, parents/legal guardians are required to **provide and install** the car seat or booster in the vehicle(s) that will be used for transportation during the field trip. This must be done **before school starts** on the morning of the field trip.

Teachers will request volunteers to drive and chaperone for field trips when needed. Parents are never to be alone with a child. If a child needs to go to the restroom and needs to be separated from the class, another adult must be present. **Volunteers must have completed a background check, at their expense, in advance.**

Any parent/legal guardian who will be transporting students in their personal vehicle **must be listed on Church on the Rock's current insurance policy, complete both a *Volunteer Driver Application Form* and *Volunteer Driver/Vehicle Form* for Faith Christian Academy, and present their valid driver's license and personal auto liability insurance card to school staff to be copied.** This information must be turned into the office at least one week prior to the date of the trip.

In order to maintain the highest Christian standards for which our school stands, there are certain guidelines for those who attend and drive in addition to the ones listed above:

1. Must be a member of Church on the Rock, Georgetown.
2. We request that all dress meet our school dress code standards.
3. Do not wear any apparel with inappropriate slogans, wording, pictures, or advertising.
4. Use of tobacco or consumption of alcohol is not allowed during the entire field trip or school event.
5. The use of music, movies and/or any electronic devices is prohibited while transporting Faith Christian Academy students.

HIGH SCHOOL STUDENT DRIVING POLICY

Students with a valid Texas driver's license and a minimum of liability insurance will be allowed to drive to school provided they complete and submit the Faith Christian Academy Student Driver Agreement and a copy of their license and insurance to the school office. Students will notify the school office of any changes to the vehicle information or insurance. Students are not permitted to go to their vehicles during the course of the school day without permission from their teacher. Students may not remain in their vehicles or loiter in the parking lot.

Student drivers must use caution when driving on campus, not exceeding the speed of 15 miles per hour, as there may be young children walking/playing nearby. Vehicles must be parked in the designated Faith Christian Academy parking spaces only. Playing loud music in the vehicles is not allowed. If a student is reported as driving dangerously or irresponsibly on campus they will lose the privilege of driving on campus. Driving privileges may also be revoked for truancy, repeated tardiness, disrespect to staff, or leaving campus without authorization during the school day.

LOCKERS

The following are rules concerning the privileged use of lockers, and violation of these rules may result in the loss of this privilege.

1. Lockers are to be kept neat and clean.
2. Lockers are the property of the school and will be subject to regular, unannounced inspections by school personnel.
3. Student lockers should be made secure with a combination lock unless directed otherwise by their teacher.
4. Writing on the inside/outside or defacing (including the use of stickers or tape) in any other form is not permitted.
5. No food or drinks may be stored in lockers overnight.
6. Substances not permitted in the classroom are not permitted in lockers (e.g. electronic gadgets, toys of any kind, MP3 players, chemical substances, firearms, weapons, ammunition, etc.).
7. Students should use their designated locker only.
8. Faith Christian Academy is not responsible for items left in lockers.
9. Students should not tamper with other students' locks or lockers.
10. Students may not access their locker outside of school hours (e.g. after school, during church activities, etc.).

NONCUSTODIAL PARENTS/LEGAL GUARDIANS

The following guidelines have been adopted to assist the school in situations where a noncustodial parent wishes to assist the school in situations or wishes to have contact with or take custody of their child while that child is at school:

- Ordinarily, the school will not resist or interfere with a noncustodial parent's involvement in school-related affairs or access to the noncustodial parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents/legal guardians.
- A noncustodial parent may not take custody of a child or remove the child from school premises unless the noncustodial parent presents either a written court order or a written authorization signed by the custodial parent/legal guardian permitting such custody.
- If the actions of parents, custodial or noncustodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
- Concerning student activities that require parental consent, the school will accept consent only from the custodial parent/legal guardian unless authority to grant consent is given to the noncustodial parent by a court order, comparable legal document or notarized written authorization signed by the custodial parent/legal guardian.
- By law, both parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records of the school if the school has been given a copy of the court order terminating these rights.

PERSONAL PROPERTY

Perhaps one of the biggest problems at school is returning lost items to their rightful owners. It is strongly recommended that you label your child's clothes and items brought to school, such as lunch boxes, coats, sweaters, backpacks, etc. Please check with school staff for missing items.

PETS/ANIMALS

Due to health and safety concerns, pets may not be brought to the Faith Christian Academy campus. At various times, there will be Faith Christian Academy sponsored events which may involve live animals, and prior notification will be given to those students involved.

POSTERS, PLAQUES OR DISPLAY BOARDS

Wording on all posters, plaques or display boards to be displayed on the school property must be approved by the school administration prior to posting. Any literature/letters distributed on school premises must be approved by school administration prior to distribution.

SCHOOL PICTURES

Individual student and class pictures are taken in the fall. These are available for purchase through the photographer.

SNACKS/LUNCH/FOOD ITEMS

- Students must bring a sack lunch every day with a clear liquid beverage, no sodas.
- When parents/legal guardians drop off a lunch for a child, it should be left in the school office with the child's name and grade clearly written on the lunch.
- If the lunch is not delivered by the parent/legal guardian on time (within 5-10 minutes after the lunch period begins), or if the student forgets their lunch, the student will be provided a basic sack lunch by the school.
- If a student forgets their lunch more than two times, the parents/legal guardians will be charged \$5.00 the third time and each instance thereafter.
- Food and clear liquid beverages are not to be consumed in the classroom except at designated times.
- Students may be provided a designated snack time during the school day, at the teacher's discretion. If your student desires to have a snack, please pack a snack in addition to their lunch.
- **Please ensure that your child's medical information clearly indicates any food allergies they may have.**

TELEPHONE USE POLICY

Students may use the classroom or office phone at the discretion of the teacher to contact their parents/legal guardians only. Use of the school phones will be limited to emergencies only. If a parent/legal guardian needs to contact their child during the school day they should contact the school office and the office will relay the information to the student.

TEXTBOOKS

Students are issued textbooks that are owned by the school. It is the responsibility of students to keep and maintain these textbooks throughout the year. At the end of the year parents will be financially responsible for textbooks that are missing or have been damaged beyond the standard of reasonable use.

VIOLENCE PREVENTION POLICIES

Faith Christian Academy has a zero tolerance for violence, sexual harassment, bullying, and drug or alcohol use on our campus. Respect for one another is expected, and we will hold one another accountable for our behavior towards our brothers and sisters in Christ.

VISITORS ON CAMPUS

Faith Christian Academy is a closed campus. Visitors must have prior approval before joining Faith Christian Academy students for lunch or any other activity. All visitors must sign in at the office before visiting any room, student or teacher. Please do not invite friends or family to our campus as they are not allowed to be in the classrooms or the lunchroom without advanced approval. If you have a special request, please submit inquiries to the office well in advance for permission to invite a guest. **Please respect the learning environment by limiting interruptions and following proper procedures.**

VOLUNTEER POLICY

We welcome and appreciate your time and support. However, for the safety of our students, Faith Christian Academy requires that volunteers who serve on campus or during school events in any capacity and have direct contact with children must have passed a background check, at their expense, through Church on the Rock and be approved by school administration. We also require volunteers to sign in and out through the school office.

ATTENDANCE POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL PROCEDURES

Please use extreme caution in the parking lot. Be aware that children and cars are moving constantly in and out of parking spaces. Parking lot speed should be no more than 15 miles an hour.

There will be a designated school staff member, parent/legal guardian volunteer or secondary student assisting with arrival and dismissal each day. Please adhere to any instructions given by the designated parking lot assistant to ensure the safety of everyone.

Arrival and dismissal time is not the time to talk with your child's teacher. Please allow our teachers to give their full attention to their arrival and dismissal duties for the safety of our children.

Arrival Routines

Students will arrive through a drive through drop-off line at the front of the school building **no earlier than 8:15 a.m.** Please do not let your child out of the car in any other location on church property. Students may not wait unattended in the classrooms or anywhere else on church property.

Dismissal Routines

Students will dismiss through a drive through pick-up line at 3:30 p.m. at the front of the school building.

ATTENDANCE POLICY

Regular attendance is vital to the student's success in school. Good attendance promotes learning without interruption. All parents/legal guardians are asked to use good judgment and not allow their child to be absent unless it is absolutely necessary. Please schedule family trips during the summer break and other school holidays.

Faith Christian Academy students may be absent no more than 10 days of the school year. Failure to meet this attendance requirement, regardless of whether or not the absences are excused, may necessitate that the student be retained in his/her current grade level the following year, with the ultimate decision being determined by Faith Christian Academy administration. A student who is absent more than 10 days in a school year will not meet the minimum attendance required which may result in loss of credit or retention.

When your child is absent from school for any reason, please email the school office as soon as possible to document the reason for your child's absence. For attendance records, **students returning after an absence must supply a written note if an email was not sent to the school office.** When students miss more than 30 minutes in the morning or 30 minutes in the afternoon, they are counted absent for a half-day.

The only excusable reasons for absences are:

- Documented illness
- Bereavement
- Documented medical appointments
- Approved school activities
- Pre-approved absences
- College visits (for high school Juniors and Seniors only)

Any absence not characterized by the above criteria, including hair appointments, shopping afternoons, personal errands, unapproved athletic events, etc., will be termed unexcused. The student will receive a zero on all tests missed and assignments due during the absence. Excessive absences, regardless if excused or unexcused, are a concern to the school staff. **Students who have three or more unexcused absences in any one grading period may be subject to dismissal from Faith Christian Academy.**

In addition, please check with your child's teacher(s) at the beginning of the school year for a class schedule and try to schedule medical and dental appointments away from academic times.

AUTHORIZATION TO PICK UP CHILDREN

If anyone other than the parents/legal guardians or a previously authorized person is to pick up your child, a parent/legal guardian must complete and submit the Attendance and Transportation Form to the office. If this form is not submitted, your child will not be released. They will be required to report to the school office and **to show a valid photo I.D.** to be cleared for pick-up approval. Names of those authorized to pick up your student should be on the Student Information Form retained in the school office.

EARLY DISMISSAL FROM CLASS

While it is not always possible, parents/legal guardians are asked to make all appointments, including medical and dental, outside of school hours. If a student needs to leave school early for any reason the parent/legal guardian will need to complete and submit the *Attendance and Transportation Form* to the office. Whenever possible we ask that you notify the office at least 24 hours in advance so that the teacher can plan accordingly. Parents will be required to sign their students in/out from the front office. Office staff will pull the student from class and bring them to the office to leave. Parents are not allowed to enter Building 2 to pick up their child at any time.

Note: Secondary students who drive must have an *Attendance and Transportation Form* submitted by the parents/legal guardians and follow sign-out procedures before leaving campus. Students should submit the *Attendance and Transportation Form* no later than 8:30 a.m. on the day they are to leave early. If same day appointments are made by parents/legal guardians, the parent/legal guardian should contact the school office to submit the form via email or fax. Parents should not contact the child directly as the student may not have their phone and the office will need parental approval in order to allow a student to leave midday.

EARLY RELEASE DAYS

Early Release Days will be scheduled as needed and noted on the school calendar. Please note that there will be no lunch period on early release days.

HOLIDAYS

Check the school calendar for a complete schedule of holidays and refer to the website, social media pages and teacher emails for any changes to the calendar.

HOURS OF OPERATION

Faith Christian Academy school hours are Monday through Friday, 8:30 a.m. - 3:30 p.m. The school office will be open from 8:00 a.m. until 4:00 p.m., Monday through Friday.

It is important that children are picked up **ON TIME**. We have strict teacher/student ratios to abide by, and school staff have planning and set up to do for the next school day. Students are not allowed to wait outside the school building without adult supervision. There is a ten-minute grace period for emergencies. Repeated late pick up by parents/legal guardians may be subject to a \$10 late fee.

INCLEMENT WEATHER

It may be necessary to close, dismiss early, or delay the start of school due to ice, snow or other inclement weather. It is important that you listen to a radio or TV station when there is a question regarding inclement weather or dangerous road conditions. We inform families of school closings via emails and social media pages. We will **attempt to follow GISD** decisions for closing or modifying school hours due to inclement weather or dangerous road conditions.

PRE-APPROVED ABSENCES

We recommend giving your teacher as much notice as possible when you know that your student will be out of school. Certain events qualify as pre-approved absences such as funerals, college visits, surgeries, attending special meetings promoted by our Pastors, and other events beyond your control. Though pre-approved, these absences will be considered excused absences and will count towards the allotted 10 absences a student can accumulate during the school year. The procedure for obtaining a pre-approved absence is as follows:

1. Fill out a Pre-Approved Absence Form (available in the school office and on the school website) and turn it into the office at least **fifteen school days** in advance of the absence.
2. The school administrator will determine if the request qualifies as a pre-approved absence.
3. If the request qualifies as a pre-approved absence, the teacher will verify that the student has not had excessive absences during the grading period or school year.
4. The teacher will also verify that the student's performance in all subjects is adequate.
5. If the pre-approved absence request is approved, the teacher will gather assignments that the student will miss during their absence.
6. The student will complete and turn in all assignments on the day he or she returns. Any assignments not turned in that day will receive a zero.
7. All pre-scheduled tests will be taken on the day of return. All tests scheduled during the absence must be taken within 3 days of return.

NOTE: During the last two weeks of the school year, before major school holidays or during any week in which a series of exams is being administered, permission will not be granted for students to be absent other than for illness or family emergencies. Unauthorized absences will result in a significant grade penalty unless an appeal is granted due to extenuating circumstances. Exams may not be taken early to accommodate travel plans. High school juniors and seniors are allowed two days for college visits.

SENIOR LUNCH PRIVILEGE

Seniors have the privilege of off-campus lunch on Fridays at the teacher's discretion. As with any privilege, it requires responsibility. Students must be back to class on time. Students are expected to follow Faith Christian Academy rules and expectations during the entire school day, even when off campus. Any reports of misconduct while off campus or continual tardiness will result in loss of off-campus privileges.

TARDINESS

A tardy is recorded when a student is not in his/her assigned place when the school day begins. If a student is tardy, the parent/legal guardian must bring the student to the front office, sign them in and fill out the appropriate attendance form. **Three unexcused tardies will result in 1 unexcused absence.** We strongly advise that the students arrive at 8:15 a.m. each day in order to be ready to begin work promptly at 8:30 a.m. **Excessive tardies may result in disciplinary action.**

ACADEMIC POLICIES AND PROCEDURES

THE ACADEMIC PROGRAM

“For the Lord gives wisdom; From His mouth comes knowledge and understanding” (Proverbs 2:6).

It is our desire that your child be greatly enriched for having attended Faith Christian Academy. In all grades, the children are afforded blocks of time for chapel, Bible study, music/fine arts, physical education, learning centers, and creative play. In addition, all concepts and fundamentals in academics are thoroughly covered in each grade level. Before each new school year, we require the parents/legal guardians to attend Orientation Night. As partners in your child’s education, we will share what you can expect from us and what we expect from you in order for your child to have the most successful year possible.

ACADEMIC PROBATION

Students who receive failing grades at the end of any nine-week reporting period are placed on academic probation. They will be given one grading period to demonstrate ability to obtain passing grades. At that time, academic records will be evaluated and appropriate recommendations made as to whether Faith Christian Academy can meet the needs of those students.

CURRICULUM

Faith Christian Academy endeavors to use the best Christian curriculum available. Our curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters, the Scriptures are supreme. The integration of biblical faith and learning is the responsibility and primary function of each teacher at Faith Christian Academy.

FAILING GRADES

If a student does not pass a core subject for the academic year, he or she may be required to enroll in an accredited summer school or individual approved academic program before promoting to the next grade level. Attendance in summer school is not included in Faith Christian Academy tuition and would be an additional expense to the parents/legal guardians.

HOMEWORK POLICY

Because homework has been shown to increase student academic achievement, and because the Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are also developed as a result of homework, homework will be regularly, but **reasonably** assigned. Because homework affects the students, parents/legal guardians and teachers, all three have responsibilities they must meet and consequences they must face.

Student Responsibilities:

1. Complete all homework as assigned.
2. Plan and budget time wisely. This includes making good use of classroom time so as not to be overburdened with homework.

3. Seek assistance from your teacher if the assignment is unclear, or if you have difficulty understanding the subject matter.
4. Attempt all homework on your own before asking for help from parents/legal guardians or teachers.

Parent/Legal Guardian Responsibilities:

1. Recognize the necessity and importance of homework in your child's education.
2. Familiarize yourself with the school's *Homework Policy*. This policy will include expectations and penalties.
3. Continually make yourself aware of classroom assignments and expectations through your student's take home folder and/or assignment agenda.
4. Provide a suitable work environment for your child. This would include a proper study area, adequate supplies and a regularly scheduled homework time.
5. Contact the teacher immediately if your child is having difficulty completing assignments, if the assignments are unclear or if your child seems to spend an extraordinary amount of time completing homework assignments. (We suggest a log be kept for two weeks to document the level or amount of homework assigned.)

Teacher Responsibilities:

1. Review the school's homework policies and procedures with each student and parent/legal guardian at the beginning of the year.
2. Take care in honoring the family by assigning homework and projects that are purposeful and meaningful.
3. Communicate with students and parents/legal guardians regarding incomplete and failing grades.
4. Regularly seek feedback with students and parents/legal guardians regarding how much time it is taking to complete homework assignments.

Enforcement Procedures:

Students: If homework is not completed on a regular basis, the student will be held accountable as outlined in the school's policies and procedures. For persistent homework infractions, students will be subject to disciplinary action under Faith Christian Academy's *Discipline Policy*.

Parents: We advise parents/legal guardians not to take upon themselves the responsibility of completing homework or securing materials for homework. Although it is the responsibility of the student to complete the homework independently, we do desire for parents/legal guardians to take an active role by providing encouragement, a proper environment and consistent accountability. If you have an academic concern, please contact the teacher as soon as possible.

Teachers: If a teacher is presented with a documented concern from a parent/legal guardian (that has been logged over a two-week period), the teacher will set up a meeting with the parent/legal guardian to discuss the issue. At this meeting, a plan of action will be coordinated by the parents/legal guardians and teacher to address the homework concerns.

LATE WORK

Students are given a sufficient amount of time to complete work in class. Any work not completed during the assigned work day will need to be completed as homework. All homework is due the next morning at 8:30 unless noted otherwise in the take home folder or on the assignment. Due dates for assignments are given in

advance and should be adhered to. When work is turned in late the student will receive a “0” for the assignment. Students who repeatedly turn in late assignments will be asked to attend a conference with their parents/legal guardians and teacher. If the student continues to have issues turning in work on time they may be asked to withdraw from Faith Christian Academy as they are not upholding the standards and expectations of our school.

MAKEUP WORK, TESTS AND ASSIGNMENTS POLICY

Teachers can be emailed directly to request information about missed assignments. Parents who notify the school of an absence in the morning may request the necessary worksheets or assigned papers and pick them up from the teacher or school office at 3:30 p.m. Students are allowed one day for each day missed in order to make up the missed assignments. **Prior assigned tests given on the day of an absence must be taken on the day of return.** If a student is absent the day before a test and the test has been assigned in advance, the student should return expecting to take the test. In the case of prolonged illness or absence, the teacher may make other provisions. The **student is responsible** to make necessary arrangements to obtain and submit missed assignments.

READING FOR PLEASURE

Children are encouraged to have good literature with them at all times to read for pleasure; however, if there is a book that we would not recommend in our library due to controversial reviews, we will not allow it on campus. We will give your child a private warning to read it at home with parental permission. After the warning, if the book returns to campus, we will hold it in the school office until the parent/legal guardian can retrieve the book.

RETENTION POLICY

The goal of our school is to minimize the need for retention. Our strong effort in developmental screening, while not infallible, is intended to be part of this effort. Early communication between the home and school, combined with vigorous intervention efforts, is essential in order to reduce the potential for retention. Parents may initiate a “retention discussion.” The goal of retention is for the student to meet with success in the classroom and develop age appropriate social and emotional maturity. The general policy regarding retention is that a child may not be retained more than once while enrolled at Faith Christian Academy.

Criteria for Retention:

1. Failing academic average (69 or below) in one or more core subjects.
2. The combined judgment of the teachers and the parents/legal guardians indicates that retention would serve the best interest of the student.
3. Attendance (excessive absences).

Retention Procedures:

1. If, after careful observation a teacher feels that retention is a possibility, the teacher will schedule a conference with the student’s parents/legal guardians to discuss the child’s academic and developmental progress. At this conference, the possibility of retention will be suggested as well as specific plans for remediation.

2. Depending on the child's progress, a recommendation for retention will be made to the parents/legal guardians by the classroom teacher. This conference will be scheduled at the earliest time possible during the second semester.
3. In some cases, in spite of appropriate intervention, retention will still be necessary. A conference will be scheduled with the parents/legal guardians. The desired result of this conference is to have parental consent for retention. We recognize this is a vital and necessary component for the retention to be effective and positive. Therefore, Faith Christian Academy will generally not retain a student without consent and support of the parents/legal guardians. However, in some cases in which the school believes the promotion would be educationally detrimental to a student, the school reserves the right to require the retention of the student in order for the student to continue at Faith Christian Academy.

SCHOOL SUPPLIES

A school supply list will be provided to parents/legal guardians prior to the beginning of the school year and also posted on the website. We ask that students be good stewards of their own possessions. The students are responsible for purchasing and replacing all the supplies they need to be successful in the classroom.

BOOKS

It is the responsibility of students to keep and maintain books owned by the school throughout the year. Students should not make marks on or in these books. At the end of the year parents/legal guardians will be financially responsible for books that are missing or have been marked in or on or are damaged beyond the standard of reasonable use.

STUDENT RECORDS

If a parent/legal guardian or a student 18 years or older wants to view their student records, they will need to submit a request to the Faith Christian Academy office. The office will contact you to set up an appointment in order to view the records and a school official will be present during the appointment. No documents can be removed from a student's record. If a student transfers schools a parent/legal guardian can request that the student's records be sent to their new school provided Faith Christian Academy receives a release of information document from that school.

TUTORIALS/HELP CLASS

For students who are falling below teacher/administration expectations in basic skills and in circumstances where the teacher has exhausted every effort and resource, outside tutoring may be required. Teachers may request a conference with the parents/legal guardians and student if they feel that additional tutorials should be recommended. The teacher will meet with the family to give them options for tutorials and should the family decide to proceed with receiving tutorials it will be at the expense of the parents/legal guardians.

ELEMENTARY GRADING POLICY

1. Tests comprise between 50% and 80% of your student's final grade, depending on the course. The remainder of the final grade will be comprised of daily/written work (workbook assignments, essays, book reports, etc.).

2. Teachers will be responsible for grading all student work and issuing report cards to parents/legal guardians at the end of each nine-week grading period.
3. Numeric averages are primarily used for grading core subjects. Letter grades are used for conduct grades.
4. Teachers will ensure that students and parents/legal guardians know in advance when tests and projects are due so that adequate time will be given for preparation. Information will be written in students' take-home folders or assignment agendas.

Incomplete Grades for Report Cards

An INCOMPLETE grade may be given when a student has been absent three or more days at the end of the grading period. The administration will determine an extension time not to exceed two weeks in order for the student to make up the assignments. If the work is not made up within the stated time, the student will receive a zero for each missing assignment and a course grade average will be calculated.

Grading Scale

Tests comprise between 50% and 80% of your student's final grade, depending on the course. The remainder of the final grade will be comprised of daily/written work (workbook assignments, essays, book reports, etc.).

95-100	E
90-94	S+
80-89	S
70-79	S-
0-69	U

MIDDLE AND HIGH SCHOOL GRADING POLICY

1. Tests and projects compromise 65% of your student's final grade, depending on the course. The remainder of the final grade will be comprised of quizzes and daily/written work.
2. Teachers will be responsible for grading all student work and issuing report cards to parents/legal guardians the Friday after the end of each nine-week grading period. The nine-week grading periods are noted on the Faith Christian Academy School Calendar.
3. Numeric averages are primarily used for grading core subjects.

Incomplete Grades for Report Cards

An INCOMPLETE grade may be given when a student has been absent three or more days at the end of the grading period. The administration will determine an extension time not to exceed two weeks in order for the student to make up the assignments. If the work is not made up within the stated time, the student will receive a zero for each missing assignment and a course grade average will be calculated.

Courses Taken Prior to Enrolling at Faith Christian Academy

Students transferring to Faith Christian Academy in 10th grade or above will be required to submit a copy of their most updated transcript in order to receive credits from a previous school; this includes students who were homeschooled. If a student is transferring from a school that was not accredited or cannot provide a transcript, that student will need to complete all graduation requirements beginning with 9th grade courses.

Faith Christian Academy will determine which credits will be applied towards high school graduation requirements. Transfer credits will not be counted towards a student's GPA. Transfer credits will not appear on a student's Faith Christian Academy transcript, but can be sent along with their transcripts as requested.

High School Courses Taken Prior to High School

High school courses taken in middle school will be counted for high school credit toward graduation, but the grades will not be included in the student's high school GPA. Faith Christian Academy requires that middle school students taking high school courses maintain an 85 or above otherwise they will need to retake the courses.

Dual Credit Courses

Dual credit courses are available for 11th and 12th grade students to take through Austin Community College (ACC) to earn both high school and college credit. At the end of the semester, ACC will send the student's grade(s) to Faith Christian Academy to complete their high school credit for the corresponding course(s). A senior enrolled in ACC classes who needs those courses to graduate will need to pass the ACC classes prior to graduation to remain on their graduation plan and to graduate. It is recommended that if a student needs a class to graduate that they do not wait until the second semester of their senior year to take that class.

Students will complete the coursework on their own. Ideally, students will sign up for an online course and will be able to use class time designated for that subject area at Faith Christian Academy to work on their course work. If an online course is not available through ACC, the parents are responsible for providing transportation for the student to and from the ACC campus. Students are required to "sign out" in the church office to attend ACC classes that are off-campus. If the day and time of the class conflicts with Faith Christian Academy school hours, the student must receive approval from Faith Christian Academy administration prior to enrollment.

Students are responsible for all course, examination and book/material fees necessary to take ACC classes. Classes are free for students who live in the ACC district (Austin, Leander and Round Rock). Classes are \$150 each for out of district students (Georgetown, Pflugerville and Jarrell). Students may have to take an entrance exam in order to apply to ACC at a cost of \$29.

Students who take courses at ACC are still required to pay full tuition at Faith Christian Academy. Students may not withdraw from an ACC class without the consent of the school administrator prior to withdrawal. If a student withdraws from an ACC course, the privilege to take ACC courses in the future may be suspended. If a student withdraws from an ACC course they will be assigned to a Faith Christian Academy course.

Faith Christian Academy has approved the following courses for dual credit:

Fall-11th Grade

- English 1301**

Spring-11th Grade

- English 1302**
- Speech 1311 (FCA-.5 Professional Communications Credit)

Fall-12th Grade

- English 2322**
- Government 2305 (FCA-.5 Government Credit)

Spring-12th Grade

- Economics 2301 (FCA-.5 Economics Credit)
- US History 1302 (FCA-1.0 Advanced Social Studies Credit)

**Upon successful completion of English 1301 + English 1302 + English 2322, students will earn credit for English III (1.0 credit) and English IV (1.0 credit).

Grade Level Classification

Faith Christian Academy uses the following system in classifying high school students.

- 9th grade: A student must have been promoted from the 8th grade
- 10th grade: A student must have satisfactorily completed 6 credits
- 11th grade: A student must have satisfactorily completed 12 credits
- 12th grade: A student must have satisfactorily completed 18 credits

Faith Christian Academy does not allow students to be enrolled in multiple grades. If a student is homeschooled, their high school classification will be determined by their last grade of completion or their current grade enrolled in as of May 31st.

Grade Point Average (GPA)

A student's GPA is calculated at the end of each school year beginning with the end of the student's freshman year and is published on the student's transcript. The GPA is calculated for a student using a simple grading system derived from all courses in which the student earned credit while attending Faith Christian Academy.

Graded Projects/Research Papers

Projects and research papers must be submitted by their due date regardless of absences. If a student is absent on the date a major assignment is due a parent/legal guardian will need to bring the assignment to the school to be submitted on time. If the assignment is not submitted on or by the due date, the student will receive a zero on the assignment.

Grade Scale

Tests and projects compromise 65% of your student's final grade, depending on the course. The remainder of the final grade will be comprised of quizzes and daily/written work.

90-100	A
80-89	B
70-79	C
0-69	F

<i>Courses receiving Satisfactory (S) or Unsatisfactory (U) scores do not use the point scale. Rather, their grades are based on an overall review of the coursework submitted.</i>	S
	U

Graduation

Seniors are required to purchase their own graduation caps, gowns and invitations. Seniors are also charged a graduation fee (billed in January) to cover the costs associated with the commencement ceremony.

High School Graduation Requirements

Faith Christian Academy has the following requirements in order to receive a high school diploma:

- Mathematics: 3 credits, including Algebra I, Geometry and one credit in any advanced math course
- Science: 3 credits, including Biology, one credit in Integrated Physics and Chemistry or any advanced science course and any advanced science course
- English: 4 credits, including English Language Arts I, II, III and one credit in any advanced English course
- Social Studies: 3 credits, including World Geography or World History (1 credit), U.S. History (1 credit), Government (.5 credit), and Economics (.5 credit)
- Bible: 4 credits
- Speech: .5 credit

- Fine Arts: 2 credits
- Foreign Language: 2 credits
- Physical Education: 1
- Electives: 3.5 credits
- Total: Minimum of 26 credits

Students transferring to Faith Christian Academy at the tenth-grade level or higher will not be required to make up the Bible credits they missed from previous grade levels.

Quizzes

Teachers are allowed to give announced or unannounced quizzes at any time to determine whether a student has learned the required material. Teachers will grade and give feedback on the quizzes to the student and may also give feedback to parents/legal guardians on quizzes on an as needed basis.

Semester Exams

The curriculum we use at Faith Christian Academy includes mid-term and final exams for some courses. Students will be notified of which courses will require these exams at the beginning of the year.

Standardized Testing Program

Achievement tests are given in the spring of each school year to help evaluate the progress of each student in kindergarten through eleventh grade. The data provides dependable achievement measures that can be of assistance in improving our academic program. In order for us to have complete and accurate information, it is important that your child is present for scheduled standardized testing.

Tests

Students should have no more than two tests and one quiz each day. Test dates are given in advance and the student should have plenty of time to prepare. If a student has a heavy load of quizzes or tests within a short timeframe the student should present their concerns to their teacher to see if anything can be rescheduled so that the student has an adequate amount of time to prepare. Parents should avoid making medical appointments or pulling a student from school during a scheduled test date when at all possible. If a student is absent on the day of a test for an unforeseen reason they will be required to take their exam on the day they return to school.

HEALTH CARE RECORDS AND POLICIES

Health records are required for admission to Faith Christian Academy. The State of Texas mandates that a complete immunization record be on file for each student 30 days prior to school in order for him/her to attend school. Faith Christian Academy requires that your child have a **complete medical file** by the end of the 30-day grace period. The following forms are required for your child's medical file:

- Complete and up to date immunization record or *Affidavit of Exemption from Immunizations for Reasons of Conscience*
- *Authorization for Dispensing Medication/First Aid Permit* completed and signed by parent/legal guardian
- Kindergarteners and any other first-time entrants through 12th grade must provide Vision and Hearing Screening from their physician
- All 6th and 9th grade students must provide a Scoliosis Screening from their physician
- All 1st, 3rd, 5th and 7th grade students must provide a Vision and Hearing Screening from their physician

HEALTH CARE POLICIES

Illness: Students are to be kept home if they are ill. Please keep your child home if he or she has any of the following symptoms:

- Fever (temperature of 100 degrees or more)
- Vomiting
- Diarrhea
- Conjunctivitis (pink-eye)
- Contagious rash (e.g. impetigo, chicken pox)
- Lice (may return to school after first treatment and once the child is nit-free)

Your child must be fever-free; and/or without vomiting; and/or without diarrhea for 24 hours without medication before returning to school unless a physician's note indicates otherwise.

Readmission to school of any student recovering from a communicable disease shall be on the basis of a written note from a physician. If the student has not had a physician in attendance, readmission will be based on the criteria established by the Texas Department of State Health Services. Parents/guardians will be notified if a student becomes ill at school. The student will be separated from the rest of their class until the parent/legal guardian can come pick them up.

First aid and care for minor injuries and ailments will be provided as outlined on the *First Aid Permit*. If you disagree with any item, please indicate your preference on the form. **Medications** will be administered by the school staff if the parent/legal guardian completes an *Authorization for Dispensing Medication* form and provides the medication in its original container. All prescription medications must have a current label with the student's name and dosage instructions. All over-the-counter medications must be in their original container and will be dispensed according to package directions unless a physician's order indicates otherwise. No medications will be provided by Faith Christian Academy. **All medications** must be kept in a lockbox and dispensed by the school staff with the following exceptions: insulin/glucagon, asthma inhalers, Epi-pens, and cough/throat lozenges. Parents/guardians must complete an *Authorization for Dispensing Medication* form acknowledging that the student is capable of self-medicating for insulin/glucagon, inhalers,

and Epi-pens. A physician's signature may also be required if circumstances warrant. It is a violation of school policy for a student to have any medication with them other than the exceptions listed above. Please note that if a student gives or offers medication to another student, it will be considered a serious discipline infraction and appropriate consequences will follow.

Lice infestations discovered at school require that the student be sent home and allowed to return after the first treatment is administered and the student is nit-free. Parents will be required to perform daily head checks and nit removal; and to treat again in 7–10 days per package directions. The school staff will do frequent head checks for the affected class/grade levels. Faith Christian Academy would greatly appreciate notification if a parent/legal guardian finds evidence of an infestation on a student or sibling/family member.

IMMUNIZATION RECORDS

All students must have a **complete immunization record** (per state requirements) on file 30 days prior to school. If there is a medical reason that a student may not receive a vaccine, a physician must submit a letter stating the reason for the exemption. If the letter does not state that the medical exemption is in place for the life of the child, then it must be updated yearly. If a parent/legal guardian does not want to immunize their child for reasons of conscience, they must apply to the State of Texas for a "Reasons of Conscience" Exemption form. The form must be notarized and updated every 2 years (or the timetable required by the state).

MEDICAL INSURANCE FOR STUDENTS

Medical requirements for injuries will be the responsibility of the parents/legal guardians. Faith Christian Academy suggests that all students be covered under a family health plan.

STATE REQUIRED SCREENINGS

Faith Christian Academy abides by the State of Texas requirements for health screenings. Students in 1st, 3rd, 5th, and 7th grades are required to have vision and hearing screenings. Students in 6th and 9th grades are required to have a scoliosis screening. All new students must provide vision and hearing screenings with their health records.

DRESS CODE POLICIES

PHILOSOPHY

It is our desire at Faith Christian Academy to do all things pleasing to the Lord and in a manner that will honor Him. We recognize, of course, that true Christianity is a matter of the heart and not always the outward appearance. However, it is true that our appearance is important. In 1 Thessalonians 5:22 we read, *“Abstain from all appearance of evil.”* 1 Samuel 16:7 notes that, *“The Lord looks on the heart...man looks on the outward appearance.”* However, Peter puts his finger on the real issue when he stated that our attractiveness should not be based on what we wear, but on *“...the hidden man of the heart...even the ornament of a meek and quiet spirit.”* By our dress and our actions, we represent the feelings and thoughts of our hearts. Therefore, our clothing and the way we wear it should represent a desire to please God and honor Him. Studies have shown that dress does influence a student’s behavior, self-image and performance. We want to encourage students to develop an attitude about their appearance that shows not only self-respect and esteem, but also respect and reverence to the Father.

Dress codes, a common requirement in many schools and businesses, encourage students to dress in a clean, neat and modest fashion and often result in the student building self-respect and clear gender identity. Since our desire is for students to base their decisions about dress on Godly principles, our dress code allows the flexibility of choice rather than a set uniform. Students are expected to know what is acceptable or ask before they wear anything questionable. **The final decision on what is acceptable dress is the responsibility of the administration. Remember, at all times you should be dressed so that your face, and Christ’s Spirit in you is the first thing someone else sees.** If we see your body first...you are dressed inappropriately and will be asked to change immediately.

AFTER SCHOOL AND/OR SCHOOL SPONSORED EVENTS

Appropriate dress is expected **at all school sponsored events** and on campus before and after hours. Inappropriate dress will be handled on an individual basis with students and their parents/legal guardians.

DAILY WEAR

The following items are acceptable for students to wear:

- Dresses and skirts (which are no more than 2” above the knee)
- Jeans, and appropriate length shorts or skorts (which are no more than 3” above the knee)
- Appropriate t-shirts, collared shirts, and blouses
- Sleeveless shirts or tank tops that are three fingers in width or larger
- Overalls, but they must be neat (not oversized, no frayed bottoms) with shoulder straps in the appropriate place and an appropriate blouse or shirt underneath
- Leggings may be worn only if they are worn with a skirt, dress or shirt that comes to the mid-thigh
- Open-backed, slip-ons, sandals, and closed-toed shoes

The following items are **not** permitted to be worn on campus:

- Halter-tops, muscle shirts and spaghetti straps
- Blouses that show any bare midriff, low necklines or expose the back at any time
- Fish net shirts or sheer blouses without an appropriate width tank top or shirt underneath

- T-shirts with slogans, wording, advertisements, characters or graphics that may be violent or inappropriate in nature that would be in contradiction with school values (including secular bands)
- Fad clothes (e.g. saggy jeans or oversized clothing)
- Torn clothing
- Breakaways, sweatpants, yoga pants and pajama pants
- Lettering across the backside of the pants
- Flip-flops or shower shoes
- Hats (should not be worn inside)

Girls must wear shorts under dresses and skirts or bring a change of clothes for P.E. and outside play.

CHAPEL DRESS

We want to honor the House of the Lord with our dress. Students are not expected to wear suits, ties or regular church service attire, but are required to dress presentably when entering the sanctuary. The guidelines below should be followed for chapel dress:

The following items are acceptable for students to wear:

- Skirts or dresses
- Jeans or slacks in good condition
- Collared shirt, buttoned up shirt or blouse

The following items are not permitted to be worn in the sanctuary:

- Athletic clothes, sweat suits or shorts
- T-shirts or clothing with graphics or wording
- Hats
- Sunglasses

Students inappropriately dressed for chapel will:

- Be given a warning for the first instance.
- Have an email sent to their parents/legal guardians for the second instance.
- Have a conference scheduled with their parents/legal guardians for the third instance.

Students are allowed to bring clothes to change into after chapel.

ELEMENTARY PHYSICAL EDUCATION DRESS

Regular school clothes are acceptable; however, athletic shoes must be worn to participate in Physical Education activities. Flip flops, ballet flats, dress shoes, slides, and boots are examples of foot wear that are not appropriate for physical education. Wearing proper footwear helps ensure that students have a safe and successful P.E. experience. In addition, please make sure that your child wears comfortable clothes for P.E. activities. Shorts, t-shirts, loose-fitting pants, leggings (for girls), or long sleeve shirts are examples of clothes that are acceptable to wear during P.E. activities.

Please help your student be responsible. Students will not be allowed to participate without proper attire. Failure to wear the appropriate attire will result in a zero grade for that day. Please note that students may wear their P.E. clothes for the entire school day.

SECONDARY PHYSICAL EDUCATION DRESS

All students are required to change into appropriate attire for P.E. activities. Proper attire consists of sneakers that tie, athletic shorts, cotton or nylon/polyester sweat pants, t-shirts, and sweatshirts. Jeans, pajamas, yoga pants, leggings, sleeveless shirts, tank tops, low cut t-shirts, etc. are not acceptable.

Students will not be allowed to participate without proper attire. Failure to wear the appropriate attire will result in a zero grade for that day.

COSMETICS

Extremes in nail polish and makeup should be avoided. Makeup, including nail polish, is to be applied at home and not at any time during the day at school. Extreme fashion in any area of dress will not be permitted because our desire is to help students understand that bringing attention to themselves is a pride issue that could cause themselves or a brother to stumble. Cosmetics are not permitted in elementary grades.

FIELD TRIPS

Faith Christian Academy students and parents/legal guardians are expected to abide by the school dress code on all field trips.

GENERAL CLOTHING GUIDELINES

Student clothing must meet the standard of being conservative, neat, clean, pressed, and modest. Clothes that are faded, dirty, torn, extreme, immodest, baggy, tight, or otherwise present a disheveled appearance are not permitted. Shirts/blouses/sweatshirts/sweaters must not have any inappropriate or offensive slogans. In a word, dress neatly and modestly. Caps/hats are only permitted during outside activities.

HAIRCUTS

Hair should be clean and well-groomed every day. Hair styles and color should not be distracting to the learning environment.

Boy's hair should be off the collar in back and out of the eyes in front. Sideburns should not extend below the bottom of the ear. No facial hair is allowed. **Girls** are permitted to have additions to the hair such as feathers, tinsel, and extensions so long as they are not distracting to the learning environment. Hair should not cover the eyes.

ENFORCEMENT PROCEDURES

Students inappropriately dressed will remain in the school office until parents/legal guardians bring a change of clothes or they change into clothes provided by Faith Christian Academy. Students will receive an unexcused absence for each class missed until they return appropriately dressed.

INCLEMENT/COLD WEATHER DAYS

Students need to make sure they have a raincoat or umbrella if rain is predicted for the day. On cold days, please make sure your child has a sweater or coat for outside play. **Blankets are not allowed in place of a coat or sweater for cold weather days.**

Time spent outdoors is an important part of the school day. It is difficult to set guidelines that fit every circumstance and condition in regard to outside activities during cold weather. Children should be exposed to fresh air and exercise. Time spent outdoors allows students an opportunity to engage in activities that allow them to relax from the structure of the classroom for a short while. However, there are times when it is not safe for students to be outside.

We will use the guidelines below as a guide for when school recess or outdoor physical activity should be modified. Conditions that will be considered in the determination:

- Temperature
- Wind Chill
- Age of Students
- Length of time outdoors

Recess and Outdoor Physical Activity

1. When properly clothed, students can participate in safe, vigorous play in an outdoor environment in most weather conditions. Increased caution will be practiced when temperatures reach below 40 degrees including the wind chill factor.
2. When temperatures fall below 35 degrees, including the wind chill, students will be kept indoors.
3. Each year students and parents/legal guardians will be informed of the school's cold weather guidelines, along with reminders about the necessity of wearing appropriate clothing for cold weather activities.
4. Temperature considerations and proper clothing:
 - Below 60 degrees jacket or long sleeves recommended
 - Below 50 degrees coat and long pants recommended
 - Below 40 degrees gloves and hats with previously recommended gear necessary
 - Below 35 degrees indoor recess or physical activity
5. We will honor reasonable parent/legal guardian requests that a student be allowed to stay indoors based on health reasons. Asthmatic children may need special accommodations. The parent/legal guardian and school must work together to determine a workable system for when the child should not participate in outdoor activities due to health.

Temperature and humidity will be obtained from www.weather.com.

TATTOOS OR BODY PIERCING

There should be no extremes, such as nose rings, lip rings, navel rings, gauges, or tongue rings, etc. on boys or girls. Earrings are not permitted for boys. If any piece of jewelry becomes a distraction in the class, the student will remove it. Tattoos of any kind (permanent or temporary) are not allowed at school. Face painting is permitted for special occasions with prior permission of school staff.

DISCIPLINE POLICY

The ideal way to help a child receive the best possible education is to develop a **partnership** between parents/legal guardians and teachers. A true partnership implies agreement concerning disciplinary procedures. The goal of the Faith Christian Academy faculty is to discipline in love with the support of parents/legal guardians and in accordance with the following principles.

1. The responsibility and authority to discipline comes from God (*Ephesians 6:1-4*).
2. Parents are ultimately responsible to see to it that their children are properly trained and educated. Parents delegate some of their responsibility for and authority over their children to Faith Christian Academy teachers who similarly discipline according to the Word of God (*Proverbs 3:11-12, 22:6, 23:13-14 and 29:15*).

Faith Christian Academy's faculty classroom management is compatible with Christian principles of child discipline. The main goal for classroom management is for both the teacher and the students to teach and learn in a calm, orderly and non-distracting classroom environment. All grade levels and students are required to adhere to the following school-wide expectations:

1. Students are to strive to be excellent in all they do and say (*Colossians 3:23*).
2. Students are to have a Christ-like attitude (*Ephesians 5:1-2*).
3. Students are to stay on task and not be a distraction to others (*Luke 6:31*).
4. Students are to obey right away without complaining or arguing (*1 John 5:3*).

The following are the levels of consequences for misconduct:

1. Teacher will redirect misbehavior or misconduct.
2. The teacher will notify parents/legal guardians of child's misconduct. Secondary students will be required to serve an after-school detention. The repeated misbehavior and parent/legal guardian notification will be documented and will become part of the child's discipline record for the year.
3. The administration will be notified of continued misconduct by a child and a conference will be scheduled with the parent/legal guardian, child, teacher and administration to discuss a plan to improve the child's behavior.
4. The administration will place a student on Disciplinary Probation for a period of time. The conditions of Disciplinary Probation will be documented in writing and sent to the parents/legal guardians within 72 hours.
5. The administration will expel a student who continues to violate the school's expectations of conduct.

BIBLICAL MORALITY POLICY

Faith Christian Academy's biblical goal is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

BULLYING

Bullying is unwanted, aggressive behavior among individuals that involves a real or perceived power imbalance. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Faith Christian Academy has a zero-tolerance policy for bullying whether it be traditional bullying or cyberbullying. The Faith Christian Academy *Discipline Policy* will be followed if cases of bullying among our students is reported to or observed by school staff. The administration considers bullying of students to be serious and will consider the full range of disciplinary options, including expulsion, according to the nature of the offense.

EXPULSION POLICIES AND PROCEDURES

Faith Christian Academy reserves the right to expel a student if it becomes apparent that we will not be able to meet the needs of the student. If the student's or the parents'/legal guardians' behavior is out of harmony with the spirit of the Academy and is disruptive to the learning environment or detrimental to the reputation of the school, the school administrator has been given the authority to begin proceedings for expulsion immediately. A student whose behavior or attitude evidences mockery (Proverbs 22:10) may be expelled. The school administrator is authorized to expel a student who is willfully in disobedience, defiance or violent. A pattern of profanity, cheating, dress code violations, fighting, bullying, immoral acts, excessive absences or tardies, blatant disrespect, and disregard of the public laws of the community, state, or country, are grounds for expulsion. In most situations, parents/legal guardians will be given notification with a withdrawal date set, but in some severe instances, expulsion may be immediate. A letter will follow to confirm the dismissal and a record of expulsion will become a part of the student's permanent record.

Students expelled or dismissed for disciplinary reasons may not attend extracurricular events sponsored by the school and may not be on school grounds with the exception of attending church services or church scheduled events.

Due Process

Parents may appeal the expulsion of their child. An appeal request letter must be received by the administration within 48 hours. The administration will decide if they will hear the appeal. If a decision is made to hear the appeal, a date will be set within 72 hours from the receipt of the written request. The student and parents/legal guardians may be allowed to testify before the administration.

OFF-CAMPUS BEHAVIOR

Faith Christian Academy recognizes and seeks to support parental authority in all situations. It should be noted, however, that any student whose off-campus behavior results in a detrimental attitude toward the testimony of Christ and the reputation of Faith Christian Academy may be subject to dismissal for his or her actions or may be refused admission for the following school year. The administration strongly suggests that students be cautious of inappropriate activity on social networking sites, emails and through text messaging. All of these activities may lead to school issued consequences.

PUBLIC DISPLAYS OF AFFECTION

In order to maintain a respectful atmosphere for all students and teachers, public displays of affection will not be allowed on campus. While we encourage fellowship and friendship amongst peers, Faith Christian Academy neither promotes nor condones romantic relationships for school aged students. Students will not be allowed to kiss, hold hands, excessively touch or be alone in a room with members of the opposite sex. Brief side hugs are permitted between friends.

SEARCH AND SEIZURE

School officials have the right to search students or conduct a random search when there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Searches may be conducted of student property, including purses, backpacks, pockets, lockers, desks, and vehicles when at school or at school-related activities. The search may be conducted without the student's or parents'/legal guardians' permission, if deemed necessary.

HARASSMENT AND DISCRIMINATION

Faith Christian Academy believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The administration considers harassment discrimination of students to be serious and will consider the full range of disciplinary options, including expulsion, according to the nature of the offense. All Faith Christian Academy staff and students are expected to treat one another courteously with respect for the other person's feelings, to avoid any behaviors known to be offensive and to stop these behaviors when asked or told to stop. All Faith Christian Academy staff and students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature. This prohibition applies whether the conduct is by word, gesture or any other intimidating sexual conduct. Students who believe they have been harassed or discriminated against by a Faith Christian Academy staff member or student are encouraged to promptly report such incidents to the school administrator to file an informal or formal report.

SEXUALITY AND SEXUAL MISCONDUCT

Any form of homosexuality, lesbianism, bisexuality, transgender, bestiality, incest, fornication, adultery, pedophilia and/or pornography are sinful perversions of God's gift of sex between a man and a woman in marriage. The aforementioned lifestyles are sinful perversions, detestable to God, and inconsistent with the Christian life (I Corinthians 6:9-10; Leviticus 18:22; Leviticus 20:13). Violation of these Biblical principles may be grounds for immediate dismissal from Faith Christian Academy.

STUDENT INVOLVEMENT IN IMMORAL AND/OR ILLEGAL ACTIVITIES

Faith Christian Academy does reserve the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. A redemptive approach may be considered if a student and his or her family exhibit repentant and humble hearts and if the administration determines that continued enrollment is in the best interest of the student and the Faith Christian Academy student body.

Possible requirements for continued enrollment may include, but are not limited to, the statements listed below.

1. The student is willing to meet with pastoral counsel on a regularly scheduled basis as requested by Dr. Hattabaugh or Pastor Angie.
2. The student has parents/legal guardians who are cooperative with Faith Christian Academy and supportive of its expectations.
3. The student and parents/legal guardians are willing to sign a contract with Faith Christian Academy requiring specific elements of cooperation of the student and parents/legal guardians. This agreement can be cancelled at any time by Faith Christian Academy if the elements of the agreement are not fulfilled. Failure to meet the conditions of this agreement may result in suspension or termination of enrollment.
4. The student is willing to undergo necessary testing or ongoing random testing with results sent to the school if requested by Faith Christian Academy administration. The student's parents/legal guardians are responsible for paying the testing fees.
5. The student is willing to provide legal disclosure as needed and requested by Faith Christian Academy administration.
6. The student is willing to be homeschooled for a specified period of time in which they complete lessons assigned by Faith Christian Academy faculty and lessons are returned for grading and academic credit if deemed necessary by school administration.
7. The student is in agreement that Faith Christian Academy may set limitations regarding their requests and privileges.
8. The student is in agreement that Faith Christian Academy may require a physician, counselor, attorney, or legal authority's opinion regarding continued attendance at Faith Christian Academy. If continued attendance is not advised, the Faith Christian Academy administration will provide guidance that will assist the student and parents/legal guardians with further education.

In some situations, there may not be hard evidence that a student is involved in the infractions mentioned above. However, it is the responsibility of the school to inform the parents/legal guardians of all reported incidents. The school reserves the right to expel a student even in the case of an unsubstantiated, but credible report. If there is reasonable belief that a student has been involved in any of the infractions in this major category, we are accountable to God, the parents/legal guardians and the students of our school to uphold the standards set forth in God's Word. The student would be considered out of harmony with the school's philosophy and, therefore, could be expelled.

VIOLENCE

Faith Christian Academy believes that students, as well as the faculty and staff, have the right to attend school and school-related activities free from all threats or acts of violence. **The administration considers threats or acts of violence to be extremely serious and will not tolerate threats made even in jest.** If a threat is made to a student, teacher or staff member the student may be immediately suspended while the administration investigates the credibility of the report. In serious situations, especially if a weapon (real or toy) is involved, the school is required to report any violent threat or action to the appropriate authorities. In verified incidents, the student may be expelled. Due to school violence in our society today, these incidents, regardless if they are just threats, must be taken seriously and disciplined appropriately.

TECHNOLOGY POLICY AND AGREEMENT

COMPUTER AND INTERNET AGREEMENT

The use of technology in education presents many exciting opportunities for students and teachers at Faith Christian Academy. These opportunities present themselves with many responsibilities as well. The goals of internet connection are to expand research and communication, to encourage technological innovation and to allow worldwide interaction with other institutions.

The heavy usage of school computers increases the challenge of maintaining them in the best possible condition. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

Access to the internet unfortunately increases the availability of material that is offensive to anyone of good conscience and is especially unsuitable for children. Although Faith Christian Academy has taken precautions to restrict access to controversial materials, it is impossible to control all materials. Therefore, the responsibility is upon the student or other user not to seek questionable websites. However, we understand that in some circumstances inappropriate sites may be accessed accidentally. In this case the student should notify their teacher immediately, so the issue can be addressed.

Before students or parents/legal guardians may use Faith Christian Academy computers or devices, they must read and agree to the acceptable use guidelines. Parents/legal guardians also must sign the Internet, Computer and BYOD Agreement for their minor students.

A. Electronic Device Use Policies

1. Computers are to be used by permission of faculty and for school-related purposes only.
2. Students may only save files on their USB flash keys (memory sticks). Students are responsible for supplying a memory stick and saving all work to it.
3. Students will not have access to a printer.
4. Students may not engage in activities that are intended to hinder another's ability to do their work.
5. Students may not misuse or abuse hardware (e.g. carrying the laptop from the monitor instead of the base, slamming down the mouse, etc.) and will be responsible for repairs or replacements which result from mishandling.
6. Students may not change or manipulate software or operating environments. Failure to comply will result in disciplinary action.
7. Students should not download or install any software. If a student feels they need a certain software in order to complete coursework they should submit a request to their teacher.
8. Neither parents/legal guardians nor students are to try to repair computer malfunctions or breakdowns. Such situations should be immediately reported to a supervising teacher or the network administrator.

B. Network Use Policies

1. Network users must log on with student login and password.
2. Users must always log off when they leave a workstation.
3. Students who attempt to use a computer and find it open to a file or program they do not have access to should immediately report the situation to the supervising teacher.

4. Students are not to use software indicated for faculty or staff use only.
5. The network is to be used for educational purposes only and not for financial or commercial gain, or for entertainment.
6. Software copyright guidelines are to be respected and followed.
7. Vandalism will result in suspension, or cancellation of privileges. Additionally, the cost of any repairs will be borne by the student's responsible party.
8. Students may not check e-mail or social media unless it is necessary to complete coursework.

C. Internet Usage Policies

1. Use of the internet must be for an education or research project and must be consistent with the educational objectives of Faith Christian Academy. Students must have an assignment or permission from their teacher indicating the purpose of the internet excursion. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene materials or material protected by trade secret.
 - a. Students are not allowed to access the internet without permission.
 - b. Students are not allowed to download files without consent of the teacher.
2. Internet users will abide by network etiquette.
 - a. Be polite.
 - b. Use appropriate language which reflects a Christ-like attitude.
 - c. Do not reveal your name or any other personal information, nor that of others.
 - d. Remember that communication is not private.
 - e. Do not disrupt another's ability to use the internet.
3. Users who note security problems must notify a teacher or school administrator immediately. The problem is not to be shared with others or discussed.
4. Attempts to log onto the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with violating computer policies may be denied access to the network.

D. Enforcement Guidelines

Offenses to any of the above will be handled on an individual basis and are punishable by:

1. Loss of computer privileges
2. Suspension
3. Expulsion

There should be NO EXPECTATION of, and there is, NO RIGHT OF PRIVACY. Faith Christian Academy reserves the right to monitor any computer usage.

BRING YOUR OWN DEVICE (BYOD) POLICY

PURPOSE

Faith Christian Academy is committed to its mission to be a Christ-centered school equipping and developing students to effectively integrate Biblical truth and academic learning into their daily lives to impact their community for Christ. Faith Christian Academy recognizes that the use of instructional technology is one way of meeting the school's vision and equipping 21st century learners with the necessary skills to be responsible and productive citizens. Faith Christian Academy will allow personal devices when specifically permitted by the teacher to enhance classroom instruction. Acceptable personal devices include electronic tablets, laptops, e-readers, smartphones, and iPods. Handheld devices such as MP3/4 players and video game playing devices are NOT identified as approved learning tools and are not permitted for instructional use.

GUIDELINES

1. Students and parents/legal guardians participating in BYOD must adhere to the Student Handbook and the *Technology Policy and Agreement*.
2. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
3. Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
4. Devices may not be used to cheat on assignments, quizzes or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
5. Students may not use devices to record, transmit or post photographic images or videos of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.

Students and Parents/Legal Guardians acknowledge that:

1. Processing or accessing information on school property related to hacking, altering or bypassing network security policies is prohibited.
2. Printing from personal devices will not be possible at school.
3. Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at Faith Christian Academy unless it is being used for educational purposes and only with the permission of the teacher.

LOST, STOLEN OR DAMAGED DEVICES

Each user is responsible for his or her own device and should use it responsibly and appropriately. Faith Christian Academy takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.



FCA STUDENT INTERNET, COMPUTER AND BYOD AGREEMENT

****Return to your child's teacher by the first day of school.****

I, _____ (student's name), accept and agree to abide by the rules for computer and internet usage at Faith Christian Academy (FCA). I realize that the use of the computer network is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revocation of my use of the internet, disciplinary action and/or expulsion from school.

1. I will be a good steward of computer equipment, and I will not tamper with hardware, software or desktop configurations. I will not interfere in any way with another's ability to do their work. _____ (initial)
2. I realize that the use of the internet connection is for education and thus requires permission from a supervising teacher. _____ (initial)
3. I agree that I will not participate in the transfer or viewing of inappropriate or illegal materials through the FCA internet connection. I understand that in some cases the transfer of such material may result in legal action against me. _____ (initial)
4. I release FCA from any liability or damages that may result from the use of the internet connection. In addition, I will accept full responsibility and liability relating to consequences resulting from my use of the internet. _____ (initial)
5. I agree to follow the Student Handbook and BYOD policies on any device I choose to bring to FCA. _____ (initial)

I have read this policy in its entirety in the FCA Parent/Student Handbook and agree to abide by it in full.

Student's Signature: _____ Date: _____

Parent's/Legal Guardian's Signature: _____ Date: _____

Parent's/Legal Guardian's Signature: _____ Date: _____



FCA Parent/Student Handbook Acknowledgement Form
****Return to your child's teacher by the first day of school.****

I acknowledge that I have received and read the Faith Christian Academy Parent/Student Handbook. I hereby agree to abide by the rules, terms and guidelines contained therein.

Student's Signature: _____ Date: _____

Parent's/Legal Guardian's Signature: _____ Date: _____

Parent's/Legal Guardian's Signature: _____ Date: _____