

2016 - 2017

High School
Parent/Student
Handbook

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PHILOSOPHY

The philosophy of our school is based upon the Word of God, the Bible, and the belief that all learning should be related to the Bible and knowledge of God. A child's mind at peace with God and quickened by His Spirit, will be more apt to learn and be encouraged by the care, concern, and prayers of Christian teachers who are qualified, not only in academics, but in their walk with God. The error of godless education is "knowledge without God." Our goal is to produce students who "have the mind of Christ" (Philippians 2:5). Since all truth is God's truth, we approach education as being sacred. We do not seek to reconcile subject matter with scripture; rather, we seek to teach each subject from the directives and principles of the Bible. Our purpose is to produce Christian young people who are doctrinally sound, mentally alert, socially stable, physically adept, and emotionally healthy.

The school is a part of our Church ministry. God gave education to the church (Matthew 28: 19, 20) and we are obligated to help the family whom God also gave the responsibility of the instruction of children (Proverbs 22: 6).

It is the express purpose of the school to provide a program of education, which upholds a high standard of academic excellence that has its base in the wisdom of the Triune God, which fosters vital Christian living.

NON-DISCRIMINATION POLICY

It is the policy of this school to not discriminate against any student or applicant in regard to race, color, national or ethnic origin.

SCHOOL CREED

We believe Christian education is the best education available to man. It helps to set our standards, purify our lives, and make us better equipped to serve God in the future. We believe it is one of the most powerful forces on earth to turn our lives, our families, and our nation toward God. We believe Christian education should begin in the home and Sunday school, building up the local church to the Glory of God.

STATEMENT OF FAITH

We believe the Bible is the only inspired, infallible, authoritative, Word of God from Genesis to Revelation. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose through all ages.

We believe that there is one God, eternally co-existent in three persons: God the Father, God the Son, and God the Holy Spirit.

We believe in the Deity of the Lord Jesus Christ, His virgin birth, sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily

resurrection, His ascension to the right hand of the Father, His personal pre-tribulational, pre-millennial return in the rapture of His church, and the great glory of His revelation.

We believe that every man is born with a sinful nature in need of salvation, which can only be received by grace through the Holy Spirit of God, plus nothing and minus nothing. The conditions of salvation are repentance and faith. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.

We believe in the resurrection of the saved to eternal life and the lost unto the judgment of damnation, the everlasting conscious blessedness of the saved to Heaven, and the everlasting conscious punishment of the lost to Hell.

We believe in the spiritual unity of believers in the Lord Jesus Christ and the present ministry of the Holy Spirit, by whose indwelling the believer is enabled to live a Godly life.

AFFILIATIONS

Faith Christian Academy is a member of the Tennessee Association of Christian Schools and the American Association of Christian Schools.

ADMISSION REQUIREMENTS

Selection of students is based upon achievement, the testing program, interview with the administration, and openings in the particular grade levels. Please note the following:

1. All students **MUST WANT** to attend Faith Christian Academy.
2. The application must be completed and returned to the school office along with the registration fee.
3. An interview between the administration, the student, and at least one parent must be held before any student will be considered registered.
4. Students in grades 9th - 12th must have permanent records transferred, including a complete, official transcript, showing all courses taken and credits received before being accepted.
5. New Students will be given placement tests before grade placement is finalized and acceptance determined. The administration will discuss test results and reason for acceptance or denial.
6. No student is considered registered until the registration fees have been paid in full. Note: This fee is **NON-REFUNDABLE**.
7. For a student's file to be complete, the school office must also have the following:
 - a. Copy of birth certificate
 - b. Up-to-date Tennessee Student Immunization Certificate
 - c. A signed Statement of Cooperation

8. No student will be allowed to remain in school who does not cooperate with the overall purpose and program. It is understood that attendance at Faith Christian Academy is a privilege and not a right.

Faith Christian Academy feels strongly that attitude is of supreme importance in a person's life. Therefore, students who manifest an un-Christ-like attitude toward the Bible, prayer, parents, teachers, administration, etc., will not be allowed to remain in school.

Students who are pregnant, students who have children, or students who have been married may not attend Faith Christian Academy.

FCA uses a web based school management program, which allows parents access to their child's grades and school account balance, this is also the best way for parent/teacher communication via email. It is the parent's responsibility to notify the teacher of an alternate communication source if they do not have access to the internet.

HOURS OF OPERATION

Monday – Friday

8:00 a.m. - 12:00 noon	Pre-school - Kindergarten
8:00 a.m. - 3:00 p.m.	1 st - 12 th Grade

FEES AND TUITION

Annual Registration Fee:	\$100.00 Due with application
Annual Book Fee:	\$300.00 - \$ 450.00 Due before school year begins
Senior Graduation Fee:	TBA-Includes Cap, Gown, Tassel
Elective Fee:	Based on elective chosen
Monthly Academic Tuition:	\$230.00/month based on a 10 month payment plan.

Tuition is expected to be paid for the entire year, regardless of early withdrawal. The ten-month payment plan is to help spread the cost of tuition into a more manageable system of payment. The first of these 10 payments is due on August 1st of each year, with the last payment on May 1st of each year.

All payments are due on the 1st of every month. There is a grace period of ten days after which a \$20.00 late fee will be added to your statement. Payments that are later than thirty days will be reviewed by the administrator with possible dismissal. You may arrange with the administrator other payment plans that fit your pay schedule, but please be advised that payment will be due on the date you choose to pay and it will be considered late one day later.

MULTI-CHILD DISCOUNTS

Each additional child enrolled will receive a 10% discount off of tuition only.

Lost Book Policy:

If a student loses or misplaces a book for more than one week, a replacement book will be ordered and your school account will be charged accordingly. Please note you will still be required to pay for a new book even if the missing book turns up.

WITHDRAWALS/DISMISSALS

We require a 30-day written notice, plus 1-month tuition per child, for early withdrawal. If we do not receive notice, there will be an early withdrawal penalty of 2 months tuition per child that will be added to your school account. The only exceptions would be loss of income or job relocation. Upon early withdrawal, all books become the property of the school unless transferring to a similar school that uses BJU curriculum. Legally, we cannot release curriculum for home usage. We must receive a request for records form signed by a parent/legal guardian from the new school your child will be attending in order to release records. Please remember that we will not release any school records until the account balance has been paid in full. A student may be dismissed from FAITH CHRISTIAN ACADEMY when he or she refuses to follow school rules and policies and disciplinary actions of the school. If the administration feels the parents are no longer supportive of the policies or standards of FAITH CHRISTIAN ACADEMY, they reserve the right to request the parents to withdraw their child.

ATTENDANCE

Regular attendance is essential for your child to receive a quality education. Students should only be absent in the event of an emergency.

1. The following situations will be considered emergencies:
 - a. Illness of the student
 - b. Death in the family
 - c. Serious illness in the immediate family
 - d. Necessary out-of-town trips, including college visits (Notification of planned absence must be in writing and filed in the school office one day before leaving. Juniors and seniors are allowed 3 excused absences for college trips.)
2. If a student is absent one or more days, he or she must bring a written excuse from home and turn in to their teacher stating the reason for the absence. Parents may also email the teacher.
3. If a student is absent for any reason other than an emergency, the absence will be considered unexcused.

In the event that a student has an extended illness (three days), he or she must obtain written permission from a physician in order to return to school. When a student cannot arrange a medical, dental, or similar appointment during non-school hours, he must obtain an excuse from the doctor's office. If a student must miss the entire school day due to an appointment, please be sure that the doctor's office indicates such on the excuse.

Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences. **Unexcused absentees will not be able to make up any work**, unless satisfactory arrangements were made with the administration before the absence occurred; this includes quizzes and tests, which, if allowed, will need to be taken within three days of returning, at the teacher's convenience. **If a student has more than six unexcused absences per semester their parent's will be required to meet with the administrator.** Unexcused absences during final exams will lower the semester grade one full letter. Any student who is absent 30 days or more may not pass the school year. The administration will determine the action to be taken.

We strongly encourage students to be in class everyday. Regular attendance is absolutely essential to successful schoolwork. Absences create hardships on everyone involved; therefore, do your best to help your child avoid them. Students who demonstrate a pattern of excessive absenteeism may require administrative intervention. Excessive absences can affect your child's grades and academic performance. If a student is absent we are kindly requesting that the parent call the school before **9:00 AM**.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, we do allow up to 3 parental unexcused absences per semester, but we do ask that you **please procure permission from the administration several days in advance.**

It is the student's responsibility to make up any classes, tests, quizzes, etc. missed when absent and find a time that is suitable for the teacher, parent and student to do so before or after school. At any time, FCA will not allow students to take home the DVDs.

COMMUNICABLE DISEASES

Upon having the following diseases or others listed by the Department of Health Services, a child must have written consent from either a physician or the Health Department to return to school:

Head Lice	Ringworm
Hepatitis	Salmonellas
Measles	Scarlet Fever
Mumps	Streptococcal sore throat
Pink Eye (Conjunctivitis)	Tuberculosis
Pinworms	Whooping Cough

A physician, Health Department official or school administrator may re-admit a child to school upon having the following diseases:

Chicken pox	Influenza
Colds	Pneumonia
German measles	Skin diseases (Impetigo/Scabies)

TARDINESS

Punctuality is a character trait we desire to instill in each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student's academic progress and character development. You must come to the office and sign in when coming to school late. **A student will be considered late after 8:00 am. High school students are allowed only three parental tardies per 9 weeks, which you will need to send a note or email to excuse the tardy. Every third tardy, in that quarter, will result in an unexcused absence. Please refer to the absence policy, which will affect your child's grade.**

EMERGENCY ABSENCES

If an emergency should arise making it necessary for the student to leave school early, the parent is to call the school and give the time that the child will be picked up. Please do not make it a habit to pick up your child early, as he or she may miss important assignments or notes given at the end of the day.

ADMINISTRATION OF MEDICINES

Any medication that needs to be taken during the school day should be given to the school nurse. In case the nurse is not available, medication can be left with the child's teacher or school administrator. A medication request form **must** be filled out for all prescription and over the counter medicines. These can be obtained in the office or from your child's teacher. Medicines cannot be given without a completed medication request form. Students are not allowed to have any medicines in their possession; this includes Tylenol, Midol, etc.

MEDICAL/IMMUNIZATIONS

All students must present a current shot record upon enrollment. Each student is required to be current with immunizations, TB test, and Tetanus shot. A copy of this must accompany the application and will be placed in the student's file in the school office.

MEDICAL/DENTAL APPOINTMENTS

If the occasion arises, making it necessary for a child to leave early for a medical or dental appointment, please let the teacher know in advance. You will need to come to the office to sign the student out if leaving for an appointment.

ILLNESS OR INCAPACITY

If a student has a fever or any other symptom of illness, he should not be sent to school, for it will then be necessary to call the parents to pick him up.

If for some important reason a student is unable to participate in regular school activities, the school must be notified in writing by a physician of the nature of his incapacity and the probable length of its duration.

FUNDRAISING

Faith Christian Academy endeavors to keep low tuition rates for the benefit of all parents desiring a sound Christian education for their children. For that reason, we have to operate two annual fundraising programs (fall and the spring auction) and anticipate each student and/or parents' participation in helping us raise the additional funds needed for the operational needs of FCA. As stated before, FCA receives no Federal assistance other than the tax exemption status.

ARRIVAL AND DISMISSAL

Please have your student arrive no earlier than 7:30 A.M. and remain no later than 15 minutes at the end of the school day. There will be a teacher on duty each day from 7:30 – 7:45 a.m. **All students arriving before 7:45 A.M. should go directly to the gym and not leave unless the faculty member on duty grants permission.** At the end of the school day, we ask that students are picked up promptly at the time of dismissal. Please call the office if you are running late, so that we can send them to the daycare. You will be charged a daycare fee.

STUDENT DRIVERS

Parents must complete and sign a Transportation Permission Form if their son or daughter will be driving to and from school. We will also need a list of anyone that will be riding with them and written permission from both sets of parents. Students may not leave school during school hours without permission from the administrator and a parent. Students must park near the far side of the gym and near the vans and playground side of the parking lot. Students are not allowed to have loud music playing while on campus or objectionable bumper stickers. **Vehicles are subject to search by the administration at any time while on school campus.**

CURRIULUM

Faith Christian Academy uses Bob Jones University Curriculum. This curriculum has proven to be an excellent academic program for Christian schools around the world. The curriculum is composed of the total program of the school, whether it be the academics, physical education, music, Bible teaching, or special events. All phases of the curriculum are directed to assist in the ultimate development of the child.

Emphasis is placed upon student **ACHIEVEMENT, MASTERY, and UNDERSTANDING** of academic fundamentals.

Please note that Bible is a vital part of the daily curriculum and should be taken seriously.

GRADE POINT AVERAGE

GPA is based upon all the credited courses a student is taking, accumulating each semester in the 9th - 12th grades.

<u>One credit classes</u>	<u>Grade Scale</u>
A = 4 points	A = 93 - 100
B = 3 points	B = 85 - 92
C = 2 points	C = 75 - 84
D = 1 points	D = 70 - 74
F = 0 points	F = 69 or below

GPA is then figured on the total points for each class, divided by the number of credits the student has taken over the course of their high school career.

EXPLANATION OF COURSE CREDIT

1. Earned credit is based on a semester-to-semester basis. Credit is given after completion of a semester.
2. Courses taken at other institutions for summer school credit must be approved by FCA administration.
3. Bible credit must be earned every semester a student is enrolled in high school at FCA.
4. Requirements for class designation is the following:
 - Sophomore - 6 units of credit, one of which must be English
 - Junior - 12 units of credit
 - Senior- 18 units of credit

At the end of a semester, if a student receives a “D” or an “F” in Math, English, Literature, or History, he or she will have to repeat the course.

GRADUATION REQUIREMENTS

A high school diploma will be awarded to students who (1) earn 26 units of credit, (2) make passing scores on all sub-tests of the proficiency test, and (3) have satisfactory records of attendance and conduct.

Diplomas are awarded in the graduation ceremony. A student will not be allowed to participate in the ceremony if the student has compromised the testimony of the school in the opinion of the administration, even though all academic criteria had been completed. This includes, but is not limited to, actions or behavior a student may exhibit on a class trip, or in general preparation for the close of the school year.

DIPLOMA REQUIREMENTS

<u>Courses</u>	<u>Units</u>
Bible I, II, III, and IV*	4
Language I, II, III, and IV	4
Foreign Language**	2
General Physical Science	1
Biology	1
Chemistry or Physics	1
Algebra I	1
Algebra II	1
Geometry	1
Advanced Math, Pre-Calculus, or College Algebra***	1
U.S. History	1
World History or Geography	1
Economics	½
Government	½
Wellness (Family Life Skills and Health)	1
Physical Education	½
Personal Finance	½
Fine Arts**	1
Electives Focus	3
 Completed the ACT	
Total	26

*One year of Bible for each year enrolled in a member school.

**In exceptional circumstances, schools may waive the foreign language and fine art requirement for students who are not planning to attend the university to expand and enhance their elective focus.

***Students with qualifying disabilities in math shall be required to achieve at least Algebra I, Algebra II, Geometry and Bridge Math.

HONOR STUDENTS

Report cards are issued every nine weeks. At this time, we recognize those students who have excelled academically. Students with all A's and B's are placed on the Honor Roll. These students receive a reward in chapel, are publicly recognized.

A Valedictorian will be honored every year at Commencement. The Valedictorian must first have an "A" and have the highest average for seven semesters through the first semester of the senior year.

A Salutatorian will be honored each year if the two highest averages are 3.5 or higher. The Salutatorian will have the second highest cumulative grade point average for seven semesters through the first semester of the senior year.

DUAL ENROLLMENT COURSES

Students who take dual enrollment courses must meet qualifications at FCA and for the college administering dual credit. Dual enrollment may take place on campus, off campus, or online. Students are required to pay additional fees for college credit.

PREPARING FOR COLLEGE

We work hard at FCA to prepare students for the next step in their education. For many of our graduates that means college. Students graduating with a college preparatory diploma have taken the courses required by colleges and universities to enter as a freshman.

God does not direct all students to go to college. We prepare students to live a productive, Christian life, regardless of God's call on their lives. Some graduates will attend college, some will attend trade schools, and others will go directly into the workforce. Those who choose college will be well prepared to handle college coursework.

Ninth Grade

- As soon as you can, meet with the administrator to begin talking about colleges and careers.
- Get off to a good start with your grades. The grades you earn in ninth grade will be included in your final high school GPA and class rank.
- College might seem a long way off now, but grades really do count toward college admission, scholarships, and can determine your field of study or vocation.
- Explore your interests and possible careers.
- Get involved in extracurricular activities (both school and community sponsored).
- Talk to your parents about planning for college expenses. Continue or begin a savings plan for college.
- Use the internet to check out college web sites.
- Tour a nearby college, if possible. Visit relatives or friends who live on or near a college campus. Check out the dorms, go to the library or student center, and get a feel for college life.
- Investigate summer enrichment programs.

Tenth Grade

Fall

- In October, take the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) for practice. Visit the website for more information www.nationalmerit.org. When you fill out your test sheet, check the box that releases your name to colleges so you can start receiving brochures from them.

- Ask an administrator about the American College Testing program's PLAN (Pre-ACT) assessment program, which helps determine your study habits and academic progress and interests. This test will prepare you for the ACT Assessment next year. Visit the website for more information www.act.org/plan.
- Take geometry if you have not already done so. Take biology and a second year of a foreign language.
- Become familiar with general college entrance requirements.

Winter

- Discuss your PSAT score with the administrator.
- The people who read college applications aren't looking just for grades. Get involved in activities outside the classroom. Work toward leadership positions in the activities that you like best. Become involved in community service and other volunteer activities.
- Read, read, read. Read as many books as possible from a comprehensive reading list.
- Work on your writing skills you'll need them no matter what you do.
- Find a teacher or another adult who will advise and encourage you to write well.

Spring

- Keep your grades up so you can have the highest GPA and class rank possible.
- Continue to explore interests and careers that you think you might like.
- Begin zeroing in on the type of college you would prefer (Christian or secular, two-year or four-year, small or large, rural or urban).
- If you are interested in attending a military academy, such as West Point or Annapolis, now is the time to start planning and getting information.
- Write to colleges and ask for their academic requirements for admission.
- Visit a few more college campuses. Read all of the mail you receive from colleges, you may see something you like.
- Attend college fairs.
- Keep putting money away for college. Get a summer job.
- Consider taking SAT II Subject Tests in the courses you took this year while the material is still fresh in your mind. These tests are offered in May and June.

Eleventh Grade

Fall

- Meet with the administrator to review the courses you've taken and see what you still need to take.
- Check your class rank. Even if your grades haven't been that good so far, it's never too late to improve. Colleges like to see an upward trend.
- If you didn't do so in tenth grade, sign up for and take the PSAT/NMSQT.
- Make sure that you have a social security number.
- Take a long, hard look at why you want to continue your education after high school so you will be able to choose the best college or university for your needs.
- Make a list of
 - colleges that meet your most important criteria (Christian atmosphere, size, location, distance from home, majors, academic rigor, housing, and cost). Weigh each of the factors according to their importance to you.
- Continue visiting college fairs. You may be able to narrow your choices or add a college to your list.
- If you are interested in one of the military academies, talk to an administrator about starting the application process now.

Winter

- Collect information about college application procedures, entrance requirements, tuition and fees, room and board costs, student activities, course offerings, faculty composition, accreditation, and financial aid. The internet is a good way to visit colleges and obtain this information. Begin comparing the schools by the factors that you consider to be most important.
- Discuss your PSAT score with an administrator.
- Begin narrowing down your college choices. Find out if the colleges you are interested in require the SAT I, ACT Assessment, or SAT II Subject Tests for admission. Do not wait till the last minute to register, as you must create an account and you must also know which 5 universities you would like to receive your scores.
- Register for the ACT Assessment, which is usually taken in April or June. You can take it again late in your junior year or in the fall of your senior year, if necessary.
- Begin preparing for the tests you've decided to take.
- Have a discussion with your parents about the colleges in which you are interested. Examine financial resources and gather information about financial aid.

- Set up a filing system with individual folders for each college's correspondence and printed materials.

Spring

- Meet with an administrator to review senior-year course selection and graduation requirements.
- Discuss ACT Assessment/SAT I scores with your counselor. Register to take the ACT Assessment/SAT I again if you'd like to try to improve your score.
- Discuss the college essay with your English teacher or other faculty member.
- Stay involved with your extracurricular activities. Colleges look for consistency and depth in activities.
- Consider whom you will ask to write your recommendations. Think about asking teachers who know you well and who will write positive letters about you. Letters from a pastor, coach activity leader, an adult leader, or an adult who know you well outside of school (e.g., volunteer work contact) are also valuable.
- Inquire about personal interviews at your favorite colleges. Call or write for early summer appointments. Make necessary travel arrangements.
- Apply for a summer job or internship. Be prepared to pay for college application, financial aid, and testing fees in the fall.
- Request applications from schools you're interested in by mail or via the internet.

Summer

- Visit the campuses of your top-five college choices.
- After each college interview, send a thank-you letter to the interviewer.
- Talk to people you know who have attended the colleges in which you are interested.
- Volunteer in your community.
- Compose rough drafts of your college essays. Have a teacher read and discuss them with you. Proofread them and prepare final drafts. Proofread your final essays at least three times.
- Develop a financial aid application plan, including a list of the aid sources, and requirements for each application.

Twelfth Grade

Fall

- Continue to take a full course load of college-prep courses.
- Keep working on your grades. Make sure you have taken the courses necessary to graduate in the spring.

- Continue to participate in extracurricular and volunteer activities. Demonstrate initiative, creativity, commitment, and leadership in each.
- To male students: you must register for selective service on your eighteenth birthday to be eligible for federal and state financial aid, and scholarships.
- Talk to counselors, teachers, and parents about your final college choices.
- Make a calendar showing application deadlines for admission, financial aid, and scholarships.
- Check resource books, computer programs, and with the administration for information on scholarships and grants. Ask colleges about scholarships for which you may qualify.
- Give recommendation forms to the teachers you have chosen, along with stamped, self-addressed envelopes, so your teachers can send them directly to the colleges. Be sure to fill out your name, address, and school name on the top of the form. Talk to your recommendation writers about your goals and ambitions.
- Give School Report forms to the high school principal. Fill in your name, address, and any other required information on top. Verify with the school office the schools to which transcripts, test scores, and letters are to be sent. Give any necessary forms to the administration at least two weeks before they are due.
- Register for and take the ACT assessment, SAT I, or SAT II Subject Tests, as necessary.
- Be sure you have requested (either by mail or online) that your test scores be sent to the colleges of your choice.
- Mail or send electronically any college applications for early-decision admission by November 1.
- If possible, visit colleges while classes are in session.
- If you plan to apply for ROTC scholarship, remember that your application is due by December 1.
- Print extra copies or make photocopies of every application you send.

Winter

- Attend all college-preparatory meetings held at FCA or by local organizations.
- Send midyear grade reports to colleges. Continue to focus on your schoolwork!
- Fill out the Free Application for Federal Student Aid (FAFSA). These forms can be obtained at <http://www.fafsa.ed.gov> to download the forms or to file electronically. These forms may not be processed before January 1, so don't send them before then.

- Mail or send electronically any remaining applications and financial aid forms before winter break. Make sure you apply to at least one college that you know you can afford and where you know you will be accepted.
- Follow up to make sure that the colleges have received all application information, including recommendations and test scores.
- Meet with an administrator to verify that all applicable forms are in order and have been sent out to colleges.

Spring

- Watch your mail between March 1 and April 1 for acceptance notifications from colleges.
- Watch your mail for notification of financial aid awards between April 1 and May 1.
- Compare the financial aid packages from the colleges and universities that have accepted you.
- Make your final choice and notify all schools of your intent by May 1. If possible, do not decide without making at least one campus visit. Send your nonrefundable deposit to your chosen school by May 1 as well. Make a request to the school office to send a final transcript to the college in June.
- Be sure that you have received a FAFSA acknowledgement.
- If you applied for a Pell Grant (on the FAFSA), you will receive the Student Aid Report (SAR) statement. Review this Pell notice and forward it to the college you plan to attend. Make a copy for your records.
- Complete follow-up paperwork for the college of your choice (scheduling, orientation session, housing arrangements, and other necessary forms).

Summer

- If applicable, apply for a Stafford Loan through a lender. Allow eight weeks for processing.
- Receive the orientation schedule from your college.
- Get residence hall assignment from your college.
- Obtain course scheduling and cost information from your college.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. Students are required to maintain the same level of discipline away from school as is required at school. **All** field trips are mandatory. Parents may be asked to serve as chaperones. The school requires parents to follow the same standards of dress and conduct as is required of the students.

HONOR ROLL TRIP

Report cards are issued every nine weeks. At this time we recognize those students who have excelled academically. Students with all A's and B's are placed on the Honor Roll. These students receive a reward in chapel, are publicly recognized.

LUNCHES/SNACKS

Students may bring their own snacks or purchase snacks, that we have available, in the office. Snack proceeds go towards the high school senior trip. We do ask that students **DO NOT** bring energy drinks to school, we will not allow them to drinks these types of drinks during the school day.

Lunches will be sold for \$3.50, including a choice of milk or juice. Students may purchase additional servings for \$.50 or drinks for \$.50, each and those who bring a sack lunch may purchase drinks for the same price. **Due to the rising fuel cost, which is affecting the food industry, it may become necessary to increase the cost of lunch.** At such time, we will notify you of any changes to the lunch program.

Lunches will run approximately \$10.50 - \$15.00 a week, depending on if your child orders extra servings or drinks. You may pay any monetary amount, which can be included with your tuition check; just be sure to make a note in the memo section.

How the lunch program works:

A note or email will be sent home when the student's lunch account is low to remind parents to add money to their child's account. We will give a 3-day grace period for lunches and then the student will need to bring a brown bag lunch to school until payment is received for lunches.

All lunch and drink orders need to be in by 9:00 AM. Due to the lunch schedule and food preparation, the cafeteria staff needs an exact lunch count by 9:00 AM; therefore, if a student comes to school after such time they **CANNOT** order lunch for that particular day. If you know your child will be late due to an appointment, you can call first thing in the morning to place your lunch order or place online through our school management system.

If a student chooses to bring a lunch, it must be self-contained. We suggest freezer packs for food that needs to remain cold and a thermos for food that needs to be kept hot.

STAFF AND FACULTY

All staff and faculty are carefully screened and interviewed by the administration. All staff is expected to display high Christian morals and testimony, as well as be qualified in academic excellence. They will have given evidence of their conversion experience, display maturity, and display a genuine love and care for children. Each must display a

spirit of cooperation and a willingness to continue their own learning experience to make them a better teacher. All teachers are degreed and are certified through the TACS.

VOLUNTEERS and VISITORS

We welcome and appreciate parents who volunteer their time here at the school. We do require that the volunteers schedule their time through a teacher or the administrator. We also ask that you come to the office to sign in/out before going to the classrooms. Volunteers are also asked to adhere to the dress code followed by the staff.

PARENT / TEACHER CONFERENCES

Progress reports are sent home every six weeks and report cards every nine weeks. Parent/Teacher conferences will be held once during the school year to discuss the student's progress. If at any time a teacher or a parent feels it is necessary to have a conference concerning the student, one can be made at a time that is convenient for both. **Parents are prohibited from coming into the classroom at any time to discuss a student, unless the teacher has given prior approval.**

CHILD ABUSE POLICY

Tennessee State Law indicates that any person having knowledge or suspicion of abuse should report such harm as soon as possible to DCS, Juvenile Court, or Police. Failure to report is a misdemeanor. It also states that persons making a report of what they, in good faith, believe to be child abuse and neglect are protected by law. "A person reporting harm shall be presumed to be acting in good faith and shall thereby be immune from any liability, civil or criminal..."

It is a crime to knowingly fail to report child abuse or child sexual abuse.

In title 37 section 1-605 in Tennessee state law it states:

Any person who knows or has reasonable cause to suspect that a child has been sexually abused shall report such knowledge to the Department of Children's Services and/or the local law enforcement agency.

We are not only to report if we have proof or hard evidence, but when we suspect. DCS will decide if the information is enough proof; our finding may be the missing piece for completing a case.

We are not required to inform the parents or caregivers, DCS would prefer us not too. They will notify the family if, after investigation they have reason to believe there is cause for concern.

PROHIBITED ARTICLES

For the safety and protection of students and faculty members alike, certain items are prohibited from school grounds. Articles prohibited are cigarettes, alcoholic beverages, any narcotics, gambling cards, knives, guns explosives of any kind, lasers, radios (except installed in cars), rock tapes, inappropriate stickers on cars (e.g. rock or slogans), inappropriate literature is not permitted on school property (including in automobiles). The student's teacher must check all literature that is brought to school for content. Only Christian music that glorifies the Lord is permitted. No tapes, CD's, DVD's, recorders or iPods are to be brought to school or taken on any school trip unless permission is received ahead of time.

CELL PHONE /ELECTRONIC DEVICE POLICY

Student's cell phones and electronic devices must be turned into your teacher at the beginning of the school day. Any use of a cell phone or electronic device during school hours by a student will result in disciplinary action. If a student has in their possession a cell phone or electronic device during school hours the teacher will initiate disciplinary action and the phone or device will be confiscated for the remainder of the day. (Confiscated phones and electronic devices may be returned by the administration to parents upon request. Students whose phones or electronic devices that have been confiscated may be asked not to bring a cell phone or electronic device to school in the future.)

If at any time it becomes necessary for a student to make a phone call, they must use the office phone. Parents who need to contact their child during the school day for emergency purposes should use the schools normal emergency contact process and call the main school phone number. School staff will assist parents in communication with their child in appropriate emergency situations. Parents should not consider their child's cell phone or electronic device a means of contacting their child for any reason during the school day.

LOST AND FOUND

Students who lose items are asked to look for them in the class, on the playground, or the bathroom. If something is left unclaimed and is not labeled with a child's name, then it will be donated to Hand Full of Harvest after 30 days. Many of these problems can be avoided if you remember to mark your child's belongings.

PROCEDURES FOR QUESTIONS AND COMPLAINTS

From time to time there may be questions regarding school policy and teacher/administration relationships. Proper protocol should be followed when addressing any possible conflict. The proper procedure for resolving problems is as follows:

- 1st Go to your child's teacher and speak with them.

- 2nd If not satisfied, go to the principal with your concerns.
- 3rd If you are still not satisfied, go to the principal and/or teacher with a neutral arbitrator.
- 4th If after following the above procedures you feel nothing was resolved, you may submit a letter to the board requesting permission to address the board.

CONDUCT AND DISCIPLINE

Hebrews 12:6,11 defines discipline as the process of changing a person's wrong behavior into right behavior, not merely stopping wrong behavior. Chastening is for correction (righteousness), and it produces the desired results. All discipline is administered in love and concern for the welfare of the student. If there is poor discipline, learning will be hindered and the overall school program will suffer. Most of all, the character of a young person will be weakened.

The purpose of Godly discipline is to demonstrate the work of the Holy Spirit, bring about change in behavior, teach submission to authority, curb unrighteousness, build character, encourage self-discipline, and enhance learning. It is our desire that the behavior of our students be pleasing to God.

Disruptive conduct is not conducive to learning, not only for the individual causing the problem, but also for others in the school; therefore, for the good of everyone concerned, improper behavior will not be permitted.

Faith Christian Academy reserves the right to determine when corporal discipline is needed.

General Conduct: Any student observing questionable activities or overhearing conversations at school which are contrary to policies of this school, should immediately discuss the matter with a teacher or supervisor. **THIS IS NOT TATTLING.** It has been said, "All it takes for evil to triumph is for good men to do nothing". The Bible says: "...to him that knoweth to do good and doeth it not, to him it is sin."

Home Discipline: When problems take place off school grounds or at non-school functions, these problems are the responsibility of parents to handle. However, if the problem is brought into the school, we then must take appropriate action.

Off Limits to Students:

1. Other student's personal property, desks, or lockers.
2. Teachers desks.
3. Any unsupervised area.

Personal Contact: There is to be no physical contact between students, especially those of the opposite sex. All students should keep "hands off" other students.

Classroom Behavior: It is expected that students will obey their teachers and abide by classroom rules. Any behavior that hinders learning hurts everyone. Students should be prepared each day for class instruction. Teachers will explain what is expected in each class.

Demerits/Merit Points: The demerit/merit point system is designed to give the student and parents an objective picture of the student's general behavior.

Demerits are accrued on a semester basis. An accumulation of 125 demerits before the final ten (10) school days of a semester will result in automatic expulsion and loss of credit. If the 125th demerit is earned within the final ten (10) school days of a semester, the student is not expelled, but begins the next semester on disciplinary probation and with one-half of his/hers total demerits. Parents will be notified weekly of their child's demerits.

Demerits will be given on the following guidelines:

Breach of Policies: 3 Demerit

- Dress code violation
- Failure to follow directions and established procedures
- Entering locked or off limits area
- Driving violations
- Disrupting Class
- Tardy for Class

Behavior unbecoming of a Christian: 10 demerits to expulsion

- Disrespect
- Vulgar language
- Possession of prohibited articles
- Failure to leave a place where alcohol or drugs are being used (any illegal activity)
- Physical contact with the opposite sex
- Lying
- Cheating – along with demerits the student will receive a “0”
- Threatening or afflicting bodily harm on another individual
- Demonstrations of romantic involvement between students on school property

Immoral or Illegal Activities: 25 demerits to expulsion.

- Use or possession of alcohol, tobacco or other illegal substance including drugs
- Stealing or gambling

- Involvement with witchcraft
- Pornography
- Fornication
- Criminal acts
- Homosexual acts

Note: Demonstrations of romantic involvement between students on school property is forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions, as well as advocating sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24, 19:5, 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6:9; I Thes. 4:1-8; Heb. 13:4)

Action to be taken for accumulated demerits: (Demerits are not removed when disciplinary action is taken, they continue to accumulate throughout the semester.)

- **25 demerits:** letter sent home or email, one-hour detention
- **50 demerits:** letter sent home or email, one 1-day suspension
- **75 demerits:** letter sent home or email, two 2 days suspension
- **100 demerits:** letter sent home or email, three 3 days suspension
- **125 demerits: EXPULSION**

Suspension earned as a result of demerits earned on the last day of the semester will be served as soon as is practical during the next semester.

Suspension: Students will have to make up all work and tests missed during a suspension. They will not be allowed to attend classes or school activities while suspended. At the end of the nine weeks, all final grades will be lowered two points for each day of suspension. (This is in lieu of giving "0" for all subjects during the time of suspension.) Any suspensions will be considered absences.

Points for privileges: Each student will be given opportunities to earn merits on a daily basis. Merits are given for various behaviors that exemplify Christ-like character. Merit points are accumulated throughout a semester and can be used towards privileges that the teacher will outline at the beginning of each semester.

Class Merit Points: The entire class will also have the opportunity to collectively use points for class rewards.

DRESSCODE AND APPEARANCE

It is the conviction of Faith Christian Academy that appropriate attire has a significant affect upon the attitude of the student and the atmosphere of the classroom. It is the school's firm belief that Christian young people must dress and act differently than the world. In order for students to mature spiritually, the teaching of Biblical modesty and appropriateness is a vital part of the school's program.

As an added privilege, high school students will not be required to wear uniforms; however, they will be required to have a school shirt to wear on field trips and special events.

Students are asked to adhere to the following rules; please keep in mind this is a privilege that can be taken away should the student refuse to follow the rules.

1. Clothing must be clean, neat, and modest. Neat attire makes one have a sense of self-worth and confidence. Shoes must be worn. Students may wear sandals or flip-flops during warmer weather.
2. Clothing may not be worn that bears slogans, wording, advertising, pictures, or messages that contradicts the convictions of FCA, as stated in the handbook.
3. During P.E., we require the students wear gym shoes and girls wear shorts under their skirts or dresses. Any student not wearing the proper attire will not be allowed to participate in activities and may receive a 0 for their daily grade.
4. For comfort and modesty, students clothing must not be tight fitting. This includes any clothing worn during P.E. Clothing should not expose a student's mid-section at any time. We ask that shorts be no shorter than four inches above the knee. No off the shoulder, or spaghetti-strap shirts should be worn to school.
5. It is strongly recommended that all articles of clothing, jackets, coats, etc., be clearly marked with a laundry pen.

Boys: No tank tops, mesh, or sleeveless shirts are to be worn. Pants and jeans must be neat in appearance and in good condition. (No holes or frayed hems). No skinny leg jeans are permitted.

On Wednesdays, we have Chapel; therefore, boys are required to wear a collared shirt and casual-style dress pants; **no denim**.

Beards and mustaches are not permitted, side burns may not be longer than the middle of the ear; boys must be clean-shaven at all times. Students must maintain appropriate haircuts. Hairstyles cannot cover the eyes and must not exceed past the shirt collar. If hair dyes are used, the color must be a natural hair color. Body piercing and tattoos are not allowed.

Girls: Sleeveless shirts are permitted, but no tank tops, cut-in style shirts or blouses; nothing that bares the shoulder. Capris, modest shorts, pants and jeans are permitted, but they must be neat in appearance and in good condition (No holes or frayed hems). No spandex or skinny leg type pants will be permissible.

On Wednesdays, we have Chapel; therefore, girls are required to wear a dress or skirt, **no denim**. Dresses and skirts should come no higher than 2 1/2 inches above the knee while standing **and sitting** (no holes or frayed hems). Slits in skirts and dresses must be no higher than the top of the knee.

Girls may wear a moderate amount of make-up. Jewelry should not be excessive or distracting. Girls may wear pierced earrings; however, no more than two holes in the ear lobe. No other form of body piercing is allowed, as well as tattoos. It is important for students to make eye contact with their teacher; this works best when their hair is out of the eyes and face. Please maintain a proper working hairstyle that is clean and neat in appearance. If hair dyes are used, the color must be a natural hair color.

The administration and staff will determine if dress or appearance is appropriate.

Attendance at Faith Christian Academy is a privilege, not a right. Anyone who does not cooperate with spiritual, moral, scholastic or behavioral guidelines may be dismissed from our school. The handbook, Standard of Conduct and chapel announcements will put forth the guidelines showing what we expect.

Revised 08/2016

HIGH SCHOOL SUPPLY LIST

- ▶ Texas Instrument TI-83Plus Graphic Calculator - This calculator *is* necessary for ALL High school students and will be used through graduation. Please DO NOT spend more than \$100 on this; right now the best price you will find is at Wal-Mart.

- ▶ For Geometry Students - a good protractor and compass (Stadertler Brand recommended)

- ▶ Loose Leaf paper (college ruled) and Graph Paper

- ▶ Pens (Blue or Black ink only)

- ▶ Pencils

- ▶ Colored Pencils

- ▶ Erasers

- ▶ Large Tissue Box (will need to be supplied throughout the year)

- ▶ Disinfectant Wipes (Clorox, Lysol, etc., this will need to be supplied throughout the year)

- ▶ King James Version Bible

- ▶ Jump Drive (USP Storage Device)

*****NO PERMANENT MARKERS*****