

Family Church Academy

2008-2009 Student Handbook

Table of Contents

Goals & Objectives	Pg. 1
Christian Philosophy	Pg. 1
Cooperation Expectation	Pg. 2
Admission Requirements	Pg. 3-4
General School Procedures	Pg. 4-5
Student Driving	Pg. 6
Attendance	Pg. 7-8
Tuition & Fees	Pg. 9-10
Referral Program	Pg. 11
Misc. Policies	Pg. 11-12
Medical Regulations	Pg. 13
Lunch Procedure	Pg. 14
Photographs	Pg. 15
Birthdays/Library	Pg. 15
Prohibited Items	Pg. 15
Uniform Policy	Pg. 16-18
Parent Teacher Policies	Pg. 18-19
Academic Policies	Pg. 19-21
Discipline Policies	Pg. 22-24
Calendar	Pg. 25

Highlighted information is new to the 2008-2009 Handbook

GOALS AND OBJECTIVES

The following are the goals and objectives of Family Church Academy for the education of our students:

1. Family Church Academy accepts the responsibility of offering the best in Christian education spiritually and academically.
2. Our goals are to support the home and to provide excellent facilities, equipment, and Godly instructors for the development of Christian character in the lives of the students entrusted to our care.
3. We believe that the heart of character training is obedience. To obey, to do right and to love God and our country are the attitudes we want to instill in each student.
4. It is our desire to minister to the whole child: spirit, soul and body.
5. We endeavor to provide opportunities that will equip students to become strong Christian leaders who will serve the Lord in their vocation.

CHRISTIAN PHILOSOPHY OF EDUCATION

“Happy is the man that finds wisdom, and the man that gets understanding” (*Proverbs 3:13*).

The Christian Philosophy of Education at Family Church Academy is as follows:

1. We believe that “the fear of the Lord is the beginning of knowledge” and that all knowledge has its foundation in the Word of God.
2. We teach the Bible as God’s inspired Word and help the students to develop attitudes of love and respect toward it.
3. We train the students to hope in the Lord, to love Him, and keep His commandments.
4. We encourage the students to know and obey the will of God as revealed in Scripture.
5. We seek to impart an understanding of the purpose of discipline and to teach the students to govern themselves by the power of the Holy Spirit.
6. We strive to stimulate and enlarge the student’s involvement in the Church and its world wide tasks of witnessing and evangelizing.
7. We encourage the students to develop “the mind of Christ” toward Godliness and to overcome and be victorious.
8. We teach healing, deliverance and prosperity for the whole child: spirit, soul and body.

TEACHING STAFF

The faculty and staff of Family Church Academy are committed Christians, called of God to teach, train, and minister to the whole child: spirit, soul and body. We believe our teachers are important role models and have a tremendous impact on the lives of our students. We recognize the importance of parental involvement in the educational process, and we encourage parents to be active in their child's school experiences. Cooperation between the school and parents is essential to a successful education.

COOPERATION EXPECTATIONS

All students attending Family Church Academy should be a result of the parent's desire to have their child educated in accordance with our educational philosophy. In order for this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program and philosophy at Family Church Academy retain the right to remove their child. Likewise, the administration of Family Church Academy retains the right to dismiss anyone from the program who, in the sole judgment of the administration, is considered to be uncooperative with the program.

Nondiscrimination Policy

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

Child Maltreatment

The statewide Child Maltreatment "Hot Line" number is 1-800-482-5964. Family Church Academy faculty and staff are mandated to report any suspected child abuse.

ADMISSION REQUIREMENTS For New Students

A student is admitted to Family Church Academy based on the following:

1. Satisfactory completion of all application forms and payment in full of all fees.
2. Kindergarten students must be 5 by September 15th.
3. Interview with parent and student by administration. Current report card and test scores, names and phone numbers of references from previous school including principal are required at this interview.
4. Satisfactory results on placement test, if applicable (grade placement will be determined by administration.)
5. Must provide a copy of current Immunization Record, Birth Certificate, and transcript from former school(s).
6. Agreement to comply with policies and procedures of Family Church Academy.
7. FCA does not admit students who have been suspended or expelled from another school/preschool.

ADMISSION REQUIREMENTS For Returning Students

A returning student is admitted to Family Church Academy based on the following:

1. Satisfactory completion of all application forms and payment of all fees in full. Incomplete forms will result in delayed admission.
2. Satisfactory academic performance and conduct. NOTE: Students not maintaining a C average, suspended, expelled, or exceeding 3 office referrals will be accepted on a probationary status only.
3. Updated Immunization Record.
4. Parent involvement and support.
5. All financial obligations satisfied.

General Policies Governing All Admissions

1. Final acceptance of students and grade level placement is based upon interview between parents, child, teacher, and administrator.
2. Enrollment for students is understood to be for the full school year. Withdrawals from school must be made through the school office and a withdraw form must be completed 7 days in advance.
3. A student is expected to meet the academic standards of the school. He/She must be willing to abide by the regulations and customs of FCA in attitude and action.

4. FCA Administration reserves the right to dismiss a student whose presence is considered detrimental to the best interests of the school in general. The school reserves the right to refuse re-admittance to any student at the beginning of any semester.

Standard of Conduct

After reading the Family Church Academy Policy Manual, parents must read and sign the Family Church Academy Statement of Responsibility located on the last page. This form states that you have read and are in agreement with the policies and procedures of Family Church Academy.

Cooperation Requirements

Family Church Academy is a Christian school. All students attending Family Church Academy should be a result of the parent's desire to have their child educated in accordance with the educational philosophy of Family Church. In order for this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program and philosophy at Family Church Academy retain the right to remove their child. Likewise, the administration of Family Church Academy retains the right to dismiss anyone from the program who, in the sole judgment of the administration, is considered to be uncooperative with the program.

GENERAL SCHOOL PROCEDURES

School Hours

The school day begins at 7:55 am. Students may arrive as early as 7:30 am without being considered in extended care. When students arrive, they are to go to their classroom to leave their backpacks, and then proceed to Chapel. Students not in Chapel when the tardy bell rings at 8:00 am will be marked tardy. All students are to be picked up promptly at 3:30 pm.

Extended Care Program K5–6th Grade Only

The Extended Care Program will be available Monday through Friday from *7:00 am–7:30 am and from 3:40 pm–5:30 pm. Drop-ins will be charged \$5.00 per day, due at the time of pick up. Payments may be placed in the drop box located on the right wall just inside the side entrance door. Cash payments will receive a receipt the following day. Please call by noon to confirm availability since these spaces are limited.

IMPORTANT

Should your child be picked up later than 5:30 pm, your child's account will be charged \$5.00 plus \$5.00 for every 5 minute increment past 5:30 pm. Children who are picked up late repeatedly are subject to dismissal.

Drop Off of Students (7:30 am – 7:55 am)

Please follow the procedures listed below for the drop off of your children:

1. Enter through the West gate (nearest the billboard).
2. Proceed directly ahead, turn left in front of Family Church and stop in the front.
3. Students will enter through the front doors (After 7:55 AM they need to enter at the Eastern door just past exterior stairwell).
4. Turn immediately left and follow parking lot to exit from the East gate.

NOTE: Please observe a 5mph speed limit and proceed cautiously on the school grounds.

Pick Up of Students (3:30 pm) – (Students not requiring extended care)

Please follow the procedures listed below for the pick up of your children:

1. Enter through the West gate (nearest the billboard).
2. Proceed directly ahead, turn left in front of Family Church and stop at the end of porch.
3. Students will exit the building and line up on the front porch at 3:25 pm. As soon as all classes are in place, students will be placed in vehicles. During inclement weather, students will line up in the main entrance foyer.
4. Exit facility through the East gate.
 - **DO NOT** leave your vehicle unattended in line while waiting for school to dismiss.
 - **DO NOT** get out of your vehicle; someone will assist your child(ren) into your vehicle.
 - Please park in a designated parking areas only.

Closed Campus

Family Church Academy operates on a closed campus basis during school hours. (See School Hours) Students **will not** be allowed to leave school grounds for any cause unless prior parental permission is presented to administration and is granted by the school administration. All appointments that are planned for the day should be reported to the office for approval. **No students will be allowed to leave school during the lunch period and return after lunch.** A student may only check out at his/her lunch time if he/she is not returning to campus or if he/she presents a doctors excuse to the office immediately upon returning to school.

Student Driving Privileges Policy

Family Church Academy will allow only students age 16 years and older to drive themselves to school ONLY with a valid Arkansas Driver's License and a signature from their Parents. (NO learner's permits or hardships are accepted.) Students may not for any reason leave campus with another student in their automobile without prior parent permission that has been approved through administration.

Those student's who are planning to drive to school must obtain, fill out, and return a "Students Driver's Registration Application" from the school office. Driving to school is a privilege that can be revoked at any time by the school administration. Possible reasons for revocation would be reckless driving, speeding, leaving school grounds without permission, and loitering in the parking lot before, during, or after school. Once arriving, students will not be allowed to return to their car for any reason. Students need to ensure they bring everything they need for the school day in to class prior to school. (Students may not sit in or on cars before school, after school, between classes, on breaks, or during school activities and programs.) Cars are to be used for transportation ONLY. Students driving different vehicles to school must register all vehicles in the office.

STUDENTS ARE NOT ALLOWED TO DRIVE THEMSELVES TO OUT OF TOWN EVENTS SUCH AS FIELD TRIPS, ACADEMIC COMPETITIONS, CONVENTIONS, OR OTHER SCHOOL FUNCTIONS.

Student Parking Guidelines

1. Cars will be parked in designated parking spaces on campus.
2. Do not park in front of drive ways.
3. Students must register their cars and purchase a \$5 parking tag in the office. The tag must be displayed in the car when it is parked on campus.
4. Any student who parks his/her vehicle illegally (double-parked, blocking a driveway or sidewalk, in non-parking area) is subject to student discipline and their car is subject to tow.
5. Students are not to sit in parked cars or loiter around them. Parking lots are off limits during the school day.
6. No person shall sit in, drive, or ride in any car except to and from school during the school day.
7. A 5 mph. speed limit will be enforced on campus. Reckless driving will not be tolerated and will result in student discipline.
8. Family Church Academy assumes no responsibility for any damages that an automobile receives while parked on campus. Students park at their own risk.

Early Withdrawal from Class

Early withdrawal from class is strongly discouraged because it disrupts the flow of the entire class. If a student must be withdrawn from class early, the following procedures must be followed:

1. Student must bring a note signed by a parent with the name of the person picking them up, reason, time, and the date of early checkout. Phone calls will not be accepted as authorization for pick up. To ensure your child's safety, fax and phone will not be acceptable to alter the pick up list. You must come to the office to add additional people to your child's pick up card.
2. If anyone other than the parent who wrote the note is to pick up the student, **that person must be on the student's pick up list and have the proper photo ID or student will not be checked out. To ensure your child's safety, fax and phone calls will not be acceptable to alter the pick up list.**
3. Parent must come to the office to sign student out and check student back in.

Attendance

Prompt and regular attendance is expected. An early bedtime, a good breakfast, and a happy send off from home help children succeed in school. Good attendance is the responsibility of the parent. Many routines are being formed in these first few years that will affect your student's learning habits as they develop.

Family Church Academy and its staff are committed to creating an environment of maximum spiritual, academic and social development. Excessive absences and tardies hinder this objective.

Students may not miss more than 12 days per semester. After 12 absences (both excused and unexcused), students will receive a letter grade drop per day of absence. If a student is tardy or leaves early during the same class period the letter grade drop will only be applied to the missed class or subject area.

Therefore, the following policy has been established:

1. Absences:
 - a. Excused: Absences or tardies that result from illness of student, serious illness, death in the immediate family, or medical appointments. Any other absences that have been cleared, with written notice, (2) weeks in advance with the administration and class teacher will be considered excused. Students should return to school with all missed assignments completed and ready to take any missed tests or quizzes.
 - b. Unexcused: Absences for any other reason than stated above. All tests and quizzes taken on the day/days of absence will result in zeros. Absences on Field Trip days

may be counted as unexcused absences without a letter from a doctor or parent and approval from administration.

2. **Tardies:** Arriving at school after 8:00 am.
 - a. Any combination of 3 unexcused tardies will count as one unexcused absence.
 - b. Tardy students must report to the office prior to going to their classroom.
 - c. Students arriving later than 10:30 am or leaving school before 12:00 noon will be marked absent ½ day. Students leaving before school has been dismissed will receive a partial absence for the day.
3. Please attempt to schedule any doctor or dental appointments after school.
4. Parents should notify the school office by 8:00 am on days when their child is absent. When returning to school, all students must bring a note that includes the following:
 - *Date of the note.*
 - *Date(s) of absences(s).*
 - *Reason for absence(s).*
 - *Parent's signature.*

The administration will need ALL of the above information. This will help in determining whether the absence is considered excused or unexcused. Students returning to school after an absence without a note will be considered unexcused.

5. Students having excused absences are responsible for completing homework and make-up work. Failure to do so results in zeros for that day. A reasonable length of time for make-up work will generally be from one day to one week, depending upon circumstances. Students ***should not*** expect the teacher to delay tests or allow them extra time because they missed a day of school. Consideration will be given to students missing several days in a row, or those obviously too ill to prepare for school. In case of an extended illness, parents are encouraged to contact the teacher to arrange make-up tests.
6. Students will not be excused for absences during Achievement Test days, unless there is an illness or death in the immediate family.
7. After arriving at school, a student may not leave for any reason without permission and notification to the school office.

Withdrawal / Dismissal

All fees are nonrefundable/nontransferable. Withdrawals from school must be made through the school office and a withdrawal form must be completed and returned 7 days prior to withdrawal. Records will not be released until the account is current. If a student attends any portion of a month, the entire month's tuition must be paid. All withdrawals are subject to approval from the administration. A student may be dismissed when he/she is found out of harmony with the rules and policies of the school.

Tuition & Fees Agreement

Family Church Academy hires teachers on a yearly basis, secures equipment and makes necessary provision on the strength of student enrollment. Our ability to meet the needs of the school depends upon your adherence to this tuition contract. Please seriously consider the obligation before signing. Monthly tuition and all other fees are **nonrefundable & nontransferable**. All fees must be paid and all paper work submitted and approved before admittance. Discounts are available for multiple children who are dependant children living under the same roof and **must be approved** by administration prior to admittance. Please contact the office for more information. Tuition will be billed regardless of student's attendance. If a student attends any portion of a month, the entire month's tuition must be paid. This contract is binding for a whole year. An exception will be made only if the withdrawal is due to loss of employment, with resultant move or transfer from the greater Little Rock area.

A student is expected to meet the academic standards of the school and to conform to the regulations and the spirit of the school to retain his/her place. Regulations are stated in the Policy Manual and Registration Packet. **Please read this carefully**. The school reserves the right to insist upon the immediate withdrawal of any student whose presence in the school is considered detrimental either to the student's or the school's best interest. Withdrawals from school must be made through the school office, and a withdrawal form must be completed at least 7 days prior to the last day of attendance. Failure to provide mandatory notice may forfeit any credits/refunds and may delay bank draft discontinuation. Records will not be released until the account is current.

Academy Payment Schedule

Everyone is required to use the preauthorized *Automatic Bank Draft Method*. A **voided check** from your account will be required to initialize this bank draft. There is a \$10.00 fee to change accounts. Bank drafts that are returned for insufficient funds will be charged a returned check fee of \$25.00. Your account must be cleared 7 days from the date the school notifies you of your insufficient funds or this could result in dismissal of your student. No report cards or records can be released if accounts are not clear. FCA reserves the right to include all outstanding balances and fees in the bank draft. In the event of withdrawal, I fully understand that upon approval of my completed 7 day advance notice, my bank draft will cease.

Students Grade	Entrance Fee (Registration, Books, etc.)	Amount due at Registration
K5-10th	\$450.00	\$450.00 + August Tuition
		School Term Tuition
	1 st child	\$2,900.00
	2 nd child	\$2,150.00
	3 rd child	\$1,400.00
	4 th + child	Free
<p><i>*Entrance fees are the same for all children regardless of the number of children.</i></p> <p><i>*Multiple Child discounts are for Academy-age children only(K5-10th)</i></p>		

- Entrance fees are non-refundable/non-transferable.
- An IOWA Test of Basic Skills will be given each spring to all K5-8th Grade students.

Service Fees & Outstanding Balances

FCA reserves the right to include all outstanding balances and fees in the bank draft. No report cards or records will be released if accounts are not paid in full. Your account must be cleared 7 days from the date the school notifies you of your insufficient funds or this could result in the dismissal of your student.

- **Insufficient Funds**
Accounts will be charged \$25.00 for funds returned as insufficient.
- **Transfer of Accounts**
There will be a \$10.00 fee added to your draft for transferring tuition bank drafts from one bank account to another. The office should be informed immediately of any bank account changes.
- **Administrative Processing Fee**
There will be a \$1.00 fee per page for any requested photocopied documents from your file. All documents must be approved by administration prior to release.

Referral Incentive Program

To show our appreciation for the good word you are spreading throughout Saline County and the surrounding area about FCA we offer a referral incentive program. We will issue a \$50.00 credit to your FCA account for each new family that lists your name on their enrollment application as a referral.

Only one referral may be listed on the application for admission and it must be put on the form during the initial registration. Referrals given after the registration has been completed will not be credited. Returning students will not be considered as a new referral and are not eligible for credit.

The credit will be deducted from your FCA draft as soon as the referred child has attended for 90 days. It is our way of blessing those who bless us so much each day.

Field Trips

All grades will participate in the field trips supervised by the teaching staff away from the school campus to nearby points of interest. Parents will be notified in advance of field trips and will be required to fill out a Parental Permission and Release Form for each field trip. Parents are welcome to join their child on field trips but please understand that siblings are not allowed to attend and all students must ride in the FCA provided transportation. If you need to check out your child after a field trip the student must return to FCA and be checked out through the office. Any child not attending the field trip will stay at school and do assignments related to the field trip or in the case of illness must provide a doctor's note to excuse their absence.

Lost And Found

All items such as coats, sweaters, lunch boxes, money envelopes, etc., are to be labeled at home with the student's name for easy identification. Unclaimed items will be donated to missionary needs at the end of each nine week grading period.

Address Changes

Whenever there is a change of address or telephone number, please call the school office as soon as possible. Changes in physician, emergency telephone numbers, and authorized individuals to sign child out should be revised regularly.

Distribution of Outside Literature and Fund Raising Sales

No literature is to be distributed at school or products sold without first being cleared through the administration.

Drills

Fire and Tornado Drills will be held monthly. When the signal is given, all class activities will cease and exits made promptly. (An emergency exit map is displayed in each classroom.)

1. *Walk quickly in single file, but do not run or push.*
2. *No talking either in or out of the building. Listen for the teacher's instructions.*
3. *Students will be returned to their classrooms when the "all clear" signal is given by the person in charge.*

Fire Drill Alarm: 1 long bell or blast

Tornado Drill Alarm: 6 short bells or blasts

Inclement Weather

Should it become necessary to dismiss school due to inclement weather or other reasons, parents will be notified as soon as possible by means of announcements on local television stations. Our inclement weather school dismissal will coincide with that of the Bryant School District as announced on local television stations.

Telephone Use

Students' use of the telephone is limited. **Neither teachers nor students will be called to the telephone unless it is an emergency.** Personal matters between parents and students should be handled at home before the student leaves for school. Your child should be aware of arrangements for after-school transportation and where to contact you during the day in case you are needed.

Visitors

Parents or other visitors are encouraged to make advance arrangements to visit the school. Parents must check in through the office to receive a Visitor's Badge. Parents will be allowed to observe their child(ren) in the classroom setting only if pre-approved by the administration. **No one outside of school and office personnel will be allowed in the school building without first signing in at the office and receiving a visitor's badge.**

***Do not go directly to any classroom.** If you have items to be delivered to your child(ren), you may bring them to the office and they will be delivered.*

Medical Regulations

Arkansas law requires that students attending any school must show proof that they have been immunized for **Diphtheria, Tetanus, Polio, Chicken Pox, Measles, and Rubella (German Measles)**. Verification of these must be in the school office prior to the beginning of school. Health records from a previous school showing immunizations **will** be accepted.

It is also necessary to require a Birth Certificate for students entering Family Church Academy.

Symptoms Requiring Removal of Child from School

- *Fever*: Fever is defined as having a temperature of 100 degrees F or higher when taken under the arm or 101 degrees F taken orally.
- *Sore Throat with Fever and Swollen Glands*
- *Body Rash with Fever*
- *Vomiting*: Vomiting on two or more occasions within the past 24 hour period.
- *Diarrhea*: Three or more runny, watery, or bloody stools in a 24 hour period.
- *Earache*
- *Severe Cough*: Episodes of coughing which may lead to repeated gagging, vomiting, or difficulty breathing.
- *Eye Drainage*: Thick mucus or colored drainage.
- *Pink Eye*: Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours.
- *Irritable*: Continuously crying or requires more attention than we can provide without jeopardizing the health and safety of the other students.

***Students who have or have had a fever must remain at home for
24 hours AFTER the fever has broken.***

First Aid Services

Children who become ill or hurt will be brought to the school office. If your child is in much discomfort, you will be called and asked to come take your child home. In the meantime, everything will be done for your child's comfort and welfare. In the case of small superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Students are not permitted to help themselves to First Aid materials.

No oral medication will be administered by the school unless a medication form has been filled out and signed by the parent (available in the office).

Nutrition Health and Safety

Food born illness and poisoning can result from food that is improperly prepared or stored. Parents are requested to consider this when preparing for special events such as birthdays. We require that any food or special treats brought into Family Church Academy for the purpose of distributing to the class or student body be prepared by a store or restaurant. This will help protect our students from any gastrointestinal illness including infectious Hepatitis, which can be associated with home prepared foods.

Lunchroom Procedure

Lunchtime is an enjoyable break in the day's schedule. Please note the following procedure:

1. Students and teachers will enter the lunchroom and quietly proceed to a table with their lunch.
2. Students are to remain in the lunchroom during lunch. Food is not permitted in any other area.
3. Common manners and courtesy must be shown during lunch, including:
 - *Talking in conversational tones and only at one's own table.*
 - *Using proper table manners.*
 - *Keeping all four legs of the chair on the floor.*
 - *Staying at the table during the meal.*
 - *Picking up any food or paper dropped on tables or floor.*
4. Students must bring a lunch each day. If your child forgets to bring a lunch, one will be provided for them at the cost of \$3.00 to be paid to the teacher upon pick up.
5. **Microwaves will not be available.** If your child's food must be hot, please send it in a thermos that will keep it warm until lunchtime.
6. Water will be provided for students who do not bring a drink from home. Milk is available for purchase on a monthly basis with the automatic bank draft.
7. **Soft drinks and drinks or Jell-O containing RED or BLUE food coloring will not be permitted.**
8. **No glass containers.**
9. We welcome parents to join their students for lunchtime; however, to allow our staff to provide an environment conducive to proper lunchroom behavior, we ask that you do not bring younger siblings. (Also refer to Closed Campus)

Photographs

Individual and group pictures will be taken in the fall of each year. Parents will be notified of the date and cost. Uniforms or “Sunday clothes” are to be worn on picture day.

Individual and group graduation pictures will be taken for the K5 grade classes. Parents will be notified in advance of the date and cost.

Yearbooks may be purchased annually and will be distributed upon completion by the publisher.

Birthdays

This is an important time for your children, but too many parties prove to be a problem for the teacher. If you wish to send cupcakes or other simple refreshments on your child’s birthday, please notify the teacher in advance. **The refreshments may be shared with the class during lunch on Friday, and must be prepared by either a store or restaurant.** No invitations for parties outside of school will be distributed at school unless all classmates are invited.

Articles Prohibited From School

Items such as ipods, cassette/CD players, cell phones/pagers, radios, walkmans, game boys, questionable literature/magazines, gum, skateboards, matches, lighters, and play guns, or any weapon-like toys are not permitted at school at any time. **NO WEAPONS OF ANY KIND ARE PERMITTED ON FCA PROPERTY.**

Library

Students may check out books for a period of one week. Consent forms to check out books will be sent home for parents to sign during the first week of school. Forms must be signed and returned to the office. After two overdue notices are sent home, a charge of \$5.00 or the price of the book (if the price is greater than \$5.00) will be charged for the lost book. If the book is found, the fee will be reimbursed. Failure to return or pay for books will result in withholding report cards and library privileges until the book is either returned or paid for.

Uniforms

Parents are responsible for sending their children to school correctly dressed and groomed. If a student is found in violation of dress code, parents will be called to bring proper attire or pick up their child from school. Any absence or tardies incurred due to uniform infractions would be considered unexcused. Upon 3 violations of the uniform policy, a student will be given detention and also for each infraction thereafter.

Clothing Item	Colors	Special Instructions
Jumper/Skirt/ Skort	Navy/ Khaki	Shorts must be worn under jumpers and skirts at all times unless tights are worn. Jumpers, Skirts and Skorts must be able to touch the floor when in a kneeling position. No shorter than two inches or three fingers above the knee.
Pants (flat or pleated front)	Navy/ Khaki	Dress slacks or uniform pants for girls K5-10th . Girls must wear belts if pants have belt loops. Kindergarten may wear non-belted elastic waist pants, if pants have belt loops, belts must be worn. Boys in grades 1-10 will wear uniform pants (Docker-style) with belt loops and belts. Pants must not have pockets sewn on the outside. No wide leg or trendy styles. No cargo, carpenter, zip-off or parachute pants. No low-rise pants. No drawstring styles.
Shorts Capri Uniform Pants	Navy/ Khaki	Same guidelines as pants above. May be worn during the months of August, September, October, April and May. No shorter than two inches or three fingers above the knee.
Shirts	School Colors: Navy, White, Light Blue, Light Yellow, Red, Hunter Green	Two – Four Button golf style short or long sleeved shirts. Plain or FCA emblem only. * Only white or matching t-shirts may be worn under shirts (i.e. red under red, navy under navy, white under all colors)
Blouses (Girls)	School Colors	Round collar blouse (peter-pan collar). May Be long or short sleeved.
Turtleneck Shirts	School Colors	May be worn under long sleeved uniform shirts, Academy sweatshirts, jumpers and sweaters (as listed in the dress code) during the winter months. (November – March)

Academy Golf-Style Shirts Academy Logo Sweatshirts	School Colors	May be ordered through the School office. May be worn any day of the week. Academy Logo sweatshirts must be worn with a uniform shirt or a turtle neck shirt (uniform colors) under them.
Sweaters	Navy, White, Red Hunter Green	V-neck pullover, Crew-neck pullover or Cardigan Style sweaters may be worn over a uniform shirt or a turtle neck shirt (uniform colors) during the winter months. (Nov-March) Plain with no logos, emblems or trim.
Socks / Tights	Navy/ White	Must be in good taste and match the basic uniform. Girls must wear navy or white knee socks or tights with skirts, skorts and jumpers during the months of November – March.
Shoes		Lace up, buckle style or loafer style shoes (dress or casual) with non-marking soles may be worn. Tennis shoes may also be worn. Open back shoes, open toe sandals, “Croc” style, heels, and cowboy boots will not be permitted.
Belts		Belts must be in good taste, modest, and match the basic uniform.
Coats and Jackets		Any outerwear may be worn going to and from school. Outerwear must be removed in the classroom during school hours.
Jewelry Make-up		Must be modest, as determined by the Administration. Girls- pierced ears are acceptable (only one earring per ear lobe.) No other body piercing or decorations are permissible. Boys – necklaces, earrings, body piercings or body decorations are not permissible.
Hair		Must be neat and clean at all times. Extreme hairstyles or hairstyles reflecting extreme culture are not permitted. Boys’ hair may not go past the middle of the ears, obstruct the eyes or touch the collar. Boys must also be clean shaven (no facial hair).
Hats/ Caps/ Scarves/ Bandanas		Are not allowed to be worn in the classroom.

P.E. Uniform	School Colors Plus Black	<p>Students are required to bring their P.E. uniform on the days they are scheduled for P.E.</p> <p>P.E. Uniform colors may be mixed and matched as long as the colors coordinate.</p> <p>Must be plain with no writing or logos on them.</p> <ul style="list-style-type: none"> • During the months of August, September, October, April and May, the P.E. uniform will consist of a T-shirt and shorts. • During the colder months of November-March, the P.E. uniform will consist of a sweatshirt and sweatpants. Due to weather conditions, P.E. may be held inside. The student will be required to have their summer P.E. uniform with them, in these cases. <p>Tennis shoes must be worn during P.E. classes.</p>
--------------	-----------------------------	--

Determination of dress code violations will be the responsibility of the Faculty & Administration.

Parent-Teacher Meetings

Valuable help will be given at occasionally scheduled Parent-Teacher Meetings. Policies vital to the consistent training of the child will be discussed. The nature of the Parent-Teacher Meetings will vary from time to time, but the general objectives of the meeting are as follows:

1. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. To acquaint both the teacher and the parent with the importance of recognizing and fulfilling the emotional, spiritual, academic, and disciplinary needs of the child.
3. To provide an opportunity for parents and teacher to fellowship.
4. To provide the parents an opportunity to see and discuss the achievements of the child in the classroom.

Teachers are always happy to meet with parents at a scheduled time. After school appointments and phone conferences (3:45 pm–4:15 pm) are available for parents who desire to speak with their child’s teacher. All appointments must be made through the school office. Therefore, we discourage phone calls to the teacher’s home in the evening. Parent-Teacher conferences are mandatory for all students unless approved by the administration.

Parent-Teacher Communication

Parents are encouraged to write a note to the teacher or call the office to arrange a conference if a need arises. Parents are not to interrupt a class during school hours, but may go through the office to contact a student or teacher.

Parent-Staff Communication

For questions regarding conversation and policy: the administration will always refer to written policy as determined unless written approval is given. Only the administration can give written approval for any exceptions to the written policy. Conversations and agreements with staff and faculty that are contrary to policy will not be accepted without written confirmation from the administration.

ACADEMIC POLICIES

School Curriculum

Family Church Academy is using A Beka Book Publications as its curriculum. A Beka Book is a day-by-day teaching curriculum produced by Christian teachers and administrators aimed at building Christian character. Family Church Academy wants to support parents in their task of raising children in the “instruction of the Lord.” Therefore, parents and teachers should have a common understanding of the following subjects taught in school:

<i>Chapel</i>	<i>Writing</i>	<i>Language/Grammar</i>
<i>Science</i>	<i>Reading</i>	<i>Phonics</i>
<i>History</i>	<i>Spelling</i>	<i>Music</i>
<i>Arithmetic</i>	<i>Composition</i>	<i>Art/Home Economics</i>
<i>Computer Class</i>	<i>Literature</i>	<i>Library</i>
<i>Health</i>	<i>Physical Education</i>	<i>Spanish</i>

Grade Reports

Report Cards will be sent out four (4) times during the school year. Report Cards are designed to give parents and students an indication of the progress or lack of progress being made. Parents are invited to contact a teacher for a conference if the need arises. Report cards must be signed and sent back to the school.

Interim Reports are sent at mid-point of each nine (9) week grading period. These reports must be signed and sent back to school.

Academic Grading System

A+	100–98		C+	80–78	<u>Handwriting:</u>
A	97–94		C	77–74	
A-	93–91		C-	73–71	S=Satisfactory
B+	90–88		D+	70–68	N=Needs Improvement
B	87–84		D	67–64	U=Unsatisfactory
B-	83–81		D-	63–61	
			F	60 and below	

Advancement and Retention

Kindergarten:

Careful evaluations are made of our Kindergarten students pertaining to their maturity and skill accomplishments before advancement to 1st grade is recommended.

Grades 1–up:

Any student making an “F” for the final average in the following subjects should be tutored over the summer. This student must have a passing grade before being promoted to the next grade. These subjects are as follows:

Grades 1–2: Math, Reading, Language, and Phonics

Grade 3: Math, Reading, Language, and Spelling

Grades 4–up: Math, Reading, Language, Science, History, and Spelling

Elementary: Only two (2) subjects can be made up if tutored over the summer. Students failing three (3) or more of the above subjects will not be promoted to the next grade.

Junior High & High School: Any subject failed must be repeated the next year. Any subject failed in high school will also not receive any credit toward graduation requirements.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing his or her studies. Students are expected to successfully complete their assignments each day. The completion of the homework assignment is an important aspect of teaching the character development trait of responsibility.

In order to assimilate the academic skills acquired in school, it is essential that good study habits be fostered in the home. It is suggested that a definite time and a quiet place is established in the home. Each student is required to purchase a small notebook to record daily homework assignments each day. We will endeavor not to assign homework on Wednesdays or have tests on Thursdays to enable students to attend church.

The purpose of homework is to:

- *Develop good study habits.*
- *Give opportunity for enrichment.*
- *Reinforce the day's work in academic skills.*
- *Encourage creativity and diligence at home.*
- *Complete unfinished class work.*
- *Bridge the gap between home and school academically.*
- *Enable the completion of special projects. Book reports, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.*

Homework Assignment Book (Grades 1st & up)

The Homework Assignment Book is the best tool that we have to keep our parents informed. Please check and sign the Homework Notebook for your child each night. Your child's teacher performs a daily check of assignment notebooks. Points may be deducted for an unsigned notebook.

Standardized Testing

Family Church Academy administers the Iowa Test of Basic Skills each spring. Results of tests will be placed in student record files and a copy will be sent to the parents or guardian. Students will not be excused for absences during achievement test days unless there is an illness or death in the immediate family.

DISCIPLINE

Discipline Philosophy

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Family Church Academy adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (*Ephesians 6:1–4*). A teacher stands in the parent's stead. He or she has the same God-given authority as they; however, corporal punishment *will not be* administered by FCA faculty or staff.
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (*Proverbs 3:11–12*).

Discipline Policies

The school seeks to assist in developing the following characteristics in our students:

- *Cheerful obedience to all authority.*
- *Responsibility in doing assigned or expected tasks.*
- *Cooperation with others within and outside the classroom.*
- *Courtesy and respect for others.*
- *Cleanliness in person and property.*
- *Truthfulness and honesty in work and life.*
- *Respect for property that belongs to others.*
- *Promptness in attendance and assignments.*
- *Morally good conduct in recreation, social relationships, and language.*

Discipline Procedures:

Each teacher is monitored by the Principal to implement the disciplinary procedures set forth in the Family Church Academy Policy Manual. Teachers will begin the school year (first 4 weeks) by explaining and reminding the students of the classroom rules:

1. *Obey the Teacher.*
2. *Raise your hand to speak.*
3. *Stay in your seat.*
4. *Always walk inside the building.*
5. *Be kind to one another (Proverbs 3:11–12).*

Teachers will use a system of discipline that focuses on positive reinforcement of appropriate behavior. When a student has been given verbal correction and continues to misbehave he/she will lose recess/free time or other privileges. Parents will be notified by phone or in writing if their child's behavior required disciplinary action by the teacher or administration. Family Church Academy does not use corporal punishment; however, parents may be called to come to the school to discipline their child.

Office Visits

If a student must be removed from the classroom, he/she will be taken to the principal's office. The teacher, student and principal will discuss the offense. The student will be reminded of the classroom rules and the importance of obedience. The Principal and student will then pray and student will be returned to class. A note will be sent from the teacher to the parent that day to notify them of the problem. A copy of the report is placed on file in the Principal's office. Time-out from recess or detention may be assigned at the discretion of the administration. If the student is sent to the office twice for the same offense within a week, the parents are notified by telephone and advised of the problem. Parents may be requested to come and take the student for the remainder of the day. (*A student may be dismissed when he/she is found out of harmony with the rules and policies of the school.*) The student may not be allowed to return to class until the offense has been resolved.

No Tolerance Policy

I understand Family Church Academy's "No Tolerance" policy regarding profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, or disrespect to the personnel of the school, threats of any kind toward students, faculty or others will not be tolerated. Possession or use of drugs, alcohol or any weapon is grounds for immediate expulsion. It is understood that attendance is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. The school may request the withdrawal of any student at any time that, in the opinion of the school, does not fit into the spirit of the school, regardless of whether or not he/she conforms to the specific rules and regulations of the school.

Areas of Offense

Any behavior or display of attitude in opposition to the basic principles and purpose of the school or which restrict the spiritual or academic atmosphere of the school is strongly discouraged. A complete list of specific offenses would be impractical in this handbook. The following is a general list of unacceptable behaviors:

- *Showing disrespect to the teacher or another person.*

- *Talking without recognition, interrupting the teacher or a class discussion.*
 - *Lying, cheating, theft, profanity, or other immorality will not be tolerated.*
 - *Writing or passing notes, throwing objects indoors, chewing gum, eating in class.*
 - *Dress Code violations: Students may not enter class until proper clothing is obtained.*
 - *Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground, or classroom.*
 - *Talking, laughing, or playing during Fire or Tornado Drills.*
 - *Tampering with school or church equipment or destroying property in any manner.*
- Parents will be financially responsible for all damages.**

Any student committing any of the following offenses may be considered for immediate detention/suspension/dismissal by the administration: lying, cheating, stealing, showing disrespect to another student, teacher, or staff member, profanity, immorality, fighting(to include hitting and biting, etc.) and any other behavior deemed by the Administration that are not conducive to the continuity of the program.

Detention Procedures

1. Detentions will be served the day after they are assigned.
2. If a student is not able to serve a detention at the assigned time for any reason, he/she will be required to write a 200 word essay due the morning after the originally assigned detention. The subject would be determined by the teacher assigning detention. Students must make up the detention within a reasonable time frame (3 days).
3. After 3 detentions, in a nine weeks grading period, students will be considered for suspension from school for one day by the administration and a parent administration conference will be conducted. Students will receive a “0” on all graded assignments during this suspension. If behavior problems persist beyond suspension, a student may be considered by the administration for expulsion.

Expulsion

Any expelled student will be dismissed from the school system for the remainder of that current year. Parents will be notified by a conference with the administration, followed by a letter.

All policy and procedures are at the determination of the administration and can be changed or modified at any time.

2008-2009 SCHOOL CALENDAR

FIRST QUARTER

July 28 - August 15	Staff reports to school
August 4	Open House (<u>ALL</u> Fees and first month's tuition due)
August 18	First day of school for students
September 1	Labor Day – School closed
September 15	Grandparents Day
September 19	Mid-Term progress reports issued
October 15	End 1 st quarter – 42 days
October 23	Report Cards issued
October 24	Parent/Teacher Conferences – School closed*

SECOND QUARTER

November 20	Mid-term reports issued
November 26-28	Thanksgiving Holiday – School closed(Daycare Closed November 27-28)
December 15	Christmas Program 7:00 PM
December 19	End 2 nd quarter (43 days) and 1 st semester (85 days)
December 20 – January 4	Christmas Holiday–School closed(Daycare Closed Dec 24-25, January 1 st)

THIRD QUARTER

January 5	Classes resume
January 12	Report cards issued
January 19	Martin Luther King Day – School closed
February 10	Mid-term reports issued
February 16	President's Day - school closed
March 12	End 3 rd quarter – 47 days
March 16-20	IOWA Test
March 20	Report cards issued

FOURTH QUARTER

March 21-29	Spring Break
March 30	Classes resume
April 3	Parent Teacher Conferences – School closed*
April 10	Good Friday – School closed
April 16	Parents & Grandparents Day
April 24	Mid-term reports issued
May 5	Teacher Appreciation Day
May 18	K5 Graduation
May 25	Memorial Day – School closed
May 28	Last day of school–End 4 th qtrr (47 days) 2 nd sem(94 days), year(179 days)**

*Parent-Teacher conference will be held day before 3:45 PM-6:00 PM & day out 7:30 AM-10:30 AM

** If no inclement weather days the last day of school will be May 27th