

Faith Christian Academy

Student Handbook

Middle and High School



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FCA MISSION

The Mission of Faith Christian Academy is to Serve Families by Providing a Christ-Centered, College Preparatory Education that Equips Students to Become Leaders by Instilling a Biblical Worldview in the Heart and Mind of Each Student.

FCA VISION

The vision of Faith Christian Academy is to see graduates have a personal relationship with Jesus Christ and be able to apply the spiritual, educational and social foundations that have been established in home and in school to serve God with all their heart, soul and mind.

STATEMENT OF FAITH

We believe:

1. the Bible is the inspired and only infallible and authoritative Word of God. *(2 Timothy 3:16)*
2. there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. *(// Corinthians 13:14)*
3. in the deity of our Lord Jesus Christ, in His vicarious birth, in His sinless life, in His miracles, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years. *(Matthew 16:6; 1 Corinthians 15:3-4)*
4. in the blessed hope, which is the rapture of the church at Christ's coming. *(Titus 2:13)*
5. the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. *(1 Peter 1:18 & 19)*
6. regeneration by the Holy Spirit is absolutely essential for personal salvation. *(John 3:3-5)*
7. the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. *(1 Peter 2:24)*
8. in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. *(Galatians 5:16)*
9. the baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. *(Acts 2:39)*
10. in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation. *(John 5:28, 29)*

ADMISSION

Enrollment Process

1. Make an appointment with the Headmaster, call the school office at 845-462-0266.
2. Fill out the enrollment application, read and sign the Statement of Faith and School Policy documents and send them to the school office with registration fee (non refundable).
3. Provide a copy of your child's birth certificate.
4. Provide proof of recent physical, immunizations, dental certificate and lead poisoning screening.
5. Every child entering school is required to have proof of a medical examination on file.
6. Children in grades 1st through 12th need academic records sent to FCA from prior school. Please complete and sign student record release form and send it to prior school.
7. Book fees and insurance fees are due by July 1st.
8. Tuition is due by the first of each month.
9. Send transportation request form to the transportation department of the public school district where you live.

Parents of a prospective student at FCA must acknowledge the following in writing:

1. They have read and support the Statement of Faith and Philosophy of Education and Objectives.
2. All academic materials will be taught in harmony with the Bible.
3. The school has full discretion in the discipline of their child within the bounds of the Discipline Policy.
4. The school has the final decision regarding placement for their child.
5. They will follow the Matthew 18: 15, 16 procedure when resolving interpersonal conflicts
6. They will strive to attend all school functions involving parents.
7. After eight weeks, all new students will be evaluated on their academic and behavioral performance, and will be reviewed for final acceptance.
8. They have not knowingly withheld any information, which may influence acceptance at FCA.
9. Admission process is conducted without regard to sex, race, ethnic or national origin.
10. Prospective students entering High School will be interviewed with parents or guardians present by representatives of the admission committee. Prospective students may be given an entrance test. At this time, FCA is not equipped to serve students with exceptional disciplinary, emotional, academic or physical needs and may refuse admittance to a student on this basis.

Additionally, for all prospective students entering grades 9, 10, 11, or 12, the following must be submitted:

1. Personal essay by a prospective student (approx. 300 words) describing his/her dreams, goals, and aspirations and how they think FCA can help them achieve them
2. Letter from the student's parents/guardians describing their child to help the school better serve them with Christ-centered, college preparatory education.
3. Reference letter from a spiritual leader (Pastor, Youth Pastor, etc.)
4. Reference letter from a teacher.

RE-ENROLLMENT

The status of all returning students will be reviewed yearly. Students will be admitted with consideration focused on academic progress, disciplinary record and attitude. A re-enrollment form and all re-enrollment fees must be submitted to the school office before re-enrollment is considered.

ACADEMICS

Faith Christian Academy is a competitive high school. Four levels of academic programs are available to serve the needs of all students who have been accepted at Faith Christian Academy: Non Regents, Regents, Honors, and Dual Enrollment in College programs in partnership with Marist and Dutchess Community Colleges.

Graduation Requirements

To satisfy graduation requirements for New York State, all regular education students must earn either a Regents Diploma or a Regents Diploma with Advanced Designation and must earn 22 units of credit. All regular education students must also pass at least 5 regents exams.

Required (Core) Subjects	Minimum Credits	Regents Diploma * (Exams Required)	Regents Diploma with Advanced Designation ** (Exam Required)
English	4	English Language Arts Comprehensive English Exam	Comprehensive English Exam
Social Studies	4	Global History & Geography Exam US History & Government	Global History Exam
Mathematics	3	Integrated Algebra Exam	Geometry Exam
			Algebra 2 & Trigonometry Exam
Science	3	One Science Regents Exam	Two Science Regents Exams
LOTE (Language Other Than English)	1(a) 3(b)	Proficiency Exam	Regents Exam
Fine Arts	1		
Physical Education	2		
Health	1/2		
Electives (Bible Courses are required)	3.5		1.5
Total	22		

- Students seeking a Regents diploma who take only 1 unit of a LOTE (Language other than English) must substitute a five-unit sequence in place of the second language core requirement. A student identified as having a disability may be exempt from the second language requirement for the Regents diplomas if the student's Individualized Education Program (IEP) states that the requirement is not appropriate.
- To earn the advanced designation the student must complete one of the following: two additional units in a language other than English (3 LOTE credits total); career and technical education (5 credit CTE sequence; or the Arts (5 credit sequence). Students who are exempt from the LOTE requirements as indicated on the IEP may earn the advanced designation as long as the required number of credits to graduate is met.

*Students must attain a score of 65 or above on 5 required Regents exams to receive a Regents Diploma.

** Students must attain a score of 65 or above on 8 required Regents exams to earn a Regents Diploma with Advanced Designation.

Student Placement

Freshman placement is determined on the basis of grades and teacher recommendations, along with the results from Regents exams. During scheduling for each successive year the teachers evaluate students to ensure that they are performing at their highest potential. Adjustments are made as needed in consultation with parents and teachers' approval. Because students progress at different levels, it is common to be placed in more than one academic program; for example, a student may take Honors level math and science and college level History or English.

Academic Programs

Honors: This is an accelerated program of studies for our most academically capable students. Students taking Honors courses are given additional reading assignments, projects and/or tests.

Grading Scale and Academic Placement

A+	=	97-100
A	=	94-96
A-	=	90-93
B+	=	87-89
B	=	84-86
B-	=	80-83
C+	=	77-79
C	=	74-76
C-	=	70-73
D+	=	67-69
D	=	65-66
F	=	64 and below

Calculation of Grades and Grade Point Averages

Calculations of grade point averages for regular and weighted courses are as follows:

Regular courses: A =4.0, B= 3.0, C=2.0, and D=1.0

Honors and College Level Courses: A=5.0, B= 4.5, C = 3, and D= 1.5.

Beginning with the Class of 2012, calculations of grade point averages include weights of 1.0 for Regular and 1.5 for Honors or College level courses.

Both cumulative weighted and unweighted GPAs are calculated based only on semester grades.

Dual Enrollment School/College Program

The School/College Program offers FCA High School students the opportunity to take Marist College and Dutchess Community College approved courses here at Faith Christian Academy. Students enrolled in School/College program can earn actual college credits through a number of college approved courses offered at FCA. Registration in the School/College program requires the recommendation of the appropriate teacher in that subject, as well as completion of the following requirements:

The requirements for the School/College Program through Marist College: This program is available to high school juniors or seniors.

- Students desiring to register for School College courses must fulfill the criteria established by Marist College for the course, including any pre-requisite courses.

- A minimum grade point average of 85 is required.
- Students may register for no more than two courses each semester.
- The registration process is done with the Guidance Counselor at FCA
- Fee: \$100 per credit; \$300 for a three-credit course made payable to Marist College
- Students will receive a grade from their instructor who will submit it to Marist College. Transcripts of school/college courses may be requested from Marist's Registrar. This can be done by accessing the Marist web page and clicking the Registrar's site.

School/College Program through Dutchess Community College (College Connection Program):

Concurrent enrollment, sometimes called dual credit, refers to a course where a student is earning both high school and college credit for one course, which is usually taught at the high school by a high school instructor (who has been approved by Dutchess Community College). At DCC, in-school concurrent enrollment courses taught by the high school instructor are offered at no additional cost to the student.

Students interested in participating in the College Connection program should discuss this option with their high school guidance counselor. Generally, students are high school juniors or seniors who have met the criteria for the course, as follows:

- a. The student has taken the required DCC placement test and achieved the minimum score necessary, and
- b. has a demonstrated readiness to take a college level course, and
- c. has successfully completed pre-requisite classes.

Add/Drop Procedure

At the completion of the registration process, students will enter into an add/drop period where only one schedule change will be allowed. The add/drop period will begin at the conclusion of the registration process and end two weeks after the first day of the fall (first quarter) or spring (third quarter) semesters. A student may request one schedule change during this add/drop period. After a student requests one schedule change during the add/drop period, or after the add/drop period expires, no further schedule changes will be permitted. Any student who drops a course will have a W (Withdrawn) grade reflected on his/her permanent record.

BIBLE COURSE REQUIREMENTS

To fulfill the requirements for Bible at Faith Christian Academy, students are expected to complete the following requirements: community service hours and two written essays.

Community Service

Students in 9th through 12th grade Bible course must complete at least 4 hours of Christian service during each quarter of the freshmen-senior year. Christian service follows the example that Christ demonstrated to us in Matthew 20:28. It is a Christian's privilege and responsibility to live a life devoted to meeting the needs of others, therefore taking on the very nature of Christ (Luke 22:27). Service may be performed at the beginning of the quarter and end one week prior to the end of the quarter. Documentation of Christian Service must be completed and returned to the Bible teacher at least one week prior to the end of the quarter.

Criteria for Community Service

Community service can be performed at school, church, non-profit organization or in the community. For example: School's Out After School Program, local libraries, Bread of Life Food Pantry, Faith Assembly of God's Centrifugal Force, Missionettes, Royal Rangers, Summer Camp, American Red Cross, Samaritan's Purse, Dutchess Outreach, Children's Home Special Projects, local or abroad missions' projects, Habitat for Humanity, etc.

- Community service must be done completely. No credit will be given for partial hours.
- Community service must be done correctly according to the areas described above.

- Community service must be completed prior to the end of each quarter. Late service will not be accepted. (Community service provided during the summer months can be used to fulfill Bible requirements for the following school year.)
- A typed reflection paper (minimum of 500 words) exhibiting conscientious effort describing the services provided must be submitted by the end of the academic year according to the Bible instructor's syllabus.

Essays

Students must provide one typed essay (minimum of 300 words each) about a historical person discussed in the course or a modern day minister/teacher/missionary by the end of the first semester according to the Bible instructor's syllabus. A few examples are: Billy Graham, Oral Roberts, Dr. Charles Stanley, Jim or Elizabeth Elliott, Corrie ten Boom, Kay Arthur, Beth Moore, Lester Sumerall, Smith Wigglesworth, Dr. Tony Evans, Kathryn Kuhlman, Warren Wiersbe, A.W. Tozer, Oswald Chambers, D.L. Moody, Charles Spurgeon, Maria Taylor, David Livingston, John Hyde, Amy Carmichael, Noah Webster, Watchman Nee, Bill Bright, General William Booth, Rodney (Gipsy) Smith, William Carey, John Paton, etc. Students must include the following:

- Briefly describe the person's family life, education, and spiritual influence
- Description of the person's calling/ministry
- Past and present impact on society

COMMUNICATION

When concerned about any aspect of your child's education at Faith Christian Academy, please call the school at (845) 462-0266 to make your concerns known. The most effective first step is to address your concern to the responsible individual. The surest way to resolve a concern is to schedule an appointment with the proper teacher, counselor or administrator. Each teacher has two planning periods, which may be used to meet with parents.

- Headmaster – The Headmaster is the official head of the entire school, responsible for all phases of the school's academic programs, finances, physical plant, and public relations. He is responsible for all academic and administrative services; provides leadership in education of students, faculty development, policy implementation, program planning and evaluation; keeps abreast of trends and changes in elementary and secondary education; works for organizational vision, unity, stability, growth, and excellence; provides a connection between administration and faculty; serves as catalyst to create a climate conducive to scholarly inquiry in an atmosphere committed to mission and ministry.
- Dean of Academic and Administrative Affairs– is responsible for student supervision issues and enforcement of school behavioral expectations; counseling students and parents about school policies; guiding staff and parents in developing student behavioral expectations; assisting in the planning, developing and implementing of individual student behavior plans; serve as a resource to staff in dealing with classroom management issues; assisting in developing programs to promote positive student behavior as well as intervention strategies, conferring appropriate consequences for behavior including detention, in school suspension and out of school suspension. Dean of Academic and Administrative Affairs works with Headmaster in the matters related to all academic and administrative services; leadership in education of students, faculty development, policy implementation, program planning and evaluation; keeping up-to-date with trends and changes in elementary and secondary education; supporting and promoting organizational vision, unity, stability, growth, and excellence; providing a connection between administration and faculty.
- Guidance Counselor - is responsible for academic guidance, preparation for college, social and emotional support. Contact the guidance counselor first about schedules, report cards, study skills, motivation concerns, and academic performances.
- RenWeb - RenWeb is the computer system used by Faith Christian Academy to keep track of student information. RenWeb is used by administrators, school office staff, teachers, counselor, parents and students.

It helps parents be an active part of their children's education and keep track of academic progress on a daily basis. Log onto www.RenWeb.com and click the respective teacher's name to contact teachers and staff. The system is accessed through a website, so you can view it from home, work, or the local library. The information about your child is private.

STUDENT HEALTH SERVICES

The Medical Room at Faith Christian Academy assists in calling parents and distributing medicine which have been registered with a Physician's Permission Form. Students must obtain a hall pass from his or her teacher for admittance to the Medical Room. Students may use this facility between 8:30 a.m. and 3:00 p.m. of the school day. Emergency situations will be handled as warranted. Parents of students with special needs must notify the Medical Room and the Grade Level Administrator.

Students leaving school because of illness will be escorted to the main office from the school nurse. Students may not leave school grounds directly from the Medical Room.

Medications

Any medications brought to school by students must be kept in the school office. There the medications are registered with a Physician's Permission or prescription. All medications stored in the main office must be claimed by the last day of school. Otherwise, medications will be disposed of by the school. Medications will be distributed only from the medicine bottles which display the student's name and dosage. No medications will be dispensed without a physician's signature.

Illness

If a student becomes ill during the school day, he/she should report to the nurse with a signed pass from the teacher of his/her current class. Should the student need to be sent home, the nurse will contact the parents. Under no circumstances should the student contact the parent and ask permission to leave; the nurse must speak to the parent. NO STUDENT MAY LEAVE SCHOOL WITHOUT PROPER AUTHORIZATION. If the student is being sent home, the student will receive a pass to be presented to the School office in order to sign out legally. IF THE NURSE IS NOT IN HER OFFICE, THE STUDENT SHOULD REPORT TO THE MAIN SCHOOL OFFICE.

Required Physical Exams

In addition to required physical exams for participation in interscholastic sports, all students must have a physical exam in tenth grade either through the school or their private physician. All freshmen and new entrants must have an updated immunization record.

PROCEDURES AND RESPONSIBILITIES

COLLEGE VISITS

Faith Christian Academy Junior/Senior Campus Visitation Policy allows up to four (4) academic days for planned college/campus visits during the academic year. No later than one week before a planned visit, a student must bring a "Planned Absence Form" to the guidance counselor from a parent/guardian giving permission and stating the dates of visitation and the colleges to be visited. The counselor will initiate a form that the student's teachers must sign, and the student then must submit to the teacher in charge of attendance. No absences can be excused for college visits if these procedures are not followed in advance.

ARTICLES PROHIBITED IN SCHOOL

Problems arise when students bring to school articles that are hazardous to the safety of others or interfere in some

way with school procedure. Items such as sling shots, water pistols, etc., are considered undesirable in school and will be impounded and only returned to the parent, upon request from the parent.

NOTE: If a student is found to be in possession of a firearm, as that term is defined under Federal Law, the student is subject to expulsion from the school.

IPODS, SMARTPHONES, HEADSETS, CELL PHONES, LASER POINTERS, ELECTRONIC DEVICES AND OTHER ITEMS THAT MAY DETRACT FROM THE LEARNING PROCESS ARE ALSO PROHIBITED DURING THE SCHOOL DAY AND WILL BE CONFISCATED BY SCHOOL PERSONNEL IF DETERMINED TO BE ON AND/OR VISIBLE DURING SCHOOL HOURS.

BUS TRANSPORTATION BEHAVIOR

To ensure that the school transportation system operates smoothly and safely the following regulations must be adhered to by all students who ride to or from school on buses. Bus transportation is a privilege, and as with all privileges, certain responsibilities follow. All students are expected to remain in the same seat and to behave appropriately. Throwing objects or using offensive language is not permitted.

Students are required to get on and off the bus at their assigned bus stop unless they have prior written approval by the School Administration and parents, and the bus driver is aware of this arrangement.

Transportation of students is a complicated and serious issue. The administration works with the bus supervisors to provide safe transportation to every rider. The driver is responsible for transporting students to and from school safely and cannot be expected to be a referee or watch guard for misbehaving students. His/her full attention must be on the driving. Therefore, it is the parents' responsibility to instruct their children on proper behavior while riding the bus. Offenders may be returned to the school and face disciplinary consequences.

Students who display conduct detrimental to the safety and welfare of others while riding on the bus will not be allowed to ride any bus for a period of time to be determined by the school administration. Children who become a serious disciplinary problem may have their riding privileges suspended according to the Code of Conduct. In such cases, the parent(s) or guardian(s) of the children involved become responsible for seeing that their children get to and from school safely.

Please note: Students may only ride busses in the district in which they reside. Liability insurance for busses covers only students living within their district.

CAFETERIA PROCEDURES

Responsibility for proper behavior in the cafeteria rests primarily with the students.

CAFETERIA RULES:

1. Students will not run, push or "cut" when lining up on the lunch lines.
2. Students will remain seated until the supervisor dismisses their table.
3. Students must receive permission from a teacher or monitor on duty if they wish to leave the cafeteria for any reason.
4. Throwing, smashing, and spitting of food is not permitted.
5. Stealing or touching another student's food and/or lunch money is not permitted.
6. Students are to remain seated in the original seats during lunch and are not permitted to "float" from table to table unless they receive permission from a lunch supervisor.
7. Borrowing money from other students or using their account is not permitted.
8. No open drink containers are permitted outside the cafeteria, except for water bottles.
9. Food and drink must remain in the cafeteria.
10. Clear the table and recycle appropriately.
11. Leave the table as you would like to have found it.

12. Students at tables where trash has not been picked up must either identify the student responsible for the mess or clean up the trash.

Consequences for not following any of the rules may include assigned seating and/or lunch detention. Repeated offenses will result in demerits or detention as determined by the administration.

HALLWAY BEHAVIOR

Students are asked to pass through the corridors quietly and be considerate of others in the halls and classrooms. Going to lockers while classes are in session is firmly discouraged.

No student is to come back to the academic corridor during lunch periods, as this disturbs those classes still in session. Students are not to loiter in bathrooms in the academic corridors during their lunch period. Wandering in the hallways during class time is prohibited. Students granted permission to leave class or study hall are expected to go promptly to the required destination.

Public displays of affection in the school, school grounds, or during school-sponsored activities are not allowed. Public display of affection is defined as any gesture or physical expression, sexual or romantic in nature, such as kissing, hugging, touching, holding hands, sitting or lying on another's lap or with one another, or any other action deemed inappropriate by the School Administration, etc. Failure to abide by these rules will result in disciplinary action.

CUTTING CLASSES

A student is expected to be present at all classes (including P.E. and independent study) unless excused by the proper authority. Any student not present at the regularly scheduled class due to "cutting" will be subjected to disciplinary action and notification of the student's parents. Cutting classes, truancy, illegal absence, and suspensions will have an adverse effect upon a student's grades.

DAILY ANNOUNCEMENTS

Each morning the prayer, pledge of allegiance and daily announcements will be heard over the P.A. in homeroom.

LEAVING SCHOOL OR CLASS

If a student has legal authorization to be absent or tardy to a class; (i.e., student council meeting, athletic trip, medical appointment, etc.) he/she should first check with the classroom teacher(s) involved to explain his/her absence and to receive the class assignment or homework for that day. If a student has legal authorization to be dismissed from school during the school day he/she must present a written note to the teacher during homeroom.

These requests are subject to verification by telephone. All students leaving school early must have proper authorization and must leave by way of the front entrance after signing out in the School Office. Early dismissals should occur following the student's last class for the day upon the approval by the School Administration and written permission from the student's parents.

Students who have received proper authorization for an excused release and/or late arrival must check into the School office upon leaving and/or returning to school. Students who are 18 or older and are dependent upon parental support must adhere to all these procedures.

If students leave school for health or medical reasons, the school office must give the authorization. If the reason for leaving is other than the above, the student must have authorization from the School Administration. The student must notify the teacher of his/her leaving.

Please Note: STUDENTS ARE NOT ALLOWED TO LEAVE SCHOOL FOR LUNCH

ARES OFF LIMITS

Students are not allowed in the following school areas without staff permission:

All offices (after hours)	Rear or sides of school
Faculty Rooms	Kitchen unless given permission by staff
Custodial Closets	Unattended classrooms
The lower parking area	All wooded areas, including the banks behind the hill between the parking areas and the
Athletic fields.	

Failure to abide by the above procedures will result in disciplinary measures.

SCHOOL VISITORS

SCHOOL POLICY DISCOURAGES VISITORS FROM OTHER SCHOOLS. Exceptions are made in unusual situations only by the School Administration. No visitor may be in the school without the knowledge and permission of the School Administration.

SENIOR PRIVILEGES

Faith Christian Academy seniors earn privileges exclusive to the class. They are subject to the school co-curricular eligibility requirements and are therefore subject to revocation or modification. The privileges are reviewed quarterly with report cards, satisfactory progress toward graduation, attendance, and acceptable school citizenship. Examples of senior privileges include: the right to park on campus upon approval by the School Administration, senior class trips, prom, and participation in graduation ceremonies.

SKIP DAYS

Under no circumstances does this school recognize, endorse or permit student "skip" days. This is a completely illegal absence from school and will result in a disciplinary action by the School Administration.

STUDENT PRANKS

Students who engage in any activities which violate the law and/or the School's Code of Student Conduct and Discipline will be held accountable and are subject to discipline in accordance with the School's Code of Student Conduct and Discipline. This includes actions (pranks) which are viewed by some students as something to be passed on from class to class. These are often dangerous, and are often the students do not even realize the particular danger. These pranks will not be tolerated and will be met with the appropriate actions, including police involvement. Other consequences could include exclusion from trips and ceremonies.

STUDENT PRIVACY/PARENTAL RELEASE

The Faith Christian Academy takes/arranges for pictures and videos of students involved in school activities throughout the year for submission to local newspapers, for use in our own publications including School approved internet postings, and for use by other school approved local media outlets. Information released with these pictures/videos may include: student's name, grade in school, participation in officially recognized activities, sports and awards. If for any reason you do not want to have your child included in pictures and/or videos used in any of the School's publications or released to local media outlets you must indicate this in writing to the School Administration as soon as possible.

TEXTBOOKS

Textbooks are supplied by the school. If a textbook is not returned at the end of the course, the student will be required to pay for the book before receiving his/her final report card. Students are responsible for stolen textbooks. Anyone finding a book should turn it in to the School Office. Students should be aware that they will not be eligible to participate in graduation ceremonies unless all accounts have been cleared; including returning or replacing lost textbooks and library books.

BATHROOM USE

Consideration of the rights of others involves leaving a facility neat and clean. Students are encouraged to use the bathroom between periods. No students should leave a classroom for the bathroom except in an extreme emergency.

VANDALISM AND DESTRUCTION OF PROPERTY

Anyone found deliberately damaging school property may be suspended or otherwise disciplined and that student will be held responsible for expenses accrued in restoring the property. Also students may be required to repair damage they have caused.

FIRE AND EMERGENCY DRILLS

Fire Drills and Emergency Drills are held regularly throughout the school year. They are held to ensure safety in the event of a real emergency. Therefore, every drill must be treated as though it were a real emergency. Every student is responsible for knowing fire exits and passing routes for each room in which he/she has classes. Absolute silence is required! During fire drills, classes must move as far away as possible from the building to leave room for fire personnel, vehicles, and equipment.

ELECTRONICS

Cell phones, iPads, handheld video games, and all electronic devices must be off and placed out of sight while the student is in school except for lunch and Study Hall periods for students in grades 9 through 12. Students in all other grades are not allowed to use their cellphones during school hours. Any student who refuses to follow this policy will face disciplinary action in addition to having the item confiscated and returned to his/her parent. FCA is not responsible for missing, loss, stolen or broken electronic devices.

TELEPHONE USE

Students who need to use the phone during the school day for important calls may use the phone in the main office. Arrangements for after school activities must be made prior to arrival.

LOCKERS AND VALUABLES

Lockers are provided for student use. Students using school lockers accept a co-tenant relationship with the School Administration. This means school officials have the right to search lockers if they have reasonable cause. Students should not put any valuables in their lockers. Students are strongly encouraged to make use of school supplied locks. Locks are offered through the School Office. It is the responsibility of each student to keep his/her locker neat and organized. THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS STOLEN FROM LOCKERS.

Students are urged not to bring large amounts of money, or other valuable items to school. Students, not the school, are responsible for their personal property. If it is necessary to bring something of value to school, students are encouraged to leave the item in the main School office.

LOST AND FOUND

There is a lost and found box in the gymnasium. Students should label their belongings. Students finding items not belonging to them should bring them to the lost and found box.

INDEPENDENT STUDY PERIODS

Independent Study periods are scheduled for all students when they are not scheduled in courses. Students in 12th grade may apply for an early dismissal if they have private transportation to or from school. No public transportation may qualify a student to receive an early dismissal. Students seen on campus at a time when they have an early dismissal will have that privilege revoked with the first offense. Failing grades or disciplinary concerns will terminate a student's early dismissal privileges. Before an early dismissal is granted, grades will be reviewed, private transportation established, and permission must be signed by the parent and student. No early dismissals will be granted before the second week of school. A permission slip must be signed by both student and parent before early arrivals or early dismissals can be granted. Either may be revoked for poor behavior or poor grades.

Independent Study teachers will excuse only one student at a time to the bathroom from any session. Students are to use the bathroom closest to the Independent Study classroom unless otherwise specified.

No students will be permitted in the academic corridors during class time without written permission from a faculty member and this permission is to be secured before the Independent Study period.

STUDENT MOTOR VEHICLES

Students who are seniors will have the privilege of parking on the school grounds.

In understanding that parking on school grounds is a senior privilege, seniors are reminded that the following offenses may result in the loss of such privilege:

- A. Tardiness
- B. Absence
- C. Class Cutting
- D. Other disciplinary infractions

In order to provide an atmosphere that is safe and conducive to learning, the following regulations concerning the operation of motor vehicles on school property are in effect:

- A. No minibikes, motorcycles, or motor bikes of any kind are to be operated on school property without written permission from the School Administration granted only for extenuating circumstances. It is the School policy of the board to prohibit the unauthorized operation of minibikes, motorcycles, snowmobiles, ATV's and other recreational vehicles on school property, including driveways, roadways, playing fields, and parking areas at all times, including weekends and vacation periods.
- B. Students who wish to drive their own automobiles to school must provide:
 - 1. Written permission from parent or guardian. (School application)
 - 2. Proof of registration of the automobile. (Copy of vehicle registration)
 - 3. Proof of licensure (Copy of students license)
 - 4. Proof of Insurance (Copy of insurance card)
- C. Student drivers are not permitted to transport other student passengers without written consent from the

- driver's and passengers' parents at any time.
- D. Students must park on the lower church/school parking lot only. In addition, students are not permitted to park in faculty, staff, or handicap parking areas during the school day.
 - E. Parking in fire lanes is prohibited and illegal. Students who park illegally may lose driving privileges and/or receive a ticket from the Town of Poughkeepsie Police. Multiple infractions may lead to increased disciplinary action by the school administration.
 - F. Student automobiles are not to be used during the regular school day unless approved by the School Administration
 - G. No student may leave school premises during the school day including the lunch period without authorization from the School Administration. Students are required to sign in and out of the school office before leaving school premises. Parents are informed before students who are ill leave the school.
 - H. No student is permitted to go to the car or parking areas during the school day. Any student needing to do so must ask permission from the school office.
 - I. All authorized vehicles will have a school parking permit that needs to be displayed on the rear view mirror. Students authorized students will receive this parking permit upon registration.
 - J. Students must follow a speed limit of 10 mph when driving on school property and must use precaution at all times to ensure the safety of yourself and others. Students in violation of these rules will have their driving privileges revoked.
 - K. Special circumstances requiring on campus parking during school hours for those who do not have a permit must be approved by the School Administration at least 24 hours in advance in order to receive the temporary permit.
 - H. Any student found parking on school grounds during school without the prior approval of the school administration is subject to disciplinary action and risks losing this privilege during their senior year.
 - I. Failure to abide by these regulations will result in loss of permission to drive to school. Students will be notified of their violation, and discipline will be implemented at the discretion of the school administration.

NOTE: THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN, DAMAGED AUTOMOBILES, AND ITEMS STOLEN FROM AUTOMOBILES.

TECHNOLOGY USE

Use of personal computers, laptops, iPads, and other personal computing and communication devices is permitted on school grounds with teacher approval. Refer to the FCA Computer, Network, and Internet Access Acceptable Use Policy (Appendix A)

DRESS CODE

It is Faith Christian Academy's viewpoint that student and staff appearance must be based on Biblical principles. We are to do all to the glory of God (1 Cor. 10:31) not offending others by being stumbling blocks (Romans 14:13). We are to be modest, reflecting decency and humility (1 Tim. 29,10). Therefore, to promote spiritual and academic discipline, focus, and to reduce distractions, FCA has implemented the school uniform policy:

- 1 All FCA students must wear school uniforms daily when attending FCA,
- 2 All FCA uniforms must be purchased through Land's End, which is an exclusive provider of our school uniforms. The purchases can made directly via:
 - a. FCA website: <http://www.faithchristianacademy.org/uniforms>, or
 - b. Land's End website: <http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900155284>, school code: 900155284

- 3 Uniforms purchases through different vendors/providers are not permitted.
- 4 Shoes, boots, sandals, and sneakers are all acceptable forms of footwear, but no heel should be greater than 2 inches (for safety).
- 5 No combat/military style boots, flip-flops, or crocs may be worn.
- 6 Belts should be solid black, brown, or navy and are to be worn with all pants.
- 7 Socks for boys/young men should be either white or dark. Socks or tights for girls/young women, if worn, should be white or navy, and pantyhose, if worn, should be sheer/nude.
- 8 Shirts are to be tucked into skirts and/or pants, and belts should be worn with all pants.
- 9 Ties are allowed, but they are optional and should not detract from the colors in the uniform.
- 10 All Lands' End approved clothing should be purchased in sizes that fit properly and is neither too tight nor too loose.
- 11 There will be no special/different dress code on scheduled Chapel days and school uniforms must be worn on those days as well.
- 12 Appropriate undergarments should be worn at all times. School uniforms should completely cover undergarments.
- 13 Shoes or sneakers are to be worn at all times.
- 14 Tattoos are not to be permitted in school.
- 15 Any head covering during school hours including hats, hoods, sweatbands, or bandanas are not permitted
- 16 Designated gym uniforms are mandatory for physical education classes
- 17 Students in grades PreK through 5th must wear gym uniforms to be purchased by parents through the school office;
- 18 Students in grades PreK through 5th are allowed to wear gym uniforms all day on the days that have scheduled Physical Education classes;
- 19 Students in grades 6th through 12th are allowed to wear gym/sports attire of their choice as long as it is appropriate for physical exercise and reflects school colors (navy blue and white)
- 20 Students in grades 6th through 12th must wear gym/sports attire only during the Physical Education periods as scheduled, i.e. students must wear school uniforms at all times and bring the gym/sports attire with them to change into prior to PE classes and change back into school uniforms after PE classes. Locker rooms for changing clothes will be available for use in our new facility.
- 21 Dress standards for school field trips, team travel and extracurricular or program activities will be established by the supervising teacher or administrator, and given in advance so parents may be informed, and students may be prepared.

FOR GIRLS

- Ear piercings and jewelry should be limited and non-distracting
- No body piercing jewelry (e.g. eye brows, tongue, noses, etc.) are allowed
- No excessive make-up

FOR BOYS

- Earrings are not permitted
- Any body piercing jewelry is not permitted
- Pants must be worn no lower than the hip bone and must not drop below when sitting, standing, or bending over.
- Boxers should never be showing above the top of the pants.

HAIR GUIDELINES

Hair is to be clean and neatly groomed for all students. For boys, hair is to be neatly groomed and trimmed above the eyes. Boy's hair length must be kept above the collar. Unnatural hair coloring, hair carvings, provocative hairstyles and body piercing are not appropriate at F.C.A.

Distracting, provocative or inappropriate hairstyles or colors are not allowed. Facial hair must also be clean and neatly groomed.

DRESS CODE ENFORCEMENT

Teachers will note violations of dress code standards and will provide counsel and warning as necessary for students. Students in Junior High and High School are expected to monitor their own appearance. If they violate the dress code they will be sent home to change or purchase school uniforms through the school office. The resulting absences are unexcused. Areas of subjectivity are left to the discretion of the teachers and administration. Specific questions concerning applications of the dress code should be addressed to the School Administration.

The School Administration is given the authority to interpret and enforce the dress code. All students are expected to abide by the dress code for the entire school day.

CODE OF STUDENT CONDUCT AND DISCIPLINE

It is the responsibility of all students to know and abide by all rules and regulations concerning student conduct. It is the responsibility of administrators and teachers to try to make sure that students meet and follow these rules and regulations and recognize these responsibilities as reasonable and fair and work toward embracing them.

Students may be held accountable and disciplined for their conduct when on school property or at school functions and when not on school property during the course of transportation at or near bus stops, when the conduct bears a nexus to the safety, morals, health or welfare of individuals in the school community.

Students who are violent or disruptive (as those terms are defined in the New York State Education Law) or who engage in disorderly, insubordinate, conduct which endangers the safety, morals, health or welfare of the student or others or endangers property as indicated by, but not limited to, the examples below, may be subject to detention, removal from the classroom, suspension from instruction, transportation, participation in interscholastic athletic programs or school functions, or expulsion from the school:

- A. Causing public inconvenience, annoyance, or alarm or recklessly creating a risk.
- B. Committing an act of violence upon a teacher, administrator, or other school employee.
- C. Committing, while on school district property, an act of violence upon another student or any other person lawfully upon school property.
- D. Possessing while on school district property a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death.
- E. Displaying while on school property what appears to be a gun, knife, explosive or incendiary device, or other dangerous instrument capable of causing physical injury or death.
- F. Threatening while on school property with what appears to be a gun, knife, explosive or incendiary device or other dangerous instrument capable of causing physical injury or death.
- G. Attempting while on school property to use any instrument that appears capable of causing physical injury or death.
- H. Knowingly and intentionally damaging or destroying the personal property of a teacher, administrator, other school employee, student, or any person lawfully upon school property.
- I. Knowingly and intentionally damaging or destroying school property.
- J. Substantially disrupting the educational process or substantially interfering with the teacher's authority over the classroom.
- K. Making unreasonable noise.
- L. Using abusive or obscene, lewd, vulgar, or plainly offensive language or gestures.
- M. Disturbing any lawful assembly or meeting on school property.
- N. Obstructing vehicles or pedestrian traffic.
- O. Driving on campus unauthorized and/or reckless.
- P. Wearing attire that endangers or interferes with the physical health or safety of any person lawfully on school

property or conveys an obscene, lewd, vulgar, indecent or plainly offensive message likely to cause a material and substantial disruption of school activities.

- Q. Failing to comply with the reasonable direction of a teacher, administrator, or other school employee.
- R. Exhibiting willful disobedience.
- S. Executing disruptive conduct on school property, in the classroom, or at school functions.
- T. Selling, or attempting to sell, using or possessing, or coming onto school property, or to any school function while under the influence of alcohol, drugs, or other controlled substances.
- U. Selling, or attempting to sell, using, or possessing drug paraphernalia.
- V. Selling, using or possessing obscene, lewd, vulgar or plainly offensive materials.
- W. Gambling.
- X. Violating the civil rights of other students.
- Y. Stealing.
- Z. Committing Extortion.
- AA. Committing Forgery.
- BB. Hazing.
- CC. Engaging in lewd behavior.
- DD. Vandalizing.
- EE. Entering without authorization on school property, including, but not limited to school grounds, buildings, classrooms and vehicles, during or after school hours.
- FF. Committing or attempting to commit arson.
- GG. Arriving late, missing or leaving school or class without permission or excuse.
- HH. Cheating, or permitting others to cheat, on tests or other assignments.
- II. Plagiarizing intentionally.
- JJ. Violating any other School policies, rules or regulations.
- KK. Exhibiting conduct for which criminal sanctions and penalties may be imposed under state, federal or local laws.

Range of penalties which may be imposed alone or in conjunction:

- A. Verbal warnings.
- B. Written warnings.
- C. Written notification to parents or legal guardian.
- D. Counseling.
- E. Reprimand.
- F. Probation.
- G. Detention.
- H. Time out.
- I. Special assignments.
- J. Suspension from transportation.
- K. Suspension from athletic participation.
- L. Suspension from social and extra curricular activities.
- M. Suspension from other privileges.
- N. Removal from the classroom.
- P. Out-of-school suspension
- Q. Expulsion from the School

Students with different discipline histories or students involved in different violations can receive the same penalty. With regard to students with a disability, no penalty may result in a change of placement, without following due process procedures.

Suspension

The administration may suspend a disruptive student with or without warning for a period of one to five days subject to modification on a case-by-case basis based on the particular circumstances present. Very specific changes in attitudes and actions will be expected prior to readmission. A parent-student-teacher and school administration

conference will be necessary before the student is re-admitted to school. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than a 70 may be received, i.e. 30 percentage points will be deducted from the grade the student receives for a completed assignment that was missed due to suspension. Disciplinary probation is automatically invoked when a student is suspended from school.

Probation

Probation is invoked when a student has a serious problem and gives that student an opportunity to correct his/her problem in a period of nine weeks. Probation may be given for any of the following types of misconduct, including but not limited to:

- Continued disobedience after repeated warnings
- A rebellious spirit, which is unchanged after counseling
- A continuing negative attitude and negative influence in the school
- Chronic negligence concerning class work/and or homework
- A serious breach of conduct which adversely affects the testimony of the school, whether within the school facilities, on the school grounds or during a school sponsored activity
- Failure of the parents to comply with the disciplinary procedures.
- Failure of the parents to obtain the recommended professional help for an exceptional child.

A student is placed on probation by decision of the faculty and administration. A parent-student-teacher(s)-school administration conference is held to give the parents and the students' notification and explanation of the probation. Throughout the probationary period, student activities (after school or extra-curricular activities) will be limited. All positions of trust and responsibility must be relinquished during this time as well. Parents will receive updated progress reports during the probationary period; the administration may decide that the student should be withdrawn from the school. Repeated suspensions and/or probations may result in expulsion.

Expulsion

Expulsion will be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for severe breach of conduct, or unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from school will be set. Expulsion will require the approval of the F.C.A. School Board. In the event of expulsion, all book, registration and insurance fees will not be refunded. In addition, the student is expected to pay tuition for the remainder of the month the expulsion became effective.

DISCIPLINE COMMITTEE

All matters concerning discipline of students are addressed by the School Discipline Committee that includes Headmaster, Dean of Academic and Administrative Affairs and Guidance Counselor.

ACADEMIC HONESTY/CHEATING/PLAGIARISM

It is essential that Faith Christian Academy embrace honesty and integrity in all endeavors. There is no room for plagiarism of any kind at Faith Christian Academy.

Violation of the Academic Honesty policy will result in a "0" for the assignment with no opportunity for make-up. In addition, the parent will be contacted and the incident placed on the student's record. For a second offense, in school suspension will be assigned. Further incidents will result in progressively longer suspensions.

HARRASSMENT AND BULLYING

All students must show respect for the rights of other members of the school community. Derogatory remarks based upon gender, race, or ethnic background are inappropriate and will not be tolerated. Any student violating this policy shall be subject to disciplinary procedures. The full Code of Conduct is provided on page 18 of this Handbook. Students and parents are expected to be familiar with its contents. Example:

Physical, verbal or graphic harassment, threat or assault directed at student or the staff: Any student who intentionally

harasses, threatens and/or assaults students or a member of the staff will be disciplined to the full extent of the New York State laws, including out of school suspension, a School Administration's hearing, legal prosecution, and expulsion from the school. Included are actions on and/or off school grounds and through the use of the internet, telephone and electronic devices.

Bullying: Bullying is physical or psychological harassment of a student or teacher by another student. Bullying shall be deemed to have occurred when a specific student is the subject, over periods of short or longer duration, of targeted negative actions including threats, harassments or intimidations by another person physically, verbally or in writing. Bullying is an act of intimidation intended to achieve forced compliance and may include engaging in actions or statements that put an individual in fear of bodily harm. Bullying is a very serious matter and those who engage in such conduct will be subject to discipline to the fullest extent of this Code of Conduct or applicable to New York State law.

INITIATION OF STUDENT DISCIPLINARY PROCEEDING

Any teacher, administrator, student or School personnel may report a violation of the disciplinary code to the School Administration. The School Administration shall investigate the charges as he/she deems appropriate and institute an informal or formal hearing. A referral to the Committee on Special Education may be made as the School Administration deems necessary.

The School Administration is lawfully charged with the authority to suspend students for a period not to exceed five school days in accordance with Section 3214 of the Education Law. For students who are suspended for up to five school days, the person(s) in parental relationship to the student shall be notified in accordance with Part 100.2 of the Regulations of the Commissioner of Education and Section 3214 of the Education Law. Suspension in excess of five (5) days as above shall require the School Administration's hearing in accordance with due process procedures prescribed by Education Law.

Notwithstanding to the above, any teachers or administrators may order detention for up to two (2) days for behavioral purposes without referring such cases to the School Administration or designee, providing that the teachers or administrators give the student notice of the reason for the detention and an opportunity to discuss the facts behind it to justify the detention.

TEACHER REMOVAL OF STUDENTS

Teachers will have the authority to remove disruptive students (as defined below) from class in accordance with the process described.

Definitions:

Disruptive Pupil - One who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Removal - Students are precluded from returning to/ from which they were removed.

Process for Removal:

1. If a student does present a danger or an ongoing threat of disruption to the academic process, removal can be immediate, but the teacher must provide the removed student an opportunity to present his/her version of the events within 24 hours of removal.
2. If student does not present a danger or an ongoing threat of disruption to the academic process, before removal teacher must provide student with explanation of the reason for removal and an opportunity to present his/her version of the events.
3. Notification within 24 hours of removal - parents must be notified by the School Administration of removal and reasons for removal.
4. School Administration actions – Depending on the severity of the disciplinary issue and upon the School Administration's discretion or parents' request, the School Administration will convene an informal conference with the parents within 48 hours of removal. The School Administration will make determination by close of business on the day following the informal conference to either uphold or reverse disciplinary action. Disciplinary action can only be reversed if finding lacks substantial evidence, is inconsistent with code of conduct, or is a violation of law.

MAINTENANCE OF SCHOOL ORDER

A. Application of Rules - These rules and procedures hereby shall govern the conduct of students, teachers and other personnel, licensees, invitees, and other authorized visitors while on school property or at school functions. These rules are not intended to repeal, supersede, amend or preclude any other rules and procedures relating to the same subject matter adopted by the school and provided in the school-wide Student Handbook.

B. Prohibited Conduct - No person, either singly or in concert with others, shall:

1. Willfully cause physical injury to any other person or threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do or to do any act which he/she has lawful right not to do.
2. Physically restrain or detain any other person, or remove such person from any place where he/she is authorized to remain.
3. Willfully damage or destroy property of the school or property under its jurisdiction, or remove or use such property without authorization.
4. Without permission, expressed or implied, enter into any private office of an Administrative officer, member of the faculty, or staff member.
5. Enter and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.
6. Without authorization, remain in any building or facility after it is normally closed.
7. Refuse to leave any building or facility after being required to do so by an authorized administrative officer, or staff member.
8. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, study halls, class lectures and meetings, or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
10. Knowingly have in his/her possession upon any premises to which the rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon (such as, but not limited to, knives, dangerous chemicals, explosives, or any object which is not necessary for school activities and which could be read as a weapon) without the written authorization of the School Administration, building administrators or a designee, whether or not a license to possess the same has been issued to such person. It is the intent of the Faith Christian Academy to comply with the regulations and requirements of the Gun Free School Act. Therefore, for the purposes of the Gun Free School Act and Policy of the Faith Christian Academy, a "weapon" means a firearm as defined in Section 921 of Title 18 of the United States Code.
11. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
12. Wear attire that endangers or interferes with the physical health or safety of any person lawfully on school property or conveys an obscene, lewd, vulgar, indecent or plainly offensive message likely to cause a material and subsequent disruption of school activities.
13. Use the Lord's Name in vain, swear, use abusive or obscene, lewd, vulgar or plainly offensive language or gestures.
14. Commit an act of violence upon any person lawfully upon school property.
15. Possess a gun, knife, explosive or incendiary device or other dangerous instrument capable of causing physical injury or death.
16. Display what appears to be a gun, knife, explosive or incendiary device or other dangerous instrument capable of causing physical injury or death.
17. Threaten to use any instrument that appears capable of causing physical injury or death.
18. Attempt to use any instrument that appears capable of causing physical injury or death.
19. Sell or attempt to sell, use or possess, or come onto school property or to any school function while under the influence of alcohol, drugs, or other controlled substances.
20. Sell or attempt to sell, use or possess drug paraphernalia.
21. Possess/Use tobacco products on school property.

TOBACCO POLICY

Tobacco Definition: For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, spit tobacco (smokeless, dip, chew, and/or snuff) and any other tobacco product in any form.

Possession/Use: Possession or use of tobacco by students at any time on school property or at school-sponsored events at off-site facilities is prohibited. This includes, but is not limited to: inside all school buildings on surrounding outdoor grounds within school property boundaries, in school owned or leased vehicles, in vehicles on school property, and at all school-sponsored events that occur off school property.

Disciplinary Measures: Disciplinary measures for students found to be using or in possession of tobacco are outlined in the School's Code of Conduct. Students who are disciplined for any of these infractions will be referred to the intervention services. Tobacco education programs may be offered along with voluntary cessation programs as alternatives to suspension. Administrators will discuss infractions, penalties, and possible alternatives with the parents/guardians of the offending students.

C. Penalties - A person who violates any of the provisions of these rules shall:

1. If he/she is an invitee, or other authorized visitor, have his/her authorization to remain upon school property or at a school function withdrawn and be directed to leave the premises. In the event of his/her failure or refusal to do so, he/she shall be subject to ejection and possible referral to local law enforcement officials for the filing of a criminal complaint.
2. If he/she is a trespasser or unauthorized visitor, be subject to ejection and possible referral to local law enforcement officials for the filing of a criminal complaint.
3. If he/she is a student, be subject to such disciplinary action consistent with the terms and conditions of the Code of Student Conduct and Discipline.

D. Procedure

1. The School Administration shall inform any invitee who shall violate any provisions of these rules that his/her invitation is withdrawn and shall direct him/her to leave the school grounds or other property of the School. In the event of his/her failure or refusal to do so, such designee shall cause his/her ejection from such school grounds or property.
2. In the case of a trespasser or other unauthorized visitor, the School Administration, shall cause such person to be ejected from school grounds or other property of the School.
3. In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and determined in the manner established by any applicable state and/or federal law or regulation, and the Code of Student Conduct and Discipline for the disposition of such charges.

E. Enforcement Program

1. The School Administration shall be responsible for the enforcement of these rules, and he/she shall designate the other administrative officers who are authorized to take action in accordance with these rules when required or appropriate to carry them into effect.
2. It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the School. In the case of any apparent violation of these rules by such persons, which in the judgment of the School Administration does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the School where their continued presence and conduct is in violation of these rules.
3. In any case where violation of these rules does not cease after such warning and in other cases of willful violation of these rules, the School Administration shall cause the ejection of the violator from any premises

- which he/she occupies in such violation and shall initiate disciplinary action as herein before provided.
4. The School Administration may apply to the appropriate law enforcement officials for any aid which he/she deems necessary in causing the ejection of any violator of these rules, and he/she may request School Board to apply to any court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of these rules.
 5. The School Administration shall notify the Town of Poughkeepsie Police Department immediately, or as soon as practical and safe, when a Code of Conduct violation that also constitutes a felony or which substantially affects the order or security of the school is reported. School administrators will, to the extent practical under the circumstances and as otherwise consistent with applicable laws, assist the police in their investigations, including, but not limited to filing a criminal complaint or supporting a deposition.

All other Code of Conduct violations that may also constitute violations of applicable criminal codes (besides those identified above) will be handled pursuant to the following procedure:

1. The School Administration shall conduct a preliminary investigation of the incident within 24 hours. When in doubt about whether the incident is indeed a violation of a criminal code, he/she will consult with the school attorney.
2. If the incident does constitute a criminal violation, the incident will be reported to the police department immediately or as soon as practical and safe.
3. School and building administrators will, to the extent practical under the circumstances and as otherwise consistent with applicable laws, assist the police in their investigations, including, but not limited to, filing a criminal complaint or supporting a deposition.

DAILY BELL SCHEDULE

8:15	-	8:30	Bus Arrival/Family Drop-off
8:30	-	8:40	Homeroom
8:44	-	9:22	1 st Period
9:26	-	10:04	2 nd Period
10:08	-	10:46	3 rd Period
10:50	-	11:28	4 th Period
11:32	-	12:10	5 th Period 1 st Lunch
12:14	-	12:52	6 th Period 2 nd Lunch
12:56	-	1:34	7 th Period 3 rd Lunch
1:38	-	2:16	8 th Period
2:20	-	2:56	9 th Period
			STUDENTS MUST LEAVE SCHOOL GROUNDS UNLESS INVOLVED IN SUPERVISED EXTRACURRICULAR ACTIVITIES.
2:56	-	3:10	Bus Departure/Family Pick-up

EXTRACURRICULAR ACTIVITIES

Disclaimer: Because so many students are staying after school for help, etc. It is the student's responsibility to inform parents they are staying after school. Participation in extracurricular activities is strongly recommended. No matter what the team or club, extracurricular activities encourage teamwork and responsibility – an essential part of a student's personal education.

Eligibility

A student's academic eligibility to participate in extracurricular activities, including athletics is based on the previous quarter grades: the first quarter grades determine eligibility for the second quarter, the fourth quarter determines in eligibility for the first quarter of the next year. Students must have passing grades in all subjects for the quarter. Students on disciplinary probation are ineligible to participate or attend any extracurricular activities.

SCHOOL CLOSINGS AND DELAYS

In the event of inclement weather, which causes hazardous conditions, school will be closed. All families in the School will be contacted by the automated phone system when school is delayed, cancelled, or if students are released early from school. Students will be requested to provide the appropriate contact information at the beginning of the school year. Please be sure to update this information if any of the contact information changes during the school year. School closing and delays are also announced over the various Hudson Valley radio and television stations, as well as listed on: www.faithchristianacademy.org.

WORKING PERMIT

Working Papers

Application for Employment Certificate will be issued by the guidance counselor on Tuesdays, Thursdays, or Fridays from 8:30 a.m. to 1:30 p.m. Faith Christian Academy students, 14 -17 years of age, who desire employment, must complete the Application for Employment Certificate and submit the application with the high school nearest your home. Students will need to present the following documents when applying:

- Birth Certificate
- Social Security Card and
- Certificate of Physical Exam (Examination must have been given within 12 months prior to issuance of the employment certificate.)

A parent must be present with the student to sign consent for the certification. The employment certification is usually given immediately, if all required documents are presented at the time of the application.

COLLEGE PLACEMENT EXAMS

Five Major Types of Tests

PSAT/NMSQT

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test
Given in October to high school juniors. Similar format to SAT. Useful as an indicator of SAT scores and for practice. The basis of some merit scholarships. Source of college mailings.

SAT I

Scholastic Aptitude Test – Reasoning Test (C.E.E.B.)
The SAT consists of ten sections, including a 25 minute essay, each timed separately. The essay will always be the first section of the SAT, and the 10 minute multiple choice writing section will always be the final section. The five other 25 minute sections can appear in any order, as can the two 20 minute sections. Test takers sitting next to each other in the same testing session may have test books with entirely different sections. The test is a total of

three hours and 45 minutes; measuring mathematical reasoning, critical reading and writing skills. Usually seven dates throughout the year. Score range: 200-800 for each section.

SAT II TESTS

Subject Tests (C.E.E.B.)

One hour tests measuring knowledge and ability to apply that knowledge in specific subject areas. You may take three tests on one test date. SAT II tests are given six times during the year. Many competitive 4 year colleges require two subject test tests. Check with individual schools regarding their specific subject test requirements for admissions. Tests are available in Literature, US History, World History, Mathematics Level I, Mathematics Level II, French, German, Modern Hebrew, Italian, Latin, Spanish, Chinese, Japanese, Korean, Biology, Chemistry and Physics.

ACT

American College Testing Program

Four 35-50 minute sections in academic areas of English, Mathematics, Reading and Science Reasoning. Total test time is three hours and thirty minutes. Four separate scores plus a composite score averaging the tests. There is an optional writing section. Most schools that will take ACT in lieu of SAT II will want the writing section. Score range: 1-36 for each section.

AP

Advanced Placement Tests (C.E.E.B. Test Program)

An exam given in May which corresponds with the advanced placement course taken that academic school year. Satisfactory score could earn you college credit, advance standing, or both.

SAT/SAT II TEST INFORMATION

The SAT/SAT II tests are offered seven times a year.

Faith Christian Academy's school code is: **334628**

SAT II: Many competitive colleges and universities require or recommend that you take two. Check admission requirements carefully.

You can register online at www.collegeboard.com. You will need a credit card. If SAT has been taken before you can re-register by phone 1-800-728-7267, you will need a credit card. Wait for your registration number before you hang up.

ACT TEST INFORMATION

The test is offered 4 times per year.

Faith Christian Academy school code is 334628

You can register online at www.actstudent.org. ACT Registration phone number: 1-319-337-1270. Registration by touch-tone phone and credit card (24 hour service): 1-800-525-6926.

Note: Schools may take ACT scores in lieu of SAT scores or SATII.

GENERAL SAT and ACT INFORMATION

- Start checking college requirements to see if you need SAT II (or the ACT in lieu of).
- If you are taking SAT, SAT II, and AP exams plan accordingly to fit in all exams.
- Faith Christian Academy will provide scores (SAT I, SAT II, ACT) on a student's official transcript. If a student or parent does not want these scores to appear, please inform the guidance counselor prior to the administration of the test.

STUDENTS WITH DOCUMENTED DISABILITY

Students may receive accommodations (extended time, large print, etc.) on College Board and ACT exams if they submit an eligibility form and meet the eligibility requirements. Students must: 1) have a disability that requires testing accommodations 2) have documentation on file that supports the need for accommodations 3) receive and use the

requested accommodations for school based tests. These accommodations need to be requested 2-3 months prior testing. See the guidance counselor for further information.

NCAA CLEARINGHOUSE INFORMATION

Students who are interested in playing sports at a Division 1 school after graduation from FCA must meet NCAA Regulations: 16 required specific core courses.

Division I

16 Core Courses

- 4 years of English
- 3 years of mathematics
- 2 years of natural/physical science
- 1 year of additional English, mathematics or natural/physical science
- 2 years of social science
- 4 years of additional courses

Division I has a sliding scale for test scores and grade-point average. Visit www.eligibilitycenter.org for further information.

Division II

14 Core Courses (as of 2013, 16 core courses will be required)

- 3 years of English
- 2 years of Mathematics
- 2 years of natural/physical science
- 2 years of additional English, mathematics or natural/physical science
- 2 years of Social Science
- 3 years of additional courses

The Division II grade-point average requirement is a minimum of 2.000.

The Division II minimum SAT score is 820 (verbal and math sections only)

The Division II minimum ACT sum score is 68. Visit www.eligibilitycenter.org for further information.

Faith Christian Academy Demerit/Merit Policy

In order to help students make positive choices and to create a climate conducive for learning, Faith Christian Academy will use a merit and demerit system to address behavior. This system will provide rewards for positive behaviors and consequences for negative behaviors. This system is intended to assist students in making good choices, thus producing well-behaved students. Our ultimate goal is to develop students who are self-disciplined and good citizens. The demerit/merit system will be used in grades 6-12 and will be focused on behavior rather than on academics. Any staff member can issue merits and demerits.

Consequences:

10 Demerits – Saturday detention from 9:00 am to 10:00 am. Students will be charged \$25.00 per detention. Parents/Guardians are required to sign their child in and out of detention. Exceptions will not be made for students who drive. Students who miss detention will still be responsible for the fee and will serve their time the following week. These students will be charged for the day missed as well as the make-up day.

20 Demerits - Level Meeting – Parents of students who reach 20 demerits will meet with administration. Possible 1-3-day suspension.

30 Demerits – Students will be suspended for 5 days and their case will be presented to FCA's school board for immediate expulsion. Students who reach this level of demerits will not be re-enrolled at FCA for the following school year.

Examples of Level 1 Demerits include:

Dress Code/uniform/hair code violations	(1 pt.)
Eating in class without permission	(1 pt.)
Late to class without a pass	(1 pt.)
Littering	(1 pt.)
Non-seniors ordering lunch/take out	(1 pt.)
Talking in class	(1 pt.)
Unprepared for class	(1 pt.)

Examples of Level 2 Demerits include:

Loud or disruptive behavior	(2 pts.)
Excessive talking	(2 pts.)
Running/Screaming in the hallway	(2 pts.)
Student drivers not signing in at front desk	(2 pts.)
Unauthorized cell phone / computer use (HS)	(2 pts.)
Arguing with a teacher	(3 pts.)
Horseplay	(3 pts.)
Taking a classmate's property without permission	(3 pts.)
Refusing to follow directions	(3 pts.)
Walking out of class without permission	(3 pts.)
Cheating on a test	(3 pts.) plus academic penalty
Plagiarism	(3 pts.) plus academic penalty
Disrespectful behavior in chapel	(3-5 pts.)

Examples of Level 3 Demerits which may result in a Saturday detention and possible suspension include:

Profanity in or outside of the classroom	(5-10pts.)
Disrespect of God's name	(5-10pts.)
Defacing school property	(5-10pts.)
Lying	(5-10pts.)
Inappropriate public displays of affection	(5-10 pts.)
Blatant disrespect/defiance to a teacher or adult	(10 pts.)

Hanging out in the mezzanine without permission	(10 pts.)
Inappropriate computer/cell phone use	(10-20 pts.)
Leaving school premises without permission	(10 -20 pts.)
Misconduct on school trips or at school events	(10-20 pts.)
Reckless driving in the parking lot	(10-20 pts.)
Skiping class	(10-20 pts.)
Smoking cigarettes or vaping on campus	(10-20 pts.)
Stealing	(10-20 pts.)

Examples of Level 4 Demerits which will result in a parent meeting with administration and possible dismissal from Faith Christian Academy include:

Continual disregard for policies and procedures	(20-30 pts.)
Fighting	(20-30 pts.)
Harassing another student	(20-30 pts.)
Threatening behavior	(20-30 pts.)
Using social media to disparage teachers/school	(20-30 pts.)
Vandalism	(20-30 pts.)
Bringing drugs and/or alcohol to school	(30 pts.)
Bringing weapons of any type to school	(30 pts.)
Sexual misconduct on campus	(30 pts.)

*Level 3 and 4 demerits will immediately be reported to administration and the student will be sent to the office.

*Faith Christian Academy will not tolerate any form of racism, pornography (including sexting), alcohol possession/use, drug possession/use, and/or immoral behavior. Bullying or constant harassment of another student in any form, including electronic communication in or out of school, will also not be tolerated. Use of social networking that is detrimental to the mission of the school, including disparaging remarks about staff, students, policies, or incidents in the school is unacceptable and could result in disciplinary action, including dismissal from FCA. Failure to comply in these areas will result in a ruling by the administration and/or school board for appropriate discipline up to expulsion from school. Proper authorities will be notified in the event of any illegal activity.

* The above are just some examples of violations. Administration reserves the right to add to this list at any time.

Students who consistently engage in positive behaviors will be recognized with Merits. Merits will begin accumulating in October.

10 Merits – student will receive a free dessert of their choice from the lunch room.

20 Merits – student will not have to pay on a designated dress down day.

30 Merits – student and a friend of their choice will receive a free lunch from either 5 Guys, Hardees, or Subway.

50 Merits – student will not have to pay on a dress down day for the rest of the year

75 Merits – student will receive a \$25.00 gift card to Regal Cinemas

100 Merits – student will receive a \$50.00 Visa gift card

Examples of merit behaviors include:

Consistently in dress code	(2 pts.)
Consistently follows cell phone policy (HS)	(2 pts.)
Consistently on time to class	(2 pts.)
Consistently prepared for class	(2 pts.)
Consistently polite to teachers	(2 pts.)
Kind to classmate	(5 pts.)

Faith Christian Academy Attendance/Tardy Policy

EVERYONE MUST ENTER THE SCHOOL BUILDING THROUGH THE SCHOOL'S MAIN ENTRANCE.

School Attendance Policy

It is the goal of Faith Christian Academy to ensure that each student attends school the maximum number of days possible and afford each student the opportunity to meet his/her potential. In order to achieve educational goals and to maintain a true academic environment, students must attend their classes.

Attendance Requirements

The School recognizes an important relationship between class participation and class performance. Consequently, each teacher may consider classroom participation as well as the student's performance on homework, tests, papers and projects, etc. in determining grades. When a student is absent, with or without an excuse, he/she misses the opportunity for class participation. Any assignments not made up may result in a loss of points as per the classroom teacher's make-up and grading policy. Therefore, students are expected to be present and actively involved in school every day. If a student exceeds ten (10) absences, a detention will be issued and an additional detention will be issued for every day absent thereafter.

Students who are absent from school or a class are responsible for completing all missed classwork and homework. The student and parent are responsible to check with his/her teacher/guidance counselor to determine the class work or homework that must be completed. If a student has an unexcused absence on the day of a local final exam, he /she will receive a zero on that test, as per School Policy. Often, the last several weeks of the year are set aside for Regents Exams or various in-class finals, please plan accordingly.

Teachers are not required to provide class work and homework in advance for planned unexcused absences. Reasonable opportunities to make up missed work will be given.

I. Makeup Policy

1. When a student misses a class or school day, he/she is expected upon his/her return to provide a written explanation from his/her parent or guardian. Moreover, the student must consult with his/her teachers regarding missed work. If the absence is excused, the student may make up any work missed by arranging an assignment with the teacher as per that teacher's make-up policy.
2. Make-up assignments must be completed by the date specified by the student's teacher for the particular class. Upon satisfactory and timely completion of the make-up assignment, any earned points will be included when calculating the student's final grade.
3. Reasonable make-up opportunities will be given to students with excused absences due to:
 - a. personal illness
 - b. illness or death in the family
 - c. disability;
 - d. impassable roads or weather
 - f. quarantine
 - g. required court appearances
 - h. attendance at health clinics
 - i. approved college visits
 - j. approved community service programs
 - l. such other reasons as may be approved by the School Administration.

Note: all other absences are considered unexcused and make-up work is at the discretion of the teacher.

4. Students must be in attendance during the school day in order to participate in and/or attend extracurricular activities and other school events.
5. Students who are unable to attend a class period/day due to their participation in a school-sponsored activity (e.g., field trip, music lessons, etc.) and who arrange with their teachers to make-up missed work, shall be given credit for class participation the class day/period missed.

II. Consequences for Exceeding Absences without making up class work

1. If a student loses credit in a course, he/she may request a meeting with the school counselor to discuss all remaining options.

III. Attendance Taking Procedures

- A. Pre-Kindergarten – Grade 6: Attendance shall be recorded after being taken once per school day.
- B. Grades 7-12 Attendance shall be recorded during each class period of scheduled instruction [including instructional or supervised study activities]. Daily school attendance will be taken during homeroom. Students who are tardy must report to the Front Receptionist desk upon arrival for a sign in pass. Otherwise the student will be marked absent. Period absence is recorded by each teacher for each class attended. Contact the school counselor for further information about early departure available to seniors.

IV. Appeals

- A. All appeals will be made directly to the Dean or other designated administrator who will make the final decision regarding grading impacted by attendance.
- B. Appeals may be made to challenge the number of absences on record.
- C. If parent is successful on appeal, the attendance register will be changed to reflect outcome of appeals process.

College Visits

Seniors and second semester juniors are permitted three (3) out-of-school college visits during the academic year, September through May. To obtain permission for a visit on a school day a letter from a parent must be brought to the School Counselor at least three days before the visit explaining where the student is going and a contact person for the college/university. Verification of the visit, on the college's letterhead, must be returned to the School Counselor within three days of the visit.

RESPONSIBILITIES

Successful implementation of any attendance policy requires cooperation among all members of the educational community, including parents, students, teachers, administration and support staff.

Students' Responsibilities

- A. Attend school daily and on time.
- B. Attend all classes.

School Responsibilities:

- A. Provide make-up assignments when requested by a student with an excused absence.
- B. Notify Parent/Guardian of attendance violations.
- C. When a student cuts class or is otherwise absent without excuse, designated staff member(s) will notify the student's parent(s)/guardian(s) and review the attendance policy.
- D. Notify the student and parent/guardian when the teacher of the course has provided notice of unexcused absence(s). Hold at least one meeting to explain the attendance policy to the student.
- E. Notify the student and parent/guardian when the student has exceeded a certain number of absences without making up course work.

Review of Attendance Records

1. Teachers are designated to review attendance records and initiate appropriate action to address unexcused absences, tardiness and early departures.
2. Attendance records must be reviewed by the teachers and Dean to address unexcused absences, tardiness and early departures.

IF A STUDENT IS ABSENT PARENTS SHOULD CALL THE SCHOOL OFFICE BETWEEN 8:00 AM AND 9:00 AM. Our main office attempts to verify absence, tardiness, and early dismissal daily.

Excuses

Any student absent from school, late to school, or with permission to leave school early must bring in a written excuse explaining the reason for his/her absence, tardiness, or dismissal. This note must be signed by the parent or guardian and must be for a legal purpose.

Excuses are Collected by the Homeroom Teacher

Excuses are due the first day of attendance following the period of absence or tardiness. The teachers will notify the School Office of overdue excuses.

Tuancy

Students are truant if they are absent from school or class without a legitimate reason. Truant students will receive disciplinary consequences determined by the administration. Disciplinary action may include detention, suspension or expulsion.

Tardy To Class

Students are expected to be on time to each class. If tardy, a student is expected to produce a pass, provided by a school staff member or administrator, which excuses the tardy condition. The first and second unexcused tardiness recorded by a teacher may result in, but are not limited to: a reprimand, parent contact, teacher detention, and consequences resulting in a lowering of the class participation grade. Upon a student's third unexcused tardiness to a class the teacher may submit a referral to the Dean for administrative action, which may include, but is not limited to: demerits, detention, loss of student privileges, loss of participation in school sponsored activities, depending on the frequency of the occurrence.

Tardy to School

Students are expected to arrive at school giving themselves enough time to organize, plan their day and be in attendance at their first scheduled class on time. Students who are tardy must report to FCA's front reception desk upon arrival for a designated pass. Otherwise the student will be marked absent. If a student's tardiness to school becomes repetitive, the student may be referred to the Dean of Academic and Administrative Affairs or Headmaster before admittance to class is permitted. Students who are referred to administration may receive disciplinary action that may include, but is not limited to: Saturday detention, loss of privileges, loss of participation in school sponsored activities, or other disciplinary action depending on the frequency of this behavior.

In order for a tardy to be excused, proper documentation must be provided (doctor's note or court papers). A note from home will not excuse additional tardies. After 10 unexcused tardies, the student will receive a Saturday detention, which will administered according to FCA Merit/Demerit Policy.

I, the parent of _____, acknowledge that I have read and understand Faith Christian Academy's tardy policy. We understand that failure to observe them will result in disciplinary action by the school.

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

Administrator's Signature _____ Date _____

Faith Christian Academy

Computer Network & Internet Access

Acceptable Use Policy

Purpose The primary purpose of the school computer network is educational. The network serves as a resource for enriching, teaching and learning objectives at Faith Christian Academy. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to FCA's standards as an institution of Christian education, in obedience to Biblical commands and values.

The network is not for any private, commercial or business, or political use.

Passwords If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. All users of the network will be held accountable for their use of the computer, including any use of a computer by someone using their password.

Privilege All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.

All users must sign and return a student consent form, which will indicate agreement with this Acceptable Use Policy.

Prohibited Activities

- Involvement in any activity prohibited by law
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring "chain" type letters
- Sharing passwords
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations
- Interfering with normal and proper Internet access/operations
- Refusal to grant access to files or directories used during school hours, regardless of their actual location
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission
- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
- Using the network or Internet access for personal or entertainment purposes including social networking, accessing videos, music and/or games without approval or permission

- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Visiting Blog web sites, posting Blogs, or visiting any social networking site - Facebook, MySpace etc without permission
- Accessing personal Email accounts

The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network.

Professional Liability

While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student in the lab at all times.

Policy Changes

Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of Faith Christian Academy. Any questions or issues concerning these policies and regulations should be directed to the School Administration.

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the school. Failure to sign and return this agreement may result in denial of a being able to log into a school user account.

Name of Student: _____ Class/Year: _____

Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

Signature: _____ Date: _____

Address: _____ Telephone: _____

Faith Christian Academy
254 Spackenkill Road
Poughkeepsie, NY 12603

PARENT REQUEST FOR STUDENT USE
OF PRIVATE VEHICLE

Student _____ Birthdate ____/____/____ Grade ____
Last First MI
Address _____ Distance to School _____ Miles
City/Zip _____ Homeroom # _____
Phone: Home _____ - _____ - _____ Emergency Contact Person _____
Emergency Contact Person's Phone #: _____ - _____ - _____ Driver's Permit _____

Vehicle Information					
Make of Vehicle Model and Year	State and License Tag #	Color	Vehicles Insured		Name of Insurance Company
			Yes	No	

I hereby request permission for the above named student to drive a private vehicle to school. Permission is requested for the following reasons: _____

I understand that violation of law and/or school regulations governing driving may cause revocations of this privilege. I further understand that owners or operators of vehicles might incur certain legal responsibilities when other persons are transported as passengers. I also understand that if I need to drive another family automobile, I will register the car in the school office in order to park it on school grounds or be subject to ticketing and/or towing at my expense.

Parent'/Guardian's
Home Address _____
(if different from student) Street City State Zip Phone

Signature, Parent/Guardian Date

Signature, Parent/Guardian Date

TO BE COMPLETED BY SCHOOL
___Approved ___Occasionally ___Seasonal ___Daily ___Not Approved

Reason _____

Signature, School Administrator Date

Vehicle Tag # _____ Parking Permit Number _____

Faith Christian Academy

Add/Drop Form

Be advised that some changes will be rejected if:

- a section is filled
- sections become unbalanced
- the reason for changing isn't based on enrolling in a required course

Step 1 _____
Student Name _____ Grad Year _____

Step 2 Student meets with the Guidance Counselor to discuss adds/drops

Step 3 Record the add/drop courses

1. Includes a drop and an add to move a class to a different period
2. DOUBLE CHECK if the changes are possible via the Teaching Schedule

Add	Drop	Period	Length (Y, S1, S2)	Course Name (Including Enrichment)	Instructor Initials

Step 4 _____
Parent/Guardian signature _____ Date _____

Step 5 _____
Advisor signature _____ Date _____

Step 6 Submit form to the Guidance Counselor

[] Approved If schedule is attached, please give it to your advisee

[] Denied

Reason(s):

[] Section full for one of the add/drop classes _____

[] Section balancing prevents any drop/adds

[] Impossible change requested via the Teaching Schedule

Other: _____

Denials may be appealed to the School Administration

Faith Christian Academy

Student Handbook Acknowledgement

*Please read the following information carefully.
Parents and student must sign this form.*

I understand and consent to the responsibilities outlined in Faith Christian Academy 2013-2014 Middle and High School Student Handbook. I understand and agree that my child will be held responsible for his or her actions and behavior at school, school-sponsored and school related activities, including school-sponsored travel, as outlined in this Handbook. I understand that any student who violates the code of conduct is subject to disciplinary action as outlined in this Handbook. I further understand and agree to support the values, policies, and procedures of Faith Christian Academy as described in this Handbook and pledge my goodwill and cooperation to Faith Christian Academy.

Failure to sign this form does not remove my child's responsibility to abide by the stated policies.

We acknowledge that we received a copy of the Student Handbook & Code of Conduct, and that we have read, understood, discussed, and agree to comply with all rules, policies and procedures.

Parent/Guardian Name (Print):

Parent/Guardian Signature:

Date

Student Name (Print)

Student Signature

Date