

Faith Christian Academy
Student Handbook



Dear Students and Parents:

Welcome to a new school year! As you read through this handbook, we invite you to pause and think on the great responsibility that parents bear for the education of their children. It is they who are primarily responsible for the spiritual, emotional, social and physical nurturing of their children. It was this thinking that prompted the establishing of Faith Christian Academy in 1981, by Faith Assembly of God, following the founding of Melody land Nursery School in 1976. It is our desire that parents and teachers partner and work together to teach, reaffirm and confirm the truths of the scriptural principles and values taught and demonstrated in the children's homes as both obey the Scriptural imperatives of Deuteronomy 6:5-7 and Proverbs 22:6 to "Train up a child in the way he should go."

This handbook is designed to help each of you understand and know what is expected of you. We do not believe in having an excessive number of rules and regulations to make life difficult for you, but there are certain guidelines that must be maintained.

Each new year is filled with new challenges and is God's way of making you the person He wants you to be. Take advantage of this opportunity and trust in the Lord in every situation. Please remember to pray for Faith Christian Academy on a daily basis this year as we pray for you. And let us go on to excellence for the advancement of His Kingdom.

In His Service,

Alexander Averin
Headmaster

"I will instruct you and teach you in the way you should go." Psalm 32:8

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Overview of the Academy

Mission Statement

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.

Vision Statement

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. (II Timothy 3:16)
2. There is one God, eternally existent in three persons: God the Father, God the Son and God the Holy Spirit. (II 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. (I 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 is answer to believing prayer. (I 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) (Taken from the complete Statement of Fundamental Truths, Assemblies of God Constitution and Bylaws)

Philosophy of Christian School Education

The purpose of F.C.A. is to provide a sound academic education integrated with a Christian view of God and the world based on the authoritative and inerrant Word of God. Proverbs 22:6 says that we are to “Train up a child in the way he should go” and so Faith Christian Academy’s goal is to facilitate the development of the student: academically, physically, socially and spiritually (Luke 2:52). Functioning as an extension of the home, Faith Christian Academy enables parents to fulfill the Biblical responsibility for the education of their children (Deuteronomy 6:7, 8). F.C.A. offers a curriculum rooted in a God-centered view of life, which holds that God’s truth is the standard of all truth. The curriculum, taught by a qualified Christian faculty, provides academic instruction consistent with Christ-centered teaching. The school employs faculty and administrators who serve as role models, who are maturing in both their professional lives and their Christian faith.

Purpose and Educational Objectives

The ultimate objective of F.C.A. is to develop future leaders with Christian character and academic excellence. It is our goal to help our students become productive citizens and leaders in our world who will live holy lives and influence others for Jesus Christ (Ephesians 4:11-16). The educational objectives are grouped into four categories: those related to the student’s Spiritual and Moral Growth, Personal and Social Development, Academic Advancement and School/Home Relationships.

A. Spiritual and Moral Growth

- 1 to develop attitudes of love and respect for the Bible as God’s inspired Word
- 2 to teach the basic doctrines of the Bible
- 3 to lead every pupil to accept Jesus Christ as Savior and Lord
- 4 to impart knowledge, inspire obedience and teach the necessary skills to develop Godly character
- 5 to help the student develop a Christian mind, applying critical thinking skills to all areas of life

B. Personal and Social Development

- 1 to help the student accept himself as uniquely created in the image of God and fully develop his own potential
- 2 to teach the students to treat others with love and respect
- 3 to teach stewardship of time, talent, money and material things
- 4 to teach skills for positive interpersonal relationships
- 5 to teach good health habits and physical fitness in order to maintain the body which is the temple of God
- 6 to teach respect for the personal belongings and property of others
- 7 to teach acceptance of responsibility for one’s own actions
- 8 to teach respect for authority

C. Academic Advancement

- 1 to promote high academic standards within the capability of each individual student
- 2 to teach basic skills, such as reading, writing, speaking, listening and competency in mathematics and other content areas
- 3 to teach and encourage the use of good study habits and skills, for independent and group assignments
- 4 to develop creative and critical thinking skills

- 5 to promote good citizenship and teach awareness of current affairs
- 6 to promote awareness of man's role in his environment and his God-given responsibility to use and care for it
- 7 to teach respect for the sanctity of human life
- 8 to develop appreciation of and skill in fine arts

D. School/Home Relationships

- 1 to encourage regular attendance and involvement in the local church
- 2 to assist in developing Christ-centered homes with foster Christian growth
- 3 to help the parents, through parent teacher conferences and direct communication, to develop strategies to promote learning within the child's learning style
- 4 to help the parents understand the school's purpose and program
- 5 to teach children the Biblical admonition of Ephesians 6:1, 2: "Children obey your parents in the Lord: for this is right. Honor thy father and mother: which is the first commandment with promise."

Admission

In New York State the entrance age policy requires that kindergarten students be five years of age on or before December 1st of the current year. Similarly, any child applying for Pre-Kindergarten must be four years of age on or before December 1st of the current year. Parents of a prospective student at F.C.A. 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 F.C.A.
- 9 Students will be admitted without regard to sex, race, color, ethnic or national origin.
- 10 Prospective students will be interviewed with parents or guardians present by representatives of the admission committee and may be given an entrance test. At this time, F.C.A. is not equipped to serve students with exceptional disciplinary, emotional, academic or physical needs and may refuse admittance to a student on this basis.

Re-Enrollment Policy

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.

Operational Procedures

The school day begins at 8:30 a.m. and ends at 3:00 p.m. Students should arrive no earlier than 8:15 a.m. and should leave promptly after dismissal unless they are remaining for after-school activities sponsored by the school. All students must be supervised by an adult when staying after school for any purpose.

Classroom

The classroom is the most important facility in terms of the student's total education in the school setting. Students should demonstrate respect for all furniture, equipment and materials. Prior to dismissal each afternoon, students are responsible for putting their belongings in their appropriate places.

Instructional Materials

Classrooms in our school are equipped with textbooks, computers, multimedia, audiovisual and science equipment and supplementary teaching materials. Much of this material is expensive to replace and should be used with great care. As a means of controlling inventory, textbooks are numbered and specifically assigned to students by number. When students lose or damage instructional material, assessment of the cost to parents will be made through the office.

Homework

Homework is recognized as an acceptable procedure and a meaningful experience. It should be planned to accomplish a definite and worthwhile purpose, such as improving understanding of areas being studied, enriching classroom experiences, and developing a sense of responsibility for independent improvement. Our teachers take every precaution and use discretion in assigning homework, bearing in mind class load, individual differences of students, and special programs that involve student participation during the school day and beyond.

Daily reading at home should be encouraged at all grade levels even if this means reading to your child. A daily reading time is desirable at home in addition to time set aside for assigned homework. On average, ten minutes per grade level should be expected per night.

Homework assignments will be checked as soon as possible and returned to the students, with assistance tendered whenever is needed. The student's ability is considered when evaluating homework.

It is most helpful to students and appreciated by staff, if parents would ascertain that homework assignments have been completed and turned in when due. Parents should refrain from planning activities beyond the school day, which detract from students meeting their homework responsibility and commitment.

Special Classes

In addition to classroom instruction, children at F.C.A. participate in weekly special classes. They enjoy learning additional skills in Physical Education, Art, Music, Library, Computer and Foreign Language.

Physical Education

All students are expected to participate in our physical education program. Students must be prepared for gym class and wear the designated gym uniform and sneakers. The instructor may prohibit participation if a student is not prepared. When it becomes necessary to request exclusion from gym class, a **written excuse** from the parent or guardian must be forwarded to school. Exclusion from the physical education program will be authorized after consultation of the nurse, P.E. instructor, and administration.

Chapel

Chapel is held weekly at Faith Christian Academy. It is a time set aside for discipleship and worship. Our Campus Pastor leads us in a variety of activities, which include music, special programs and more.

Playground and Recess

At F.C.A. every attempt will be made for students to be involved in outside play, weather permitting. It is important that students are properly attired with winter coats, hats, gloves and boots as appropriate to the season. Each student will be expected to participate in recess and will be excused only if he has a legitimate, written excuse from parent or guardian.

All students are expected to be courteous and respectful to the supervising adults. Once students are outside for recess, no one will be allowed to go back into the building without permission. When recess is over, students are to line up quickly and quietly at the designated area. Students are not to reenter the building until instructed by the supervising adult. All equipment borrowed from the gym is to be returned and put away at the end of the recess period. The following rules have been developed for the protection of all students:

- 1 Standing on swings, swinging sideways or in a twisting motion is not permitted.
- 2 Pushing, shoving, punching and other horseplay are not acceptable.
- 3 Jumping off the climbers is not permitted.
- 4 Tackle football, "pile-on" and similar games are not allowed.
- 5 Children throwing balls need to watch out for others.
- 6 Hard balls may NOT be brought to school.
- 7 Winter play does not include throwing snowballs.
- 8 Students are encouraged to be kind to another. Inappropriate behavior towards another child will not be tolerated.

Students must remember that recess and the use of the playground are privileges; violation of the rules will result in loss of these privileges. It is necessary for all students to make a concerted effort to adhere to the rules to insure the safety of all.

During periods of inclement weather, recess will be held in the gym. Students are to play table games, talk with friends, read, play organized games or play quietly with indoor toys. Students are to use indoor voices; shouting, yelling or loud talking may result in loss of recess.

Lunchroom

Students at F.C.A. may bring their lunch from home each day, or purchase lunch from the cafeteria. Parents should pack nutritious and appealing lunches. Lunch is an important time in the school day. In addition to eating, lunch should be a time for socializing and relaxing. Students are expected to use good table manners, keep their area clean and keep noise to a minimum. Disruptive students will face disciplinary action and may be removed from the lunchroom.

The following rules will be observed in the lunchroom:

- 1 Students must be prepared when they arrive in the lunchroom; they must have their lunch boxes, coats, boots, etc. as they will not be permitted to leave the lunchroom.
- 2 Students will walk to and from the lunchroom.
- 3 Students are to sit at their designated tables.
- 4 Students may purchase milk, juice or lunch upon arrival to the lunchroom.
- 5 Ice cream may be purchased within the last ten minutes of the period.
- 6 Microwave ovens and refrigerators are **unavailable** for student use.
- 7 Beverages and other food in glass containers are **not** permitted.
- 8 Students are to remain in their seats throughout the entire lunch period.
- 9 Students will be dismissed from their tables when the monitor is satisfied that the area is clean.
- 10 Students must receive permission to use the rest rooms.
- 11 Disrespect for lunchroom monitors will not be tolerated.

School Programs and Special Events

Assemblies are recognized as a significant activity for group participation in our Academy. Every attempt will be made to inform students, parents, and staff of the content of these assemblies in advance. Students are expected to demonstrate proper behavior and manners during assemblies. Dress code particulars will be given to the students prior to the event.

At F.C.A. we enjoy several special activities during the school year. Each year Christmas and spring programs may include musical, dramatic and talent presentations. Throughout the year various special programs and holiday celebrations are planned.

Field Trips

Field trips are scheduled throughout the year to supplement the classroom activities. School standards apply to all field trips unless otherwise announced. A parental permission slip is to be signed for each child prior to the field trip. Children are expected to participate in all field trips. Parents are often needed to drive or to chaperone trips. In order to qualify as a school van driver, contact the school office regarding our Driving Safety course.

Dismissal Procedure

When a student requests to leave school at a time prior to the regular dismissal, a written note, signed by the parent, must be presented to the teacher in the morning. No child will be released to a family member, friend or neighbor without a signed note of permission. Parents or other authorized adults are required to stop at the office when they arrive at school to pick up the child. The child will then be called to the office. You must sign them out.

A note should be sent to school in the morning if your child will not be riding the bus. In a situation where this is not possible, please report to the office when you enter the building so that your child may be dismissed. Please do not go to the classroom, as this is very disruptive to the teacher and students.

Transportation

When school is dismissed, all students riding the bus will be taken to the gym. Students being picked up will be taken to the church narthex. THERE MUST BE A WRITTEN NOTICE REGARDING ANY CHANGE IN THE TRANSPORTATION FOR YOUR CHILD.

Parking Lot Procedures

The following procedures are designed to promote safety and grace:

- The speed limit when entering or leaving the parking lot is 10 MPH or lower as conditions may require.
- Cars are not to be parked in front of the building.
- If you are picking your child up, you MUST go around the building to the narthex.
- Drivers should drive defensively, alertly, and courteously at all times.

Transportation Provided by parents or guardian

Parents who drive their children to school must be careful not to block bus lanes. In the morning, parents may stop briefly

to let their children out at the door. When picking up children in the afternoon, parents must drive to the back of the building to the narthex door before the supervising adult will release him/her. Please be prompt when picking up your child. If you are not here by 3:00 p.m., your child will be placed in our School's Out Program for a fee. Students are not permitted to bicycle or walk to and from school. In the event of a delay, students awaiting transportation will remain in the hallway outside the main office. Students may not leave this area without permission.

Transportation Provided by School Buses

Students riding the buses home will wait quietly in their designated bus lines. Special permission to ride a different bus within your own district will be granted, provided there is space and there is **a note written by the parent** and signed by the school administration. Students may not ride any bus from another school district.

To insure the safety of our students while they are passengers on the school buses, please review with your child the bus safety rules. In addition, here are a few additional reminders:

Bus problems will arise on occasion. Please follow this procedure should difficulties occur.

1. Discuss the problem with the bus driver, get the facts. Keep in mind that perception of events varies among individuals.
2. If the problem is not resolved by discussing it with the driver, please call the school office and describe the problem to the secretary. The school administration will investigate the situation and get back to you.

After School Activities

After school activities may be conducted during the school year. Students must maintain a 65 or above grade in each academic course in order to participate in any extra-curricular activity i.e. drama, athletics, clubs, etc. Students will be reevaluated every five weeks to determine eligibility to participate in the respective activity. Parents are responsible for being here at the termination of the program to provide transportation.

Lost and Found

The school has two lost and found locations. Clothing and lunch boxes are kept in a bin in the gym. Books and class materials are kept in a drawer in the office. Students are requested to periodically check both places for items, which may belong to them.

Conferences and Report Cards

God created us as individuals, and no two individuals are alike. Please do not, therefore compare your child with other children, but measure him according to his ability. If your child is successful in any area, commend him/her. Recognize individual differences within families and among playmates. Come to school for a conference with your child's teacher(s) to discuss his/her work and social habits.

Individual conferences with parents will be held at the end of the first marking period. All conferences will be by appointment only. The parent or teacher may initiate additional conferences at any time during the school year. Report cards will be distributed at the first quarter conference to insure parent understanding of the report card and the grading system.

School Cancellations

When it becomes necessary to cancel school, announcements are made via FCA automated phone and email system, on our school website www.faithchristianacademy.org, as well as www.cancellations.com. You may also check the school answering machine. In the event of an early dismissal, parents will also be called. Please make sure the office has updated phone numbers and emergency contact numbers. The decision to delay opening or cancel school is often a difficult decision, but is always made prayerfully with the safety of our students and staff as our primary concern.

Accidents

All accidents involving students must be reported to the office, where the required assistance will be administered. Parents will be notified of any accident (other than extremely minor accidents). Please be sure that your home, business and emergency phone numbers are current so that we can reach you at any time.

Fire Drills/ Fire Alarms

Fire drills are required by state law and are an important safety precaution. It is essential for everyone to obey orders promptly and clear the building by the designated route as quickly as possible. Teachers in each classroom will give the instructions to the students. It is against the law to set off a fire alarm for any reason other than a fire/emergency. Anyone caught activating these devices will be punished by the school and are subject to legal prosecution in accordance with municipal ordinances.

School Policies

Attendance and Tardiness

Regular attendance is required of all students who are enrolled at Faith Christian Academy. If an absence is foreseeable, a note should be sent in advance. Excused absences can be defined as any absence that is taken due to illness or emergencies. Any other absence due to any other reason is considered unexcused. Teachers circle the A in their attendance book if the absence was excused. Doctor, dental, music and other appointments should be scheduled for after school hours. Excessive absences can seriously affect a student's progress and may even affect his/her grade and/or retention. Each student is expected to be in his seat at the beginning of class. If a student is late, he/she must sign in at the office before going to class. A tardy student is also required to bring in a note explaining the reason for being late. Each student's attendance and punctuality at school directly reflects his/her parents' attitudes toward education. Habitual tardiness or unnecessary absenteeism communicates the attitude that school is not important as well as causes classroom disruption and may result in the student not being admitted to a class. This contradicts our Christian philosophy of education. Therefore, absences should be for illness or emergency situations only. A student who has been absent must present a written excuse from a parent or guardian upon returning to school, indicating the date (s) of absence and the reason for absence. Excuses are to be handed in to the student's teacher at the beginning of the school day. One day of grace will be given in case of a forgotten excuse. Failure to bring an excuse on the second day will result in a call home. The school keeps accurate attendance records and needs the cooperation of all parents. A student will be considered tardy if he is not in the classroom at the beginning of the school day, unless bus situations prevent him/her from getting in on time. If a student is tardy, a written note of explanation is required. Excessive tardiness is an inconvenience to others and is to be avoided. Habitual tardiness will not be tolerated. When a student is absent, please call the school office at 462-0266 between 9:00 a.m. and 9:30 a.m. Your cooperation in this area will help avoid unnecessary work and expense for our staff.

Student Department

Students at Faith Christian Academy are expected to conduct themselves in a manner that is in keeping with the philosophy and goals of the Academy. It is expected that each student will treat faculty members and fellow students with respect and will speak and act in accordance with the standards of God's Word. This is not to suggest that students will not be allowed to be children. Rather, our concerns will center on behavior that is unacceptable for the age of a particular student. Attitude and behavior problems will be dealt with on an individual basis and in cooperation with the parents.

Students are expected to demonstrate the following:

- 1 Courtesy and social refinements.
- 2 Respect and obedience to all faculty staff members, lunchroom monitors and volunteers.
- 3 Reverence of the Bible and all things sacred.
- 4 Proper care of school and personal property.
- 5 Cleanliness in work, action and dress.
- 6 A firm stand for what is right and opposition to what is wrong.
- 7 Cheerful cooperation in the carrying out of school activities.
- 8 Conduct becoming to Christian young people at all times, including but not limited to : worship times, on the playground, in the gymnasium, on field trips and in restrooms.

School 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 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. Boys are not to wear earrings,
- 15 Tattoos are not to be permitted in school.
- 16 Boys are not to wear hats in the building.
- 17 Designated gym uniforms are mandatory for physical education classes
- 18 Students in grades PreK through 5th must wear gym uniforms to be purchased by parents through the school office;
- 19 Students in grades PreK through 5th are allowed to wear gym uniforms all day on the days that have scheduled Physical Education classes;
- 20 Students in grades 6th though 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)
- 21 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.
- 22 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.

Dress Code Violations

Teachers will note violations of dress code standards and will provide counsel and warning as necessary for students. Students in grades 4th – 12th 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.

Discipline

Faith Christian Academy adheres to the biblical principle that parents are ultimately responsible for correcting any ongoing behavioral problems their children might have. Our role as a school is to help the parents identify any patterns of behavior that may not be appropriate and support them in a positive and constructive manner in the correction of the matter. It is also understood that the parents will support and cooperate with the faculty and school administration in the exercise of school discipline.

Students at F.C.A. are at all times expected to conduct themselves in a manner pleasing to the Lord. School rules are made so that education can be carried out in an orderly manner. God is a God of order and wants His children to strive for that same order in their lives. A student who learns to submit himself to authority will find it natural to submit to the authority of God. It is expected that only a minimum of disciplinary actions will be necessary. However, if routine disciplinary measures are insufficient, the classroom teacher will refer the matter to the attention of the Dean of Academic and Administrative Affairs.

Routine Disciplinary Measures

- **Additional Work-** work assignments to be done during playtime, before or after school.
- **Loss of Play Time (PreK-4)** – 5-10 minutes spent sitting alone during recess.
- **Loss of privileges (PreK-4)** – Not able to serve as line leader, door holder, etc.
- **Lunch Detention** – Student will be confined to a specific area during the normal lunch break. They will not be allowed to talk or play.
- **Note Home** – A report of misconduct to be signed by a parent and returned the following day.

Suspension

The administration may suspend a student with or without warning for a period of one to five days. Very specific changes in attitudes and actions will be expected prior to readmission. A parent-student-teacher-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. 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:

1. Continued disobedience after repeated warnings.
2. A rebellious spirit, which is unchanged after counseling.
3. A continuing negative attitude and negative influence in the school.
4. Chronic negligence concerning class work/and or homework.
5. 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.
6. Failure of the parents to comply with the disciplinary procedures.
7. 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-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.

School Rules

1. Students are not to bring large sums of money or items of great value to school. Nor are they permitted to sell items for personal gain in the school setting.
2. Students are to walk at all times inside the building.
3. Students are not permitted to bring CD players, Walkman, headphones, sports-cards iPods, MP players, etc. to school at any time.
4. Gum chewing is not permitted within our school setting.

Visitors

All visitors are required to check-in-at the main office upon entering our school. Arrangements should be made for parents to see a teacher at a time when it does not detract from the entire class. Parents should not plan to visit with their child during lunch period.

Telephone Policy

Students use of the office telephone should be for emergencies only. Valid use of the telephone is not to ask parents to bring a forgotten book, gym clothes, or shoes, permission to go to a friend's house or to stay for an after school activity. A phone is provided for students use with teacher permission only. Cell phones must remain in backpacks and may be used for emergencies or with special permission from the teacher or School Administration.

Vacations

Parents are encouraged to avoid planning vacation when school is in session. It created a hardship on a student to miss that instructional time. It is difficult to provide make-up work without affording the student the actual experience of instruction in the classroom with the teacher as a basis upon which work is prefaced. Your efforts and assistance would be deeply appreciated and very beneficial to your child.

Illness

When a student has a severe cold, earache, pinkeye, rash, lice, fever or other signs of contagious illness, please keep the student home until they receive permission from a physician to return to school. When a student has an upset stomach accompanied by vomiting during the night or prior to coming to school, keep the student home for observation. After a student has been ill, including an elevated temperature, the child should remain home until the temperature has been normal for 24 hours. The school may require written notice from a medical doctor before the student is permitted to return.

Immunizations and Physical Examinations

Prior to entering school, the student must provide a record of immunizations signed by a physician. Please check with the office if in doubt about the current immunization requirement of the New York State Department of Health.

New York State Education Law (section 903) requires that every child have a physical examination and lead screening upon his entrance to school and upon entering Pre-K, Kindergarten, 2nd, 4th, 7th 10th grades. If the student does not have the mandated examination, he will be suspended from school.

Medication

On occasion it may be necessary for a student to take medication during the school day. The nurse/designee will administer medication only if the following requirements are met:

1. The nurse/designee must have a written order from the child's physician with the following information:
 - Name of medication
 - Diagnosis or reason for giving medication
 - Dosage required
 - Time to be given
 - Number of days to be given
2. The parent must submit a request to the nurse permitting her to administer the medication as directed by the physician. All medication must have a printed professional label to insure proper identification. Only the designated number of doses for school administration must be in the container.
3. All medication must be brought to the school office by the parent. Children are not permitted to carry medication on the school bus.
4. It is the parent's responsibility to pick up any unused medication from the office. Children will not be allowed to bring it home. Medication will be discarded seven days after the final dosage is given if it is not picked up by then.

Tuition Payments

Please mail or deliver payments to the office by the fifth of each month. Tuition is based on a 10-month basis, from September to June. Please do not send tuition payments in with the children. Tuition paid after the fifth of the month will be assessed a \$20 late fee per month. Report cards will be held and parent-teacher conferences will be cancelled for tuition accounts that are not current. A \$30 fee will be charged for returned checks.

Students Acceptable Use Policy for the Internet

Faith Christian Academy's Computer lab is equipped with computers with Internet filters. Each family is expected to sign

a policy agreement for the Internet. The Acceptable Use Policy for Internet is available in the School office.

Harassment Policy

Students attending Faith Christian Academy are expected to conform to Christ-like standards of behavior. Therefore, any harassment, intimidation, or bullying is strictly prohibited. A student is being harassed when exposed, repeatedly over time, to intentional injury or discomfort. This may include (but is not limited to) any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, during school hours, at any school-sponsored function or on a school bus and that:

- A reasonable person should know that their action(s) will have the effect of harming a student or damaging the students property, or placing a student in reasonable fear of harm to his/person or damage to his/her property; or Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- Has the effect of insulting or demeaning any students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Reporting Harassing Behavior

A school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying must report the incident, either verbally or in writing, to an administrator. The school will not tolerate any act or reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. In addition, the school will not tolerate any person bringing false accusation against an Academy student, employee or volunteer.

Procedures and Consequences

1. When an administrator is informed of an incident that may be considered harassment, intimidation or bullying, the Campus Pastor (or a designee) will conduct an investigation. This may include, but not be limited to, interviews with the students involved, witnesses, parents, staff and a review of the students' records.
2. The consequences for students who bully others, and/or students who bring false accusations of bullying, will depend upon the outcome of the investigation and may include but not be limited to: a parental conference, counseling, detention, suspension and/or expulsion.
3. Students that are involved in a single incident may receive a warning about the FCA's Harassment Policy. The Campus Pastor will explain that if this single act should become a pattern (repeatedly targeting a particular student or group of students) then they will receive the appropriate consequences for harassment, bullying or intimidation.

Threats and Acts of Violence and Weapons

Faith Christian Academy has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon (including pocketknives) to school or to a school function, or has a weapon on his/her person, the student will immediately be suspended with the possibility of being expelled. If the student is expelled the parents are advised that the school will contact local police or appropriate authorities, and will put in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse or vehicle. If circumstances warrant, the school may conduct further investigation. If the expelled student desires to apply for readmission then said student must obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to apply for readmission in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat or danger. Additionally, recommendation by the headmaster and /or appointed administrator, as well as approval by 80% of the School Board, will be required for readmission to the Academy.

If the school determined that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be suspended with the possibility of being expelled. For purpose of this policy, credible means a reasonable belief of suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. If the student is expelled, the student's permanent record will reflect the expulsion for making a threat of violence. If circumstances warrant, the school may require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school.

An administrative decision will be made as to whether or not to permit the student to return to the school or to wait until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of harm to themselves or others.

Those threatened could bring a cause of action against the school if they were not informed and the problem surfaces later.

Non-Discrimination Policy

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

Classroom Teaching Time

The school day is six hours long with 9 periods each day. Time between classes is short to maintain as much classroom teaching time as possible. Although interruptions are inevitable, the administration, office staff, and other teachers strive to respect the teaching time of other teachers. Discussions with other staff members, parents, and others while students are in the classroom must be kept at a minimum, and only when absolutely necessary. Use of personal cell phones during class time is reserved for emergencies only.

Special Occasions also arise during the school year that demand class time. School assemblies, guest speakers, ceremonies, and practices for special events are occasionally scheduled. The administration strives to arrange such events at the least obtrusive times, and attempts to spread them out so that they do not consistently effect the same class periods.

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 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 FCA 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, 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