



**Faith Christian Academy**

**Parent and Student Handbook**

Revised July 2025

# INDEX

School Information .....	Section 1
Letter from the Pastor .....	Section 2
Letter from the Administrator.....	Section 3
Statement of Faith and Philosophy .....	Section 4
School History and Purpose .....	Section 5
Achievement Tests .....	Section 6
Admission Procedures .....	Section 7
Affiliations, Accreditation, and Agency Approval.....	Section 8
Age Limit .....	Section 9
Arrival and Dismissal.....	Section 10
Physical Education .....	Section 11
Attendance and Tardy Policies .....	Section 12
Bible Curriculum.....	Section 13
Care of Property .....	Section 14
Chapel.....	Section 15
Change of Address or Phone Number .....	Section 16
Child Abuse Policy .....	Section 17
Communicable Disease Policy .....	Section 18
Conduct and Discipline .....	Section 19
Curriculum.....	Section 20
Dress Code .....	Section 21
Emergency School Closing .....	Section 22
Field Trips.....	Section 23
Awards Chapel.....	Section 24
Financial Information .....	Section 25
Grading Scale .....	Section 26
Handbills or Sales .....	Section 27
Health .....	Section 28
Homework.....	Section 29
Honor Roll.....	Section 30
Leaving School .....	Section 31
Lost and Found.....	Section 32
Lunch.....	Section 33
Make-Up Work .....	Section 34
Mission Statement .....	Section 35
Non-discrimination Policy .....	Section 36
Parent-Teacher Communication .....	Section 37
Parent-Teacher Conferences.....	Section 38
Parties .....	Section 39
Pledges.....	Section 40
Promotion-Retention.....	Section 41
Re-enrollment.....	Section 42
Report Cards .....	Section 43
School Office .....	Section 44
Sexual Harassment Policy.....	Section 45
Telephones.....	Section 46
Traffic Patterns .....	Section 47
Transfer Students.....	Section 48

Visitors .....	Section 49
Vacations.....	Section 50
When Problems Arise .....	Section 50
Withdrawal or Dismissal.....	Section 51
Changes .....	Section 52
***Daycare and Drop-Off/Pick up Times.....	

## 1. SCHOOL INFORMATION

Josh Grubbs..... Pastor

Wes Clark ..... Administrator

School Mascot ..... Defenders

School Colors ..... Red and Black

School Address..... 627 S. Main Street  
Jamestown, TN 38556

School Telephone ..... 931-879-9137

School Fax Number ..... 931-879-5077

School email..... [administration@myfaithchristian.org](mailto:administration@myfaithchristian.org)

School website..... [www.myfaithchristian.org](http://www.myfaithchristian.org)

Student Information Portal..... [www.factsmgt.com](http://www.factsmgt.com)

## 2. LETTER FROM THE PASTOR

Dear Parents and Students,

Welcome to Faith Christian Academy! What a joy and privilege it is to attend a Christian school. As a ministry of Faith Baptist Tabernacle, we plan to support the school and assist you as a family the best way that we can. We are deeply indebted to the founders and members of Faith Baptist Tabernacle who have sacrificed time and finances to provide such a wonderful facility to house this ministry to your family. Also, it is an honor to have such a dedicated teaching staff who are also committed to God's Word. We are very grateful to the Lord for the opportunity to train the youth of tomorrow in a Christ-centered atmosphere.

Thank you for considering our school. We desire to provide excellence while keeping our cost affordable for many. Our tuition is the lowest in the Tennessee Association of Christian Schools thanks to the generosity of God's people.

This handbook details our commitment to integrity. The principles contained in this book are necessary to run a structured, Christian school. Please read it thoroughly and discuss it with your students. Your cooperation will only enhance the education process.

Our only goal is to aid you in rearing your child in the "nurture and admonition of the Lord." Please let us know if there is any way that we can assist you. May the Lord bless you as you serve Him in the days ahead.

In Christ Alone,

Joshua Grubbs  
Pastor

### **3. LETTER FROM THE ADMINISTRATOR**

Dear Parents and Students,

Our Handbook has been written to explain Faith Christian Academy's daily operating policies. Please take the time to read it carefully and thoroughly since the enclosed information is vital to your child's progress and conduct.

If, as you read this handbook, you have any questions or would like to have anything explained more fully, please call the school office at (931) 879-9137. During the course of the school year, if you feel a conference or clarification on any matter is needed, please do not hesitate to get in touch with the school office.

We are pleased that you have chosen to partner with Faith Christian Academy in the academic and spiritual development of your child. This is an opportunity that we are humbled by and do not take for granted. We realize how important your child's development is and want to do our best to assist your family in this endeavor. Your child is a gift from God and, as such, it is our firm belief that a Biblical view of the world in which your child will grow gives them the best opportunity.

In every phase of our scholastic work, we are seeking to give emphasis to that which is spiritual. We urge you to keep Christ and His will for your lives uppermost in your minds and hearts at all times. We desire for our young people to know Christ, the Savior, and to make Him the Lord and Master of their lives.

We appreciate your confidence in us, and we look forward to the opportunity that we have to work with you.

Wes Clark  
Administrator

## 4. STATEMENT OF FAITH & PHILOSOPHY

The school adheres to the Doctrinal Statement and the Constitution of Faith Baptist Tabernacle. The following is a summary of the Statement of Faith:

### **The Bible**

- We believe in the Bible as the verbally (every word) and plenary (completely) inspired Word of God and that it was written inerrant in its original languages and has been providentially preserved “for all generations forever.” All portions of Scripture are equally inspired and contain no contradiction. The Holy Bible has God as its Author (2 Peter 1:21); salvation for its end (2 Timothy 3:15); and truth for its matter (Proverbs 30:5-6).
- The Scriptures are our only rule for faith and practice, the supreme standard by which all conduct, creeds, associations, and ministries should be tried (1 John 4:1). The canon, the sixty-six books of the Bible, is complete. Nothing shall be added to nor taken from (2 Timothy 3:16-17; Hebrews 1:1; Revelation 22:18-19). All preaching and teaching will be from the King James Version.

### **The Doctrine of God**

- We believe there is one, and only one, living and true God. He is an infinite, intelligent, and personal Being; a perfect Spirit, who is the Creator, Preserver, Sustainer, and Supreme Ruler of the universe; inexpressibly glorious in holiness (Ex. 15:11); worthy of all possible honor, confidence, and love (Mark 1:20). The Godhead exists eternally in three persons – the Father, the Son, and the Holy Spirit, and these three are one God, having precisely the same nature, attributes, and perfections. Likewise, they are worthy of precisely the same homage, confidence, and obedience (Genesis 1:1; Genesis 1:25; John 1:1; John 14:1-17; 1 Timothy 3:16).

### **The Doctrine of Jesus Christ**

- We believe in the deity and virgin birth of our Lord Jesus Christ. He was begotten by the Holy Spirit, born of the virgin Mary, not having a human father, and He is true God and true man. He is man’s only hope of salvation from sin being the only mediator between God and man. He died, was buried, and rose again the third day for our sins according to the Scriptures. His return for His Church, (the body of Christ), which He will take to Heaven, is imminent. He will come to this earth to set up His Millennial reign (Isaiah 7:14; Luke 1:35; John 1:14; John 10:30; John 14:6; 1 Timothy 2:5; 1 Thessalonians 4:1-18; Revelation 20:4-6).

### **The Doctrine of the Holy Spirit**

- We believe the Holy Spirit to be coequal with the Father and with the Son. He is a person. He came to this earth as the fulfillment of Christ’s promise. He convicts, regenerates, indwells, seals, fills, empowers, and guides the believer (John 16:7-13; John 3:3-5; Acts 1:8; 1 Corinthians 6:19; Ephesians 1:1-14; Ephesians 5:18).

## **The Doctrine of Man**

- We believe that God created man in His own image by the special act of God (Genesis 1:27 and 2:7). Man was created in a state of holiness, but through the temptation of Satan, he voluntarily transgressed and fell from his holy state (Genesis 3:1-24). The consequence of this fall is that mankind is born with a sinful nature (Romans 5:19; Psalm 51:5). This sinful nature is evidenced by sinful acts. We believe that man is totally depraved, and if he is not born again, he is lost (Jeremiah 17:9; Luke 16:23; Romans 3:1-23; I Corinthians 15:21-22; Revelation 20:11-15; Revelation 21:8).

## **The Doctrine of Salvation**

- We believe that a person is saved when he repents of sin and exercises faith by accepting Jesus Christ as his personal Savior.

## **Statement on Gender, Sexuality, and Marriage**

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.)
- We believe that God creates each individual as one of only two genders (male or female as determined by biology) (Genesis 1:27, 5:2; Matthew 19:4; John 1:3). Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18–25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2–5; Hebrews 13:4.)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18–20; 1 Corinthians 6:9–10.)
- We believe that God created human beings in his image in two sexual kinds—male and female (Gen. 1:26-27). Gender is a part of God's good creation and is bound to its roots as a biological reality. It is identifiable at birth and is to be evident in the course of everyday life in expressions of masculinity and femininity.
- We believe that in order to preserve the function and integrity of Faith Christian Academy as an obedient servant to the body of Christ, and to provide a biblical role model to the Faith Christian Academy members and the community, it is imperative that all persons employed by Faith Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22.)



- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11.)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28–31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Faith Christian Academy.

## **PHILOSOPHY**

The educational philosophy of FCA is founded upon the inspired, inerrant, and only infallible Word of God. We believe God has given the responsibility of educating children to the parents (Deut. 6:4-9). The Christian school functions as an educational arm of the church and exists as an extension of the Christian home to benefit parents in their God-given responsibility to “train up a child in the way he should go.” (Prov. 22:6) The Christian school is to assist parents in the educational process but is never to replace the home of its responsibility.

The Biblical foundation of the home, church, and school provides each child with the needed resources to be brought to a saving knowledge of Christ; to grow and develop in Christ-likeness; and to glorify the Savior through surrendered service to His will. The entire process of Christian education is seen as a means used by the Holy Spirit to develop each child so that he can fulfill God’s total purpose for his life and in so doing, glorify God through holy living and fruitful service.

## **5. SCHOOL HISTORY AND PURPOSE**

Faith Christian Academy was founded in 1998 as an educational ministry of Faith Baptist Tabernacle and consists of preschool, kindergarten, elementary, and junior high. FCA is concerned with the spiritual as well as the intellectual growth of its students.

The school is designed to partner with the Christian family to educate the child from a Biblical worldview and to equip them to be spiritually mature persons who contribute to their church and community. FCA desires to graduate young men and women who are academically sound, patriotic, socially refined, and so biblically knowledgeable that they will live their lives based on biblical principles and, in so doing, discover and do God’s will for their lives.

FCA is not for everyone. It is only for those who can meet the academic standards and abide by all of the requirements that are set forth by the school.

Church attendance as a family is a vital part of a child’s education. Without faithful cooperation from the parents concerning this matter, a student will most likely encounter serious difficulty in the educational process of FCA.

## **6. ACHIEVEMENT TESTS**

All students in grades K5 through 8th grade are given achievement tests in the spring of each year to measure their achievement in areas such as English, math, science, and social studies. FCA uses the Iowa Achievement Test Series and the CogAT Abilities Test. A report will be sent home with the results of these tests.

## 7. ADMISSION PROCEDURES

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

1. All students **MUST WANT** to attend Faith Christian Academy.
2. The application must be completed and submitted in FACTS. All students desiring to enter 2<sup>nd</sup> through 8<sup>th</sup> grade must complete a placement test to determine grade level they are best suited to enter.
3. An interview between the administration, the student, and at least one parent must be held before any student will be registered. Parents should bring a copy of the most recent report card to the interview.
4. Permanent records will be requested from the previous school attended.
5. New students will be given placement tests before grade placement is finalized and acceptance determined. The administration will contact the parents to discuss test results and reasons for acceptance or denial.
6. No student is considered registered until the registration fee has been paid in full. NOTE: This fee is **NON-REFUNDABLE** unless a student is not accepted.
7. For a student's file to be complete, the school office must also have:
  - a. Copy of birth certificate
  - b. Physician's report of a recent physical
  - c. Up-to-date Tennessee Student Immunization Certificate (Required before student may attend classes)
8. Any student who does not cooperate with the school's overall purpose and program will not be allowed to remain in school.

**NOTE:** Parents will not be allowed to enroll a child in FCA if they still owe money to FCA for past schooling. It is understood that attendance at FCA is a privilege and not a right and should not be taken lightly. FCA feels strongly that attitude is of supreme importance in a person's life. Therefore, students who manifest an un-Christ-like attitude toward the Bible, prayer, parents, teachers, administration, etc. will not be allowed to remain in school.

FCA reserves the right to dismiss any student from school if the administration feels that his/her attendance is not an asset to the school.

## 8. AFFILIATIONS, ACCREDITATION, AND AGENCY APPROVAL

Faith Christian Academy is a member of the Tennessee Association of Christian Schools. FCA is also a member of the American Association of Christian Schools, a nationally recognized organization for Christian schools.

## 9. AGE REQUIREMENTS

Students must be five years old by August 15 to enter Kindergarten.

## 10. ARRIVAL AND DISMISSAL

Please have your child arrive **no earlier than 7:30 A.M.** and remain no later than fifteen minutes at the end of the school day. There will be a teacher on duty each day at 7:30 p.m. All students arriving late must sign in at the front office and report as tardy before going to their classes. Lunch orders will be taken in the front office as well.

**Each day will begin with corporate prayer and praise to occur in the lunch room. Corporate prayer and praise will begin every school day at 7:50 a.m promptly. Participation will not be mandatory, but strongly suggested. Parents, Grandparents, and other family members approved for drop-off and pick-up are welcome and encouraged to attend. Students will be dismissed to class immediately following.**

Parents are asked to pick up their children promptly at the time school is dismissed.

**NOTE:** Students left after 3:15 p.m. are considered late. Please respect the time of our teachers and their families by picking your students up on time. If there is an extenuating circumstance, please alert the administration.

**IF SOMEONE OTHER THAN YOU WILL BE PICKING UP YOUR CHILD, PLEASE LET US KNOW! WE WANT TO TAKE EVERY PRECAUTION IN THE PROTECTION OF YOUR CHILD.**

## 11. PHYSICAL EDUCATION

### **\*\*New for 2025-26 School Year\*\***

This year we will be implementing a physical education program at FCA. Grades 5 through 8 will participate in PE on Mondays and Wednesdays from 2:10 until 2:50 p.m. Grades 1 through 4 will participate in PE on Tuesdays and Thursdays from 2:10 until 2:50 p.m.

Everyone **MUST WEAR ATHLETIC STYLE SHOES** for PE each day. We realize with this being a change that it will take some time to adjust. Grace will be shown for the first couple of weeks, but demerits will be issued for students not prepared to participate in PE. We will do our best to remind students, but the responsibility to remember belongs to the students and parents.

While dressing out will not be required, it is strongly recommended to avoid causing damage to regular school clothes. Please mark all student clothes so that they may be identified in case they become lost when dressing out for PE.

PE attire may consist of T-shirts, sweatshirts, gym shorts, sweatpants, etc. No clothing that is immodest or offensive is allowed. PE attire may only be worn during PE class and nowhere else. Compression tights may be worn, so long as shorts are worn over them. Acceptable shorts will be no shorter than 2 inches above the knee. Please make sure that student PE attire is acceptable before leaving home for the day.

## 12. ATTENDANCE

Students will have **10 ABSENCES** each semester without penalty for a total of 20 absences per school year. Please understand that missing school for any reason causes a hardship for the student as well as the teacher. Any work missed will have to be made up. Each student will have the same amount of days missed to make up work once they return. For example, if a student misses three days of school, they will have three days to make up their missed school work without penalty. If a student misses a day that a test or quiz has been scheduled, they will have to make up the tests or quizzes on the day that they return. If absences are planned, it is always better to get as much work as possible ahead of time to lighten the burden upon return to school. If a student exceeds the amount of allotted absences, they will not be promoted to the next grade level. Absences on or around the following dates are greatly discouraged:

1. The week preceding Christmas vacation
2. The week preceding or during semester exams
3. The week of TACS achievement testing
4. The last week of school

**Special Circumstances**—Any attendance issues that are outside of the scope of the established rule (extended illness, extenuating circumstances, etc.) will have to be reviewed by the administration for grade level promotion.

**Tardies**—Any student arriving after 8:01 each day will be considered tardy. The doors are locked promptly at 8:01 everyday and students may only enter through the office doors via the school secretary. For every **5** tardies, they will automatically receive detention. Arriving to school on time is of vital importance for the students, teachers, and operation of the classroom.

## 13. BIBLE CURRICULUM

Bible study and Bible memory work are fundamental requirements of all students at Faith Christian Academy. Without Bible study, a student is not educated in the true sense of the word. The Bible says: "The fear of the Lord is the beginning of knowledge." (Proverbs 1:7a)

We hold the Bible as our principal textbook, and we interpret other subjects in the light of the Scripture. "Blessed is every one that feareth the Lord; that walketh in his ways." (Psalm 128:1) "Wherewithal shall a young man cleanse his way? By taking heed thereto according to thy word." (Psalm 119:9)

All students are taught a planned program of Bible study each day and attend chapel programs regularly. Bible enhances the study of other subjects such as English and Social Studies. A Christian school is privileged to use this most important tool in the work of character building, which is perhaps the most necessary task of a school. It far excels all other courses offered in laying a sure foundation of moral and spiritual values. Every effort will be made to incorporate the Scriptures with every subject to make God's Word practical to daily living and learning. The King James

translation will be used by all classes.

## **14. CARE OF PROPERTY**

Faith Christian Academy is considered to be God's property. Respect for the appearance and care of the school is a part of the Christian testimony presented by FCA. Please work together to keep our campus free from litter by making a habit of picking up any trash on the ground or in the school building.

Sitting on desks, carving and defacing desks or walls, etc., eating in restricted areas, throwing things, and littering are never permitted. Students who damage property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item in addition to being disciplined.

## **15. CHAPEL**

Chapel will be held on Mondays. Grades K5 through 2<sup>nd</sup> grade will meet at 8:30 a.m. Grades 3<sup>rd</sup> through 8<sup>th</sup> will meet at 12:10 p.m. All students are required to be dressed in chapel attire **REGARDLESS** of whether they believe that we have chapel or not.

## **16. CHANGE OF ADDRESS OR PHONE NUMBER**

Please inform the school office promptly of any change of address or telephone number.

## **17. CHILD ABUSE POLICY**

Tennessee Law requires any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition to report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect. Child abuse can be reported to the Department of Children's Services, the county sheriff where the child resides, or the chief law enforcement officer in the county/city where the child resides. Failure to report child abuse is a misdemeanor punishable with a fine and jail sentence.

## **18. COMMUNICABLE DISEASE POLICY**

Information from the Centers for Disease Control and the Department of Education form these conclusions:

1. There is absolutely no vaccine against AIDS, and there is no cure.
2. Exposure to a known AIDS carrier could result in contracting the disease.
3. Diagnosed AIDS cases are increasing alarmingly.
4. Three percent who have contracted AIDS have done so from an unknown source.
5. Ten percent of those are children who have contracted AIDS from an unknown cause.
6. AIDS is deadly.

Therefore, the purpose of the FCA Communicable Disease Policy is clear. It is not the desire of Faith Christian Academy to discriminate against any student, but we recognize that certain life-threatening diseases can afflict children. FCA wants to respond to all with great compassion and sympathy. Yet we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to mortal illness. We recognize that FCA with its limited finances is not equipped to physically care for the needs of every ill student or any student with a communicable disease.

Therefore, because we are moved with deep sympathy for the sick child and well child, it will be the policy of FCA to recommend a Christian education for a child with a communicable disease only through a home school program. We will do all we can to provide names of schools offering such programs upon request.

Students diagnosed with such diseases will not be permitted to enroll until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, Acquired Immuno-Deficiency Syndrome (AIDS), etc. Current medical information published by the U.S. Centers for Disease Control indicates that the human T-lymphadenopathy-associated virus (HTLV-III/LAV) is believed to be the agent causing Acquired Immuno-Deficiency Syndrome (AIDS) in humans. The policies presented herein also apply to students known to be infected with HTLV-III/LAV, or testing positive for presence of antibodies to the AIDS virus. (Policy adopted December, 1990)

## **19. CONDUCT AND DISCIPLINE**

Discipline is necessary for the welfare of the student as well as for the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a good code of conduct not only for their own benefit but for the benefit of others as well. FCA expects full cooperation from both students and parents. Any parent or student with a suggestion or complaint should follow the proper chain of authority in a respectful manner by talking to the teacher first before contacting the administrator or pastor (see *When Problems Arise* section). It is understood that the administrator or pastor will have no comment on a matter until the teacher has been contacted. All parents are asked to sign a cooperation form to this effect.

FCA has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at FCA is a privilege, not a right, this privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. At any time the school may request withdrawal of any student who does not fit into the spirit of the school ministry regardless of whether or not the student conforms to the specific rules and regulations of the school. This guideline is shared with a spirit of love. There is, at FCA, a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family and to the Lord Jesus Christ. FCA wants to see its students grow spiritually and achieve academic excellence in an atmosphere that is Christ-honoring.

At FCA, we insist that proper order be maintained as well as responsibility developed and character built. One of the ways in which we reach these goals is through discipline administered with love. The administrator is present not only to give correction when needed, but also to counsel with students, parents, and teachers. FCA is staffed with experienced personnel trained in meeting the

needs of young people and in helping them to be found “in favor with God and man.” Effective discipline for the betterment of our young people requires courage, consistency, conviction, and enthusiastic effort on the part of parents and school personnel. To help in this area, FCA has adopted certain standards that must be upheld.

1. In general, the classroom teacher will handle discipline. Each level has its own variation of procedures.
  - The teachers use various methods of maintaining an orderly classroom. Placing a student’s name on the board, followed by a check next to the name, followed by loss of time at recess/PE, etc. is a type of system that is used. In addition, all students will be subject to the following demerit system:

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

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

**Demerits will be given on the following guidelines:**

**Breach of Policies:** 3 demerits

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

**Behavior unbecoming of a Christian:** 10 demerits to expulsion

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

**Immoral or Illegal Activities:** 25 demerits to expulsion

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

- Pornography
- Fornication
- Criminal acts
- Homosexual acts

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

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

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

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

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

**Suspension:** Students will not be able to make up all work and tests missed during a suspension. They will not be allowed to attend classes or school activities while suspended. (Resulting in a "0" for all missed assignments during the time of suspension.) Any suspensions will be considered unexcused absences. If a test is scheduled during the time of suspension, the student will be required to make up the test the day that they return from suspension—regardless of whether the student has missed any review during suspension period.

All demerits will be erased at the beginning of each semester.

1. FCA places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love for the Lord Jesus Christ by living in obedience to His commandments. Philippians 4:8 teaches us that we should think on those things that are godly.
2. The possession or use of any form of drugs, tobacco, or intoxicating beverages on or off campus, sexual involvement, or any criminal activity will result in immediate expulsion.
3. An attitude of respect for adults is to be maintained by the student body. The terms "Miss", "Mrs.", "Mr.", or "Brother" should be given respectfully, regardless of time or place. Students should always answer with "ma'am" when talking to ladies and "sir" when talking to men.



4. Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Behavior should be above reproach.

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

*Definition of "immoral act"*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

*Definition of "identifying statement"*

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect, or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts. Examples: "I am gay," "I am a homosexual," "I have a homosexual orientation."

Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at FCA and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

5. Profanity will not be tolerated. Colossians 3:8 teaches us that filthy communication should not be allowed. This includes inappropriate use of names referring to God, "curse" words, slang language, and other forms of vulgarity.
6. Fighting will not be tolerated. A safe environment must be maintained for our students; therefore, students who display violent tendencies or aggressive behavior will be closely monitored, with proper discipline administered when necessary.
8. Bringing firearms to school will not be tolerated and will result in immediate expulsion. Knives or other weapons could also be grounds for expulsion.
9. Students who take other's possessions will be disciplined according to the situation, with penalties and restitution being administered.
10. FCA is considered to be God's property. Respect for the appearance and care of the school is part of the Christian testimony presented by our school. Sitting on desks, damaging or defacing school property, chewing gum within the school, eating in restricted areas, throwing things, littering, participating in practical jokes involving school or another's property, etc. are never appropriate and will be dealt with accordingly.

11. Repeated dress code violations or other common offenses including disobedience to teacher and/or school rules, lying, cheating, disrespect, forging another's signature, etc., will draw discipline measures.

## **Merit System**

The goals for the merit system are to be a counter to our demerit system where students not only hear about the behaviors that require discipline, but also they will be recognized for the behaviors that we want to encourage and to see continue. The categories for the merit system will correlate to the theme of the year which is "Salt and Light" for 2025-26. Students will receive a maximum of 10 merits for outstanding, exemplary Christ-like behaviors as recognized by teachers and staff. Most often, recognized behaviors will receive 3 merits. The goal is for these behaviors to both occur and to be recognized organically and not where students are working only to receive merits. Students will also have a monthly memory verse and they will receive 5 merits for reciting the verse to their teacher or principal. Students will be working towards earning a total of 150 merits for the school year. Students who reach that mark will earn a fully paid trip to Dollywood that will occur the last week of the school year. \*\*In order to receive the prize, each monthly verse must be recited and memorized.\*\* A copy of the monthly verses for the year as well as the outlined objective and subjective measures for awards to be given and the types of behaviors that teachers will be looking to award.

## **20. CURRICULUM**

The curriculum of the elementary school is taught in the traditional fashion. Reading, based on the phonetic method, is emphasized because it is the foundation of the educational process. The curriculum includes materials from ABeka Books and BJU Press at this time.

## **21. DRESS CODE**

It is the conviction of Faith Christian Academy that appropriate attire has a significant affect upon the attitude of the student and the atmosphere of the classroom. It is the school's firm belief that Christian young people must dress and act differently than the world. In order for students to mature spiritually, the teaching of Biblical modesty and appropriateness is a vital part of the school's program. **If a student comes to school out of dress code, they will not be permitted to enter the classroom until they are in proper dress code. Either parents can bring the proper clothes to the student or they will need to go home and change.**

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

1. Clothing must be clean, neat, and modest. Neat attire makes one have a sense of self-worth and confidence. Shoes must be worn. Students may wear sandals or flip-flops during warmer weather.
2. Clothing may not be worn that bears slogans, wording, advertising, pictures, or messages that contradicts the convictions of FCA, as stated in the handbook.
3. During recess, we require the students wear gym shoes and girls wear shorts under their skirts or dresses. Shorts must be no shorter than 2 inches above the knee. Any student not wearing the proper attire will not be allowed to participate in activities and will receive demerits.

4. For comfort and modesty, students clothing must not be tight fitting. This includes any clothing worn during P.E. Clothing should not expose a student's mid-section at any time. Acceptable shorts will be no shorter than 2 inches above the knee. No off the shoulder, or spaghetti-strap shirts should be worn to school.
5. It is strongly recommended that all articles of clothing, jackets, coats, etc., be clearly marked with a laundry pen.

**Boys:** No tank tops, mesh, or sleeveless shirts are to be worn. Pants and jeans must be neat in appearance and in good condition. (No holes or frayed hems). **GYM CLOTHES ARE ONLY TO BE WORN DURING GYM TIME. SWEAT PANTS/TRACK PANTS, BALL SHORTS, ETC. ARE NOT TO BE WORN DURING CLASS PERIODS.**

On Mondays, we have Chapel; therefore, boys are required to wear a collared shirt and casual-style dress pants; **NO DENIM.**

Students must maintain appropriate haircuts. Hairstyles cannot cover the eyes and must not exceed past the shirt collar. If hair dyes are used, the color must be a natural hair color. Body piercing and tattoos are not allowed.

**Girls:** Sleeveless shirts are permitted, but no tank tops, cut-in style shirts or blouses; nothing that bares the shoulder. Capris, modest shorts, pants and jeans are permitted, but they must be neat in appearance and in good condition (No holes or frayed hems). **NO SPANDEX OR SKINNY LEG TYPE PANTS WILL BE PERMISSIBLE. SWEAT PANTS/TRACK PANTS, BALL SHORTS, ETC. ARE NOT TO BE WORN DURING CLASS PERIODS.**

On Mondays, we have Chapel; therefore, girls are required to wear a dress, skirt or dress pants, **NO JEANS**, but denim skirts are permitted as long as they are decent. Dresses and skirts should come no higher than 2 inches above the knee while standing **and sitting** (no holes or frayed hems). Slits in skirts and dresses must be no higher than the top of the knee.

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

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

## **22. EMERGENCY SCHOOL CLOSING**

In the event of closing due to inclement weather, Faith Christian Academy will follow Fentress County School System on the initial closing. FCA does reserve the right to resume school before the county does. If county schools are opening late, it is because of their bus system. Since we do not run buses, we will not follow the county's late schedule. Announcements will be made via Facebook as well as by announcement through FACTS system.

## **23. FIELD TRIPS**

Field trips are taken at various times during the school year to places of educational interest. Students are required to maintain the same level of discipline away from school as is required at school. Parents may be asked to serve as chaperones. The school requires parents to follow the same standards of dress and conduct as is required of the students (see *Conduct* and *Dress Code* sections). Parents not meeting the standards will not be permitted to act as chaperones. This would also include such activities as class picnics or parties.

FCA requires that all students going on field trips follow the dress code (see *Dress Code* section). Our young people are a testimony everywhere they go, especially when they are in a group. There may be occasional field trips for which casual dress is allowed (i.e. those requiring strenuous physical activity). In any event, notification of the field trip as to its destination, purpose, possible fees, and other details will be sent home in ample time for preparation. A permission slip will also be required for each field trip. Failure to sign a permission slip or to comply with stated requirements would necessitate a student's remaining at school instead of participating in the field trip.

## **24. AWARDS CHAPEL**

Elementary students who excel in the areas of academics, achievement, and performance will be honored at a special awards chapel that is held at the end of the year. Each teacher selects various awards to be given including but not limited to honor roll, Bible awards, etc. Each year a student will be selected to receive the Principal's "Hope" award. This award is given to a student chosen by the principal and nominated by the teachers on the basis of academic success, Christian character, and citizenship. This award winner will also receive a \$500 scholarship for the next school year.

## **25. FINANCIAL INFORMATION**

The registration fee is due when the application is submitted. Students will be placed on the class roster when this fee is paid. This fee is non-refundable unless a student is not accepted. The book fee is due when the books are ordered.

Tuition may be paid in full to the school office by the end of the first month of school. Monthly tuition must be paid by the 5<sup>th</sup> day of every month.

Should a check be returned to our office because of insufficient funds, etc., a \$20.00 charge will be assessed. Notification will be given, and parents will be asked to make adequate payment including the insufficient fund charge.

All accounts must be kept current. Please understand that timely payment of fees is vital to the ongoing operation of our school. All records will be withheld until all tuition costs, book fees, or other official school fees or charges are paid.

New students entering after the beginning of the school year will be charged a full month's tuition if entering before the 15th and a half month's tuition if entering after the 15th of the month. Students withdrawing will pay one-half the monthly rate if withdrawn before the 15th of the month. Students withdrawing after the 15th of the month will pay the full month's tuition.

## **26. GRADING SCALE**

The following grading scale will be used for all academic subjects:

Grade Scale

A = 90 - 100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 or below

## 27. HANDBILLS OR SALES

No handbills or literature of any kind is to be passed out at school without approval from the administrator. There will be no sale of any items such as greeting cards, candy, etc. without the administrator's approval.

## 28. HEALTH

All students are required to comply with Health Department regulations with regard to school physicals and immunizations. All pertinent records must be on file in the school office. Students whose forms are not up to date will not be allowed to attend class after September 1.

For the welfare of your child and others in the school, all students who are sick must be kept at home. **The child's temperature must stay below 100.5 degrees without Tylenol for 24 hours,** and he should be well enough to participate in a normal school day before he returns to school. A note describing the reason for his absence should accompany him when he returns (see *Attendance* section).

Students who become ill during the school day will report to the school office. If it becomes necessary for the student to go home, the office will contact the parent/guardian. Upon arrival, the parent must follow early dismissal procedure (see *Arrival* and *Dismissal* section).

The application includes a Medical Release Form to be filled out by the parent and returned to the school office each school year. NO medicine or prescriptions of any kind will be given to a student who does not have an Authorization Form on file in the school office. The school office must be informed as to any and all medications taken by any student. No medication (including aspirin, Tylenol, vitamins, etc.) is to be kept on a student's person, in his desk, or in his locker. Any medications that need to be administered during the day should be brought to the school secretary with a Medication Request Form explaining when and how much medication is to be given. No medication will be given without parental permission.

In the event of a cut, bloody nose, etc., the school may need to contact a parent/guardian for a clean set of clothing. Health Department regulations stipulate that students cannot remain in class with blood on their clothing.

Accidents incurred at school will be reported immediately to the school personnel responsible for supervision.

### Warning of Inherent Risk

Participation in athletics and cheerleading competition includes risk of injury, which may range in severity from minor injury, to disabling injury, even to death. Although serious injuries are

uncommon in structured, supervised athletic programs, it is impossible to eliminate all risk. Participants can and do have the responsibility in helping reduce the chance of injury by obeying all safety rules for each sporting activity, reporting all physical problems to coaches, following proper guidelines for safe play in athletic competition, and inspecting the integrity of the equipment. FCA takes all necessary precautions to provide students with a proper and safe environment for competition.

Tennessee recently became the 44th state to pass a sports concussion law designed to reduce youth sports concussions and increase awareness of traumatic brain injury. This law went into effect in January 2014.

The legislation, [Public Chapter 148](#), has three key components:

1. To inform and educate coaches, youth athletes and their parents and require them to sign a concussion information form before competing.
2. To require removal of a youth athlete who appears to have suffered a concussion from play or practice at the time of the suspected concussion.
3. To require a youth athlete to be cleared by a licensed health care professional before returning to play or practice.

**Both public and private school sports and physical education classes are affected by the law. The law covers all sports.**

According to the Centers for Disease Control and Prevention, a concussion is a type of traumatic brain injury that changes the way the brain normally works. Most concussions occur without loss of consciousness. Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. The new concussion law is an opportunity to make playing sports safer for Tennessee's young athletes. **Students must have this form filled out before they participate in a game, practice, or physical education class. Both the student and the parent must sign this form.**

These forms provide the training and guidelines that will equip coaches, parents, and athletes to recognize and respond to a sports related concussion.

## 29. HOMEWORK

FCA believes that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid the students in the advancement of their studies. Homework should never be considered as “busy work.” It will be given by the teachers for specific purposes:

- For practice. Following classroom explanations, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
- For drill. It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
- For remedial activity. At times some students may have weak levels of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.

- For enrichment activity. Many children will need to be challenged to move on to higher levels of attainment. Their own creativity will help to “spark” them on independently for reaching a broader scope of understanding in various subject fields.
- For special projects. Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class, and construction of various types of projects.

In a general sense, for a student to have his homework completed means that he is totally prepared for the next day of school. This would include not just the written homework assignments, but also having any other required books, materials, notes, and supplies at school on that particular day. We expect parents’ full cooperation in seeing that the homework is completed. FCA can and will administer warnings for incomplete homework, but this alone will not create a desire in the heart of the student to get the assigned work done and/or be prepared. This responsibility also lies with the parent.

To this end, the teachers may use a homework notebook or a weekly assignment sheet as a means of communicating the assignments and other information to the parents. Each day that homework is assigned, the student will write the assignment in his homework notebook. It is his responsibility to take it and all necessary materials home that night. After the homework is completed, he should then show it to the parent. After careful inspection for neatness and completeness, the parent should sign the notebook, affirming that the assignments have been done.

### **30. HONOR ROLL**

An honor roll is compiled after each nine week’s grading period and is determined by the following qualifications:

- “A” Honor Roll (Principal’s List): All grades must be A’s
- “A—B” Honor Roll: All grades must be A’s and B’s

Incompletes on a report card not made up by the time the honor roll list is determined will automatically disqualify that student from the honor roll for that grading period.

### **31. LEAVING SCHOOL**

If a student leaves school early, a note stating the reason is to be written by the parent and approved in the school office. All parents coming during class time to pick up students for dental or doctor appointments or other excused absences must report to the school office and **NOT** to the student's classroom. The office personnel will then call the student. The parent or the student must sign out before the student may leave.

Students may not leave school early except in these events:

1. There is an emergency.
2. A student has a doctor's appointment that cannot be scheduled at any other time.
3. Special administrative approval has been given.

### **32. LOST AND FOUND**

Please see that your child's lunch box, garments, etc., are properly marked or labeled. This will enable us to assist you in locating lost items.

Faith Christian Academy does not assume responsibility for any items which are lost or stolen. Students are cautioned not to bring large amounts of money, cameras, or other valuables to school. Students should be very careful about leaving their valuables, including wallets or purses, in places where they could be easily stolen.

Students are responsible for their personal property. Please check with the school office for lost items. Unclaimed items will be donated to charity.

### **33. LUNCH**

Faith Christian Academy offers a hot lunch program on Tuesdays, Wednesdays, and Thursdays only. Prices are announced each school year. Students may bring their own lunch or may purchase drinks at school. Lunch will not be served on Mondays or Fridays. Students must bring their own lunch on these days. Lunch orders can be placed ahead of time through FACTS ([www.factsmgt.com](http://www.factsmgt.com)) or the students may let the teacher know during the first 15 minutes of the school day.

State Health Department regulations require only kitchen personnel be in the kitchen.

Behavior should be orderly in the lunchroom. Food is never to be wasted, and garbage is to be disposed of properly. Throwing or playing with food will not be allowed.

If a lunch is forgotten, the student will need to order a lunch. Parents may deliver a lunch to the school office. If a student has a lunch balance greater than \$25, he/she will not be permitted to order lunch until the balance has been paid. If the student comes to school without a lunch, it is the responsibility of the parent to pay the balance or to bring a lunch for the student.

The lunch menu schedule will be posted on FACTS and will be accessible there.

### **34. MAKE-UP WORK**

When a student is absent for several days, the teacher may gather materials to send home so that the student will not be so far behind the class when he returns. If there is no family member at school who can deliver this work, the parent may pick it up at the end of the day.

When the student returns to school after having been absent, it is his or her responsibility to check with the classroom teacher immediately, to get all assignments missed. He or she needs to organize a time with his or her teacher for timely completion of each assignment or test, usually in a free time during the day or after school.

(See *Attendance and Tardies* section). In the event of an extended illness, work that is not completed within the specified amount of time will be recorded as a zero.

When a student is given a disciplinary suspension, the natural consequence for this discipline will be a zero on all assignments given including quizzes. If a test was scheduled for that day, the student must make up the test on the day that he returns from suspension. Failure to do so will result in a zero on the test.

### **35. MISSION STATEMENT**

At Faith Christian Academy our mission is to partner with the Christian family to educate the child from a Biblical worldview and to equip them to be spiritually mature persons who contribute to



their church and community.

### **36. NON-DISCRIMINATION POLICY**

Admission to FCA is open to any young person who meets the entrance requirements. FCA 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, admission policies, and athletic or other school administered programs.

### **37. PARENT-TEACHER COMMUNICATION**

The classroom teachers desire to keep parents informed of their children's academic progress. To this end, FCA utilizes that FACTS Student Information Management system. Grades will be posted in a timely manner. Discipline issues will be reported through the student portal as well. In the event of an emergency or an issue that needs more immediate attention, the staff will contact parents with information given in FACTS. Please keep the profiles as up to date as possible with current contact information.

**\*\*New for 2025-26\*\***

This year we will be implementing use of the Remind app for inter-class communication. Please utilize this for communication between parents and teachers. As always, we must let our communication be appropriate and reflective of our beliefs as Christians. Any misuse will result in being banned from the application. Information about the app will be attached to the appendix of the handbook.

### **38. PARENT-TEACHER CONFERENCES**

FCA recognizes the importance of the home and the school working together to insure the child's spiritual and academic growth.

Parents should feel free to consult with the school office regarding any problems or questions that concern their children. It is the desire of FCA administration and faculty to be of service to both parent and student, and the teacher welcomes a visit from any parent. It is requested, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

Any parent who needs to talk with school personnel should call the school office between 8:00 a.m. and 3:00 p.m. The call would be returned as soon as possible after school. This communication is invaluable to the success of your student.

### **39. PARTIES**

Parents may bring cupcakes, cookies, etc. on their child's birthday. The teacher must be notified in advance to arrange an appropriate time. Please be on time so as not to disrupt our school schedule. Parents are responsible for bringing all supplies needed and for cleaning up the lunchroom or classroom after wards. Students are not permitted to pass out party invitations during school hours, this must be taken care of on their own time. Parties that involve lunch provided may only be held on Mondays or Fridays in order to avoid conflict with school hot lunch program.

## **40. PLEDGES**

A demonstration of an individual's love and appreciation for his country, his Saviour, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of FCA. Students regularly recite the words of the pledges given below; this is a continual reminder of the honor and privilege we have both as American citizens and as Christians. Therefore, it is essential that every student see his responsibility to recite the pledges at each given opportunity.

### Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### Pledge to the Christian Flag

I pledge allegiance to the Christian flag, and to the Saviour for whose kingdom it stands, one Saviour, crucified, risen, and coming again, with life everlasting for all who believe.

### Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## **41. PROMOTION-RETENTION**

On the Final report card, if a student receives a "D" or an "F" in Arithmetic, English, Reading, he or she may be retained the following year.

## **42. RE-ENROLLMENT**

Present students may enroll for the fall term beginning in March of each year. The general public may enroll beginning April 1 each year. Parents are encouraged to enroll early to secure placement for their children. Space is limited, and placement is only secured after a re-enrollment form is filled out and the registration fee is paid.

## **43. REPORT CARDS**

The purpose of the reporting system at FCA is to give parents and students an accurate indication of the progress or lack of progress that is being made. Students will be assessed throughout the school year. Grades are posted on FACTS on a weekly basis. Parents are encouraged to use the FACTS information to monitor their student's progress.

Report cards are issued every nine-weeks. They will be enclosed in an envelope.

Report cards will be withheld at the last reporting period of the year if the school account is not paid in full, or if the student owes fines or charges (see *Financial Information* section).

#### **44. SCHOOL OFFICE**

School office hours are from 7:30 a.m. to 3:30 p.m. weekdays. Parents and other visitors are asked to come directly to the school office when coming to the school. Do not go directly to the classroom (see *Visitors* section).

#### **45. SEXUAL HARASSMENT POLICY**

We believe that there is adequate Scriptural basis for a policy against sexual harassment. Our Lord admonishes us to treat others as we would want to be treated (Mt. 7:12). Ephesians 5:29 gives the Christian guidance in language which would edify the hearers.

Faith Christian Academy prohibits any form of sex discrimination, including sexual harassment. Sexual harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior of a sexual nature that has the purpose or effect of substantially interfering with an individual's well-being or which interferes with a person's ability to do his/her job. This policy against sexual harassment extends to both employees and students of Faith Christian Academy.

Any student who feels that he or she has been the victim of sexual harassment should contact either the school administrator or one of the teachers, who will then report to the administrator.

It is the policy of Faith Christian Academy that no teacher or other employee of the school may date a student who is currently enrolled in the school or have a romantic relationship with any student.

#### **46. TELEPHONES/CELL PHONES/ELECTRONIC DEVICES**

Students are permitted to bring cell phones to school, however, they must be turned in to their homeroom teacher at the beginning of every day. They will be locked up for safe storage. Students who have cell phones out in class will have them confiscated until the end of the day and will receive demerits.

If an emergency arises that requires a parent to contact a student, we ask that you contact the school office phone and we will get your child for you. Please help us maintain a learning environment that is free from distractions for your child as well as the other students.

Smart watches will also be confiscated if a student is using them for anything other than checking the time during class. Our desire is that the classroom environment be as distraction free as possible to foster a healthy learning environment.

#### **47. TRAFFIC PATTERNS**

Flashing safety lights have been installed on S. Main Street to help parents as they enter and leave the school grounds. Please observe the 15 M.P.H. speed limit in this area and on school property. All drivers should also follow instructions given by traffic duty personnel. Please see the attached pick up pattern located in the appendix of the handbook.

#### **48. TRANSFER STUDENTS**

Students transferring in from another school will be given an entrance examination using TestPoint. The results of this test will determine the grade level in which the incoming student will be placed.

No transfer student will be accepted for enrollment after March 1 unless the administration gives special permission. All transfer students must follow the regular admission procedure (see *Admission Procedure* section).

## **49. VISITORS**

We ask that visitors do not visit school classes, the lunchroom, chapel, or any other school activities during the normal school day without specific administrative approval. The basic policy for permission to visit is that the person requesting to come to our school meets the following criteria:

1. All visitors are to report to the school office before entering any classes or other student areas to receive a special administrative pass.
2. Visitors are asked to be as quiet as possible in the classroom, hallway, etc. and not disturb anyone.
3. Adult visitors are expected to follow the same set of guidelines as above. Please do not loiter in the hallway, office areas, kitchen, gym, library, etc.
4. Parents and immediate family members are welcome to come eat lunch with their child(ren) without prior notification. Lunch times for each grade will be listed on the class schedules. Having a visitor at lunch does not excuse students from their assigned lunch time.

## **50. WHEN PROBLEMS ARISE**

When problems and disagreements arise during the school year, it is extremely important that they be dealt with in a Christian manner. We believe in and practice the chain of command in dealing with problems.

The following procedure should be followed:

1. Do not go to the pastor or administrator first.
2. Call the school to set up an appointment with the teacher to discuss the problem.
3. Do not call the teacher at home unless the teacher requests you do so.
4. If you are not able to get the problem solved, you may call the school and request a conference with the administrator. You may not be able to see the administrator unless an appointment is set.
5. If you are not satisfied with the administrator's decision, the issue will be presented by the administrator to an advisory board.

## **51. WITHDRAWAL OR DISMISSAL**

Withdrawal from school must be made by the parent or guardian in person in the school office. Records cannot be released until all bills are paid and any textbooks and materials belonging to the

school have been returned in proper condition. No refunds will be made on the registration or book fees.

Students withdrawing will pay one-half the monthly rate if withdrawn before the 15<sup>th</sup> and the full month's amount if withdrawn after the 15<sup>th</sup> (see *Financial Information* section).

Students dismissed from FCA will not be considered for re-admission during the current school year. Parents must meet with the administrator before re-admission will be considered.

## **52. CHANGES**

FCA reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.

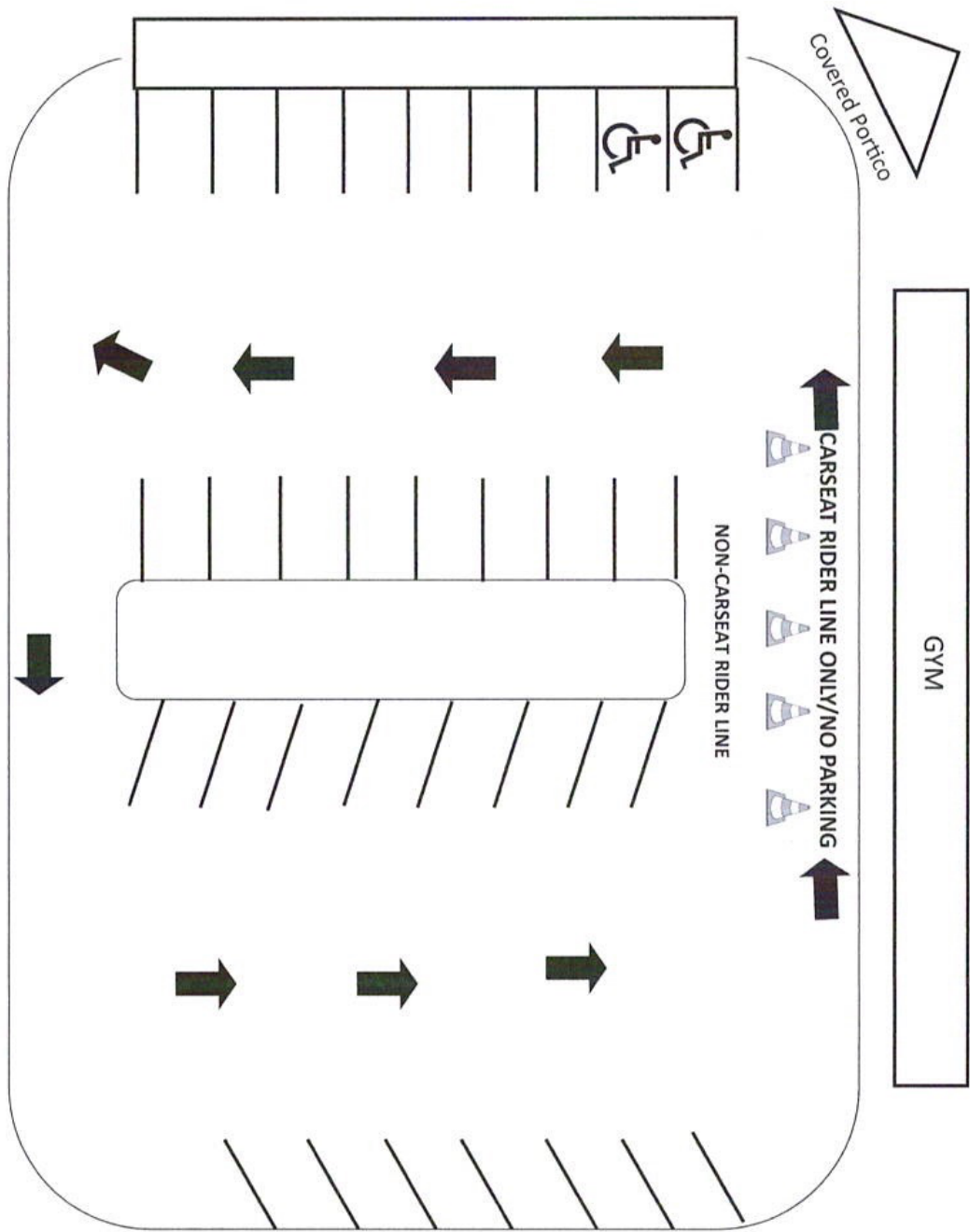
### **\*\*\*DAYCARE DROP OFF/PICK UP TIMES\*\*\***

As stated in the arrival and dismissal section, regular school hours are from 7:30 a.m. to 3:15 p.m. Any student arriving before 7:30 a.m. or leaving after 3:15 p.m. will be considered a "Daycare" student. This carries with it the charge for Daycare. We understand that there are occasionally unforeseen circumstances that lead to a late pick up, but these need to be discussed with administration ahead of pick-up time. Students being dropped off or picked up outside of normal school hours and not enrolled in Daycare will be charged \$10 per instance.

### **\*\*Appeals\*\*-**

It is our desire to maintain the rules in this handbook as written. We understand that there are times when situations arise that are not as black and white as written in the standard and may need an appeal. In these circumstances, the student and family may present their appeal to the school advisory board. The advisory board is a panel of individuals that is led by and appointed by our pastor. Any appeals to these rules must be approved by the pastor.

Appendix:



# Remind

## Sign up for important updates from your classroom!

Get information for Faith Christian Academy right on your phone!

Pick a way to receive messages:

A. If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

FOR KINDERGARTEN: [rmd.at/fctnk5](https://rmd.at/fctnk5)

FOR FIRST AND SECOND GRADES: [rmd.at/fctn1-2](https://rmd.at/fctn1-2)

FOR THIRD AND FOURTH GRADES: [rmd.at/fctn3-4](https://rmd.at/fctn3-4)

FOR FIFTH AND SIXTH GRADES: [rmd.at/fctn5-6](https://rmd.at/fctn5-6)

FOR SEVENTH AND EIGHTH GRADES: [rmd.at/fctn7-8](https://rmd.at/fctn7-8)

IF YOU HAVE MULTIPLE CHILDREN IN DIFFERENT CLASSES, YOU WILL NEED TO REQUEST TO BE ADDED TO EACH CLASS.

You'll be prompted to download the mobile app.

B. If you don't have a smartphone, get text notifications.

Text the message: @fctnk5 to the number 81010 for KINDERGARTEN

@fctn1-2 FOR FIRST AND SECOND GRADES

@fctn3-4 FOR THIRD AND FOURTH GRADES

@fctn5-6 FOR FIFTH AND SIXTH GRADES

@fctn7-8 FOR SEVENTH AND EIGHTH GRADES

If you're having trouble with 81010, try  
texting the class code to (415) 749-9891.

Message

@fctn1-2

\* Standard text message rates apply.

Don't have a mobile phone? Go to [rmd.at/fctn1-2](http://rmd.at/fctn1-2) on a desktop computer to sign up for email notifications.



## CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

### What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

▶ **Children and teens** who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

### What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)



### Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

- ☐ I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Athlete's Signature: \_\_\_\_\_

- ☐ I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Signature: \_\_\_\_\_

*Revised January 2019*





S A L T			
Serving	Academics	Leadership	Temperament
<p>TEACHER DISCRETION:</p> <ul style="list-style-type: none"> <li>• Clean-Up</li> <li>• Staff Help</li> <li>• Peer Help</li> <li>• Volunteers</li> </ul>	<p>QUARTERLY:</p> <ul style="list-style-type: none"> <li>• A- Honor Roll</li> <li>• B- Honor Roll</li> <li>• No Missed Assignments (0's)</li> </ul> <p>TEACHER DISCRETION:</p> <ul style="list-style-type: none"> <li>• Review Game Winner</li> <li>• Spelling Bee Winner</li> <li>• Learner's Mindset</li> <li>• Independent Worker</li> <li>• Prepared for Class</li> </ul>	<p>QUARTERLY:</p> <ul style="list-style-type: none"> <li>• Perfect Attendance</li> <li>• No Tardies</li> </ul> <p>TEACHER DISCRETION:</p> <ul style="list-style-type: none"> <li>• Organization</li> <li>• Focused Notes</li> <li>• Engaging in Class Discussion</li> <li>• Following Instructions</li> <li>• Problem Solving</li> <li>• Motivates Others</li> </ul>	<p>TEACHER DISCRETION:</p> <ul style="list-style-type: none"> <li>• Excellent Attitude</li> <li>• Good Manners</li> <li>• Positive Conflict Resolution</li> <li>• Makes Friends</li> </ul>

