

Faith Christian Academy (FCA) is a non-denominational private Christian School, providing a campus based school environment and an off campus environment for parents that desire to home school their student. Both on campus and off campus programs are for K through 12th grade. We are classified as a non-public school with the Florida Department of Education.

We desire, as a ministry, to be used by God to help strengthen Godly families by giving parents and FCA staff, the tools necessary to teach each child. Children are a tremendous gift from God that he entrust us with. Ephesians 6:4 tells us; “Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.” We at FCA want to help parents fulfill this instruction from God by providing a quality/superior education and most importantly a Godly education.

School Facts

Name: Faith Christian Academy, Inc.
Address: 1150 Blanding Blvd
Orange Park, FL 32065
Phone: (904) 276-1300
Fax: (904) 276-1304
Email: pstlouis.5609@yahoo.com/st.louis_paul@yahoo.com
Website: fcaflorida.com
Board Members: Paul St. Louis, Sr., President/Senior Administrator
Patricia St. Louis, Vice President/Principal

School Hours

School hours are Monday through Friday 8:30 A.M. to 3:00 P.M. If a child needs before and after school care, see Admissions Office and enroll. The hours are 6am to 6pm.

Registration

The registration fee is \$100.00 per student for the first school year. This non-refundable fee covers processing student records, computer fee and student insurance. This fee must be paid in full before your student can attend classes. In addition to this fee the first month's tuition must be paid as well. Each school year thereafter, re-registration will be \$50.00 per student and 1st month's tuition.

Tuition

Tuition and materials are currently \$6,900.00 per student, K through 12th grade. Tuition may be paid in full by cash, check, and money order at the beginning of the school year or in 10 monthly payments. If you pay the entire tuition at the beginning of the New Year you will get a 10% discount.

All registration papers are to be completed in full and immunizations forms must be up-to-date and on the Original Blue Card in order for a student to be considered enrolled. All forms must be completed for each student in your family.

1. Campus based students' tuition includes: Curriculum including a total of 72 paces if your child is in the 9-12 grades and 60 paces if your child is in the K – 8th grades. If your child exceeds this amount for the school year, there will be a **charge of \$5.00 per each additional pace and test.**
2. Home based students' tuition includes: Curriculum (including a total of 72 or 60 Paces. If your child exceeds this amount for the school year, there will be a **charge of \$ 5.00 per each additional pace and test**). Participation in Art, P.E., music and field trips (field trip fees not included).
3. Make checks payable to: "Faith Christian Academy"
4. Registration **fees must be paid for each child.** Registration, diagnostics and tuition fees are all non-refundable.
5. Monthly tuition is due on the 1st of each month. A late fee of \$35.00 will be charged per student for tuition not paid by the 10th of the month. After the 20th, an additional late fee of \$25.00 will be charged for each student in the family. Tuition not paid by the 30th of the month will be grounds for Expulsion and may be turned into the Credit Bureau.
6. If you cannot pay on time, please notify the office before tuition deadlines. We will try to work with you. We wish to work with those in financial distress. We understand temporary financial stress, but you need to pay OUR obligations as well. We are not backed by any church or association. Understand the school can't remain open if parents do not pay their tuition.
7. There will be a \$35.00 charge for all returned checks. After the second time, you will be required to pay in cash or money order.
8. All accounts must be paid in full before any records can be released to a transferring school. Accounts that have outstanding school bills are ineligible to order class rings, participate in Academy trips such as State Competitions, field trips, etc. They are also ineligible to receive report cards and awards. Seniors must have their financial account paid in full before they are allowed to participate in the graduation ceremony or receive their diploma.

9. Tuition over 30 days late without written approval from the Administrator will be reported to the Credit Reporting Bureau. All fees incurred will be added to the fees owed. If any fees and/or tuition are due the student(s) will not be allowed to return to school until fees/tuition and current month's tuition is paid in advance.

Additional Fees

1. Charges for completion for more than 72 Paces per school year. \$5.00 per pace and test.
2. Charges per Pace failed \$5.00 in order to reorder that Pace.
3. Duplicate report cards \$5.00, star charts \$5.00, handbooks \$8.00.
4. Field trips.
5. Art
6. Pictures (Optional)
7. Senior Graduation fee \$250.00
8. Reading and Academic Tutoring
9. Summer School (grades 9-12 \$275.00 per Month)
10. Summer Camp (6:00 am to 6:00 pm \$850.00 per week, snacks provided).
11. S.A.T.'S \$30.00 DUE NO LATER THAN March 15th.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this academy should immediately discuss the matter with a supervisor or principal. This is not "tattling." James 4:17 tell us "To him that knoweth to do good, and doeth it not, to him it is sin." Edmund Burke the late Irish Political Philosopher once said "All that is necessary for the triumph of evil is that good men do nothing."

Admissions Policy and Procedure

This school admits students of any race, color, and national ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. We do not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletics, and other school-administered programs.

1. Parents visit school and review Handbook.
2. Application is filled out and submitted.
3. Application is reviewed by Board Members and FCA Staff.
4. If approved parent/guardian of applicant is notified.

5. Appointment made to pay registration fee and diagnostic testing fee.
6. Appointment made for student to take diagnostic testing, if applicable.
7. FCA staff orders both academic and medical transcripts from previously attended school, if applicable.
8. Diagnostic Testing completed.
9. Meet with staff to go over testing.
10. Reservations are made for a parent-training program as discussed at the interview.
11. Medical report filled out by a physician and submitted to the school office. All students' immunization records must be complete and up to date and on the Blue Immunization Card.
12. Parents must attend the Parent Orientation.
13. If any marital changes are made, the school requires a copy of the final Divorce Degree for the student's well-being and safety.

Additional Information

*We ask that parents who transfer students to or from other schools realized that various curriculums use a different scope and sequence than the Accelerated Christian Education Curriculum. Students may test above, below, or on a stated grade level for this reason.

*Students entering 1st grade must pass the Kindergarten post-test with a minimum score of 90% to be accepted into 1st grade.

It is understood that attendance at Faith Christian Academy is a privilege and not a right, that privilege may be forfeited by any student who does not conform to the standards and regulations of the institution, and that the school may request the written withdrawal of any student who at any time, in the opinion of the school administration, does not fit into the spirit of the institution and if tuition is not paid as stated earlier.

Medical Guidelines

Florida law requires that all children who enter a Florida public or private school have immunizations for Diphtheria, Pertussus (Whooping Cough), Tetanus, Poliomyelitis, and Rubella (German measles). Also, **all 7th graders** must have a **scoliosis examination**. **Parents must provide this information to the school upon enrollment.** The current form for this information is the HRS 680 Part A-1 or A-2 for 7th grade and above. Transfer students whose records are delinquent in this area will be required to get the proper immunizations before they attend classes at Faith Christian Academy, Inc.

In instances where students need emergency medical attention, a Faith Christian Academy staff member will call the parents/legal guardians. If they cannot be reached, the next designated person on the student's enrollment forms will be called. If neither can be reached, the student will be transported to the nearest medical treatment facility and a Faith Christian Academy staff member will continue trying to contact the parents/legal guardian. In the event a student has a minor medical need the parent/legal guardian will be called to come and pick up the student. **It is vital that the school office be able to contact parents in the event of an emergency. Therefore, if any of your emergency information changes during the school year, it is your responsibility to notify the school office.**

Medications/Prescriptions

All authorized prescriptions and/or medication must be checked into the office upon arrival. The medications must have the original label on the containers and the Students Name, Dr.'s name, medicine name and proper instructions. A school staff member will keep your children's meds locked up at all times until the student is required to take it. All Tylenol, Advil, Stomach & Skin medicines and etc. require instruction from the parents as well as the labels on the containers. All meds must be purchased by the parents and child's name must be on the bottle. No student will be allowed to maintain any medicines on his or her person or in his or her locker or in their personal office. All ADD or ADHD students must take their meds **before** coming to school. Your meds must be taken with food and at least taken 45 minutes before school starts. If your child has not taken his/her meds the parents **may be** called to pick up your student. Some children's meds take longer to take affect than others, so please be aware and be sure your child takes his/hers.

Biblical Principles

One of the most common reasons why parents enroll their children in a Private Christian School is to obtain an education grounded in moral values. This school uses Biblically based Accelerated Christian Education, which includes Scripture memory passages and reference to God and Jesus Christ - all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students' sense of responsibility and integrity.

Communications

Communication between school and parents is essential. All communications will be given to the student in their spiral agenda on a daily basis. We require that at least one parent sign the agenda and any documentation inside. The student will receive Demerits for each day it is not signed and returned. This teaches your child/children responsibility.

Standard of Conduct

Students attending this school are expected to refrain from talking about or engaging in cheating, swearing, smoking, spitting, gambling, drinking alcoholic beverages, sexual activity, and using narcotics. Students who participate in and discuss such activities at school are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

DISRESPECT

Disrespect to **any** Staff member, Volunteer, or Visitor is grounds for Suspension. This includes but, is **not** limited to: talking back to the staff or teachers or arguing or refusing to follow instructions.

Parental Involvement, Parent Orientation & Parent/Staff Meetings

Parent orientation, meetings, and conferences promote a good understanding between parents/guardians and the faculty/administration of this school. Every parent is encouraged to participate in these informative and helpful programs.

The first parent/staff meeting will be held at the first Open House or each year (date TBA). Parent/staff meetings are scheduled following the first quarter, following the third quarter, and at the spring awards program. Individual parent conferences with the supervisor are scheduled following the first and third quarter. All parents are encouraged to contact the office at 276-1300 to schedule an appointment with your student's teacher. Parents of 9th -12th grade students need to schedule a meeting as soon as possible to discuss the graduation requirements for each child.

Computer/Multimedia Policy

No matter what career path students now choose, computer training is a must. Therefore, we require all graduates to have this important training. A computer fee is included in the registration fee. Students who damage/destroy computers and/or multimedia equipment will be charged what ever the cost of repair or replacement.

School Supplies

There will be a supply list either mailed to you or you can pick up one at the school's office. All students are required to bring in their own supplies. If you don't have time, we will go out and purchased them for you for the cost of the supplies. Please let us know if this is an option for you a cost of \$100.00. No exception! This year we have added a \$20.00 one- time fee for Water. This water will be for the Water Coolers in each class. We will have water bottles for sale however for \$.75 for the small and \$1.25 for the large bottles of water.

Physical Education

A Student that is unable to participate in P.E. must have a Doctor's excuse. This will remain in the student's file explaining the reason the student can't participate. P.E. is a graded class.

Merit Program/Store

Merits are positive incentives for students to do their best. Students may earn merits in a number of ways:

- taking tests
- memorizing Bible verses
- following rules
- being a good citizen
- and working on task, etc

We believe students learn better when there is a positive reward in the end. We issue Merits to students for a variety of actions. (i.e. Completion of a Pace, being a good citizen, helping others and staff, working diligently, etc.) The Merit Store contains items such as Christian cd's, die cast cars, sport team items, toys, and gift cards etc. There will not be any giving away of merits. No merits will be traded, or saved from one school year to the next.

If you know of a business that will donate items for our Merit store, please let us know. We would appreciate any and all donations of any kind for our school. God has richly blessed us this year and we want to show our appreciation to our students and their parents.

Daily Pledges

Pledge of Allegiance 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 of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands. One brotherhood uniting all true Christians, in service and in love.

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.

Disciplinary Procedures

The Bible exhorts us to “train up a child in the way he should go: and when he is old he will not depart from it.” (Proverbs 22:6). Part of the training is helping students learn responsibility and self-discipline.

Proverbs 19:10 tells us “Chasten thy son while there is hope.” We seek to continue and reinforce the training Christian parents have already begun by using a demerit system. A demerit is a negative mark earned by students for infractions to school rules. Predetermined demerit schedule helps both parents and students to be more conscientious of the consequences improper behavior brings.

It is our desire to develop students who are obedient, responsible and strong in Godly character. We believe that a well-disciplined life will result in an effective and productive life. Faith Christian Academy is not a corrective institution. Consequently, we ask that parents do not enroll their student with the idea that we will reform them. Our staff maintains standards of behavior through kindness, love and respect for each and every student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by love, understanding, and fairness

Our demerit system has been structured in such a way as to help students take seriously the need to correct any problem that they may have in areas of discipline and to develop Godly character and a strong Christian testimony. Staff members record demerits daily for infractions of school rules by students. It is realized that sometimes even the best student may want to question or debate a rule’s interpretation. However, Faith Christian Academy reserves the right to interpret all school rules, regulations, and standards.

Harassment/Violence Prevention Policy

Faith Christian Academy does not tolerate assault, threats, harassment or abuse of any kind against the school, school staff or students. Verbal or written threats, racial, ethnic culture harassment, physical and/or sexual harassment, or abuses perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable. Faith Christian Academy supports efforts designed to protect the welfare of staff and students. In dealing with matters of alleged assault,

threats, or abuse, the dignity and rights of all are preserved and respected. Faith Christian Academy is characterized as a safe and harmonious working environment, in which the needs and well being of every individual is paramount.

Incentive Program

Level “A” Responsibilities

1. Complete number of Paces listed on the chart on page 12
2. *Maintain academic balance
3. Accumulate no more than 45 minutes detention the preceding week
4. Memorize previous month’s Bible selection

Level “A” Privileges

1. 20 minutes morning break (students without privileges only get 15 minutes)
2. May read approved literature or listen to inspirational tapes in office after daily goals are completed.
3. May engage in approved extracurricular activities in office (i.e., crafts, puzzles, games, inspirational tapes and computer)

Level “C” Responsibilities

1. Complete number of Paces listed on the chart on page 12
2. *Maintain academic balance
3. Accumulate no more than 30 minutes detention the preceding week
4. Memorize previous month’s Bible selection
5. Present a special monthly 5 minute oral report on an interest area or project.

Level “C” Privileges

1. 20 minutes morning break
2. May read approved literature; listen to inspirational tapes, etc., in office at any time during the day except at required classes (i.e., Art, Music, group discussions, Spanish, and P.E.)
3. May engage in approved extracurricular activities in office or participate in other assignments and projects outside of Learning Center.

4. May be out of seat without permission in Learning Center.
5. May serve on approved projects (i.e., errands, office aid, and student monitor)

Level “E” Responsibilities

1. Complete number of Paces listed on the chart on page 12
2. *Maintain academic balance
3. Accumulate no detention the preceding week.
4. Memorize previous month’s Bible selection.
5. Read and report on a literature book or a book selected from a prepared list. (May substitute a 5 minute oral report on an interest area or project.) The report qualifies for a 4 week period.
6. Participation in school activities (i.e., chapel, Assembly and guest tours).
7. Must be engaged in some community service on a regular basis (i.e., music, drama, and visiting widows/widowers/shut in(s)) or church related services (i.e., bus ministry, evangelism, music, ushering, nursery, junior church, janitorial work, or greeting visitors).

Level “E” Privileges

1. 25 minutes morning break
2. May read approved literature; listen to inspirational music, etc., in office at any time during the day except a required classes (i.e., music, Spanish, group discussions, and P.E.)
3. May engage in approved extracurricular activities in office or participate in other assignments and projects outside of the Learning Center.
4. May be out of seat without permission in Learning Center.
5. May serve on approved projects (i.e., errands, office aid, and student monitor).
6. May leave office and Learning center at will for approved projects when not committed to other responsibilities or functions.
7. May attend approved off campus functions of a Spiritual nature (i.e., Biblical conference, work for a character political candidate who espouses traditional values, etc.).

*Academic balance means having the same number of Paces completed in each curriculum subject as prescribed. Academic balance is required in order to achieve privilege status and honor roll unless a student is bringing a subject up to level.

Total Paces to be completed by the end of the week to earn privileges for the following week.

LEVELS 1-3 (60 Paces minimum to be completed per year)

	By the end of the week								
To earn	1	2	3	4	5	6	7	8	9
“A”	1	3	5	7	8	10	12	14	15
“C” or “E”	2	4	6	8	10	12	14	16	18

LEVELS 4-8 (66 Paces minimum to be completed per year – Each Basic Literature Study Guide counts as 6 Paces)

	By the end of the week								
To earn	1	2	3	4	5	6	7	8	9
“A”	1	3	5	7	9	11	13	15	17
“C” or “E”	2	4	7	9	11	13	15	18	20

LEVELS 9-12 (72 Paces minimum to be completed per year)

	By the end of the week								
To earn	1	2	3	4	5	6	7	8	9
“A”	2	4	6	8	10	12	14	16	18
“C” or “E”	3	5	7	9	12	14	16	18	21

Example: A student must earn 6 stars by the end of the week to qualify for privileges during week 4.

Application for Privileges

Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume responsibility for requesting an Application for Privileges form on the Friday preceding their desired week of privileges. They should complete the form and submit it that day. At opening exercises on Monday, the principal will present the privilege status emblem for the

student to display during the week. A student may earn more and more privileges as he or she assumes more responsibilities.

Remember: Privileges are incentives designed to promote learning achievements.

Attendance

All states have compulsory attendance laws that effect both public and private schools. In Florida, the law requires all students, ages 6 - 16 to be in “regular attendance” at a school during the school term. Therefore, parents are urged to help us instill character in their young people by minimizing needless absenteeism and tardiness. When a student is absent two or less days, they are to bring a written excuse from one of their parents or guardian the next day stating the reason for the absence. Absences of three or more days due to illness require a doctor’s written excuse. If a student is absent and the absence has not been pre-arranged, the parent should notify the school office by 10:00 A.M. If requested by the parent, homework can be picked up. If a note is not sent in the day following an absence, the student will receive demerits for truancy.

Excessive absences will inhibit the student’s progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant and reported to the proper government authorities.

Students who leave school before 11:20 A.M. or arrive after 12:00 noon are counted absent for the entire day. Any exceptions must be pre-approved by administration. Students must be in school for a minimum of three hours to be considered present.

Students who qualify for field trips, including honor roll trips, but do not go and fail to come to school will be considered absent for the day.

We ask that students who have been running a fever remain home until they have gone without a fever for 24 hours without medication.

Tardiness

A student is considered tardy if he is not in the Learning Center by 8:30 A.M. All tardiness will be recorded on report cards. A student receives a demerit for each minute they are tardy. If tardy 3 times in the same week he/she will have 30 minutes

of in-school suspension the next school day. **Students who are tardy more than six times in a quarter will be suspended for one day as well for each subsequent offense through the end of the semester.** Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges or suspension.

Permanent Files

Parents: Florida Statute 228.093(3) defines your rights regarding educational records of your students. You have the right of access, right of waiver of access, right to challenge and right of privacy. A copy of the FS 228.093(3) is available in your public library.

Homework

The responsibility for scholastic achievement is placed on the students. Most students should not need to take academic work home. The goals set by the teacher and reviewed by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home or after school in the Learning Center. Should the student have homework, a Homework Slip giving the pages to be completed will be stapled to the Pace. The slip is to be signed by the parent and returned the following day. No resource book may be taken home, i.e. scoring keys.

Awards Program

Awards of different sorts highlight the annual Awards Program held each spring. Students compete during the year to attain these awards. This is a list of awards commonly presented:

Learning Center Awards
Highest Pace Average
Most Paces Completed
Best Office Award
Penmanship Certificates
Scripture Memorization
Perfect Attendance
Honor Roll
Literature Certificates

Most Improved Student—Girl
Most Improved Student—Boy
International Honors Certificate
School Spirit Award
Citizenship Award
Christian Service Award
Golden Apple Award (Proverbs)
Golden Lamb Award (John)
Golden Harp Award (Psalms)

Golden Soldier Award (Romans, Galatians, Ephesians, and Philippians)

Art

Principals Award

Music

Presidents Award

Outstanding Character

Administrative Award (#1 overall upper-level student)

Supervisor's Award (#2 overall students)

Literature Certificate

Students who want an additional challenge are encouraged to strive for the Literature Certificate. During the school year, students must read and report on at least 20-character building books at or above their English curriculum level. The supervisor prior to reading must approve books. No more than ten books may be associated with English Paces.

International Honors Certificate

An International Honors Certificate is available to students who qualify by meeting these requirements:

1. Average grade score of 12.9 or higher on a national achievement test.
2. Completion of 27 credits or more from the honors or college preparatory course of study with a Pace score average of at least 94%.
3. College Self-Pac courses may be substituted for some English, Math, or Science courses. Such college courses may also be counted as electives.
4. All core courses must be completed using Accelerated Christian Education curriculum in the Learning Center. Foreign language and elective credits may be earned in conventional or lecture type courses (that includes testing). One credit may be earned for a class that meets for a minimum of 45 minutes daily for at least 180 days during a given school year.

Transportation

Faith Christian Academy provides transportation to and from school at a cost of \$100.00 per month. If school transportation is not used, parents are responsible for securing transportation for their own children. Parents desiring information concerning carpooling possibilities may contact the Administrator. Students must be picked up by 3:15 unless prior arrangements have been made. If, before or after school care is needed, please address this need with the administrator. Before school fee per week is \$45.00, before and after school per week is \$75.00. Hours are 7 am to 6

pm. Students participating will be doing either school work or working on the Read master program.

Student Drivers

Before any student may drive to school, they must provide Faith Christian Academy with: written parental permission, proof of insurance, copy of valid drivers' license, and registration. Students will not be allowed to transport other student(s) to or from school without expressed written consent from all parents involved.

Field Trips

Students who meet the minimum requirements for a week (two stars earned that week or "A" privileges earned for the forthcoming week) have the honor of attending field trips for the month. This educational excursion is held once or twice a quarter to provide a regular incentive to those who meet all the minimum responsibilities for the week.

Although such off-campus trips are of real enjoyment for the students, they are designed primarily to enrich learning. Supervisors may ask students to take notes and complete tests upon returning to school.

A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

Students will not be allowed to drive their own vehicle to a field trip unless they have been given special permission by the Administrator. Students allowed to drive to school will not be permitted to transport other students while on a field trip.

Honor Roll Trip

On a designated day during the first week of each quarter, students whose average for the previous quarter is 88%-93% (Supervisor's Honor Roll) or 94% or above (Principal's Honor Roll) are taken on a special outing.

Students who have met Honor Roll requirements during the previous quarter (monthly Scripture memorized and 3 Paces in each of the five academic subjects, with at least an 88% average) are eligible for the Honor Roll trip.

Student Convention

A most exciting and rewarding event for students is the annual Accelerated Christian Education regional convention. Students who attain their thirteenth birthday by December 31st of the current school year and who have not attained their nineteenth birthday by the same date are encouraged to prepare for competition in any of the 136 events including academics, athletics, music, drama, arts/crafts, and science exhibits. Winners are eligible for the International Student Convention held each spring. *Student Convention Guidelines* are available to assist students in preparing for competition. Preparation begins in the fall under supervisor control.

Junior Convention

Students between the ages of 8-12 are encouraged to attend the Junior Convention. This is similar to the International Student Convention, and is usually a one-day event. Depending on the location, it may require an overnight stay.

Congratulations! Slips

Every time a student completes a Pace, he or she receives a star for their star chart and is given a Congratulations Slip, which he/she takes to his/her parents to inform them of this achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

Report Cards

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Report cards are given to students to present to their parents at the end of the nine-week period. Parents will be notified when to make an appointment to review their child's report card and to discuss their progress.

Discipline

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea they will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on a probationary period of nine weeks. The student must at all times conduct themselves in a manner of becoming a lady or a gentleman. **Griping/complaining is not tolerated!** If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all of the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all of the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. All parent/supervisor meeting will be held after school and by appointment only. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

High school students in particular, because of their influence on younger children, are trained to adhere to the school's philosophy and Biblically based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, swearing, viewing or discussing pornographic items, and other questionable practices. Also, undermining school policies or the teacher's instructions.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order: and that our students should be taught to accept the responsibility to "walk honorably before all men."

Here at Faith Christian Academy discipline is maintained and is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student.

However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciple in all areas of life:

- “Children, obey your parents in all things: for this is well pleasing unto the Lord.” Colossians 3:20
- “Let every soul be subject unto the higher powers.” Romans 13:1.
- “Obey them that have rule over you, and submit yourselves...” Hebrews 13:17.
- “For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life.” Proverbs 6:23
- “Chasten thy son while there is hope, and let not thy soul spare for his crying.” Proverbs 19:18.
- “Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.” Proverbs 22:15

Detention

The paramount rule is “do right; do not disturb.” Demerit marks are given for disturbances or broken rules. Three or more marks in one day result in detention time as follows:

- 3 marks = 20 minutes detention
- 4 marks = 30 minutes detention
- 5 marks = 45 minutes detention
- 6 marks = 60 minutes detention

When a student receives a detention, a “Corrective Action Notice” is sent home with the student and is to be signed by the parents. The next day the slip is returned and detention time is served.

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

Saturday School

If a student is unable to serve detention on the day required, he/she may have to serve detention on Saturday. In addition to the detention time to be served, **there will be a charge of \$50.00 to cover the cost of a staff member** to come to school on their off time. Failure to show up for Saturday School or failure to pay the fee charged may be grounds for expulsion.

Learning Center Rules

General:

- A student is not permitted to communicate or be out of his office without permission. He should not turn sideways or around in office or tip back in his chair.
- Activities not related to prescribe material are not to be conducted in an office unless privileges have been earned.
- A flag (such as the Christian Flag) should be raised for supervisor guidance in academic difficulties. The American flag is to be raised for monitor assistance in non-academic activities (check out a reference book, tape player, use restroom, sharpen pencil, etc.). Personal questions should be asked on break time.
- Gum is not allowed on school property.

Student Offices:

- Offices are assigned and changed only by supervisor. The student must care for them.
- The student may bring in a chair cushion and approved background material for the bulletin board.
- Anything to be placed in the office must be approved by the supervisor.
- Students are not to lean or sit on their desk or divider.
- Electrical outlets are for approved school equipment only.
- The Goal Card is to be kept up-to-date. Goal cards are to be placed on the student's office bulletin board.
- A Progress Chart is also placed on the student's office bulletin board. No marks are to be made on it. (A fee of \$4.00 is charged for a duplicate)

Paces:

- Paces are private property and are not to be shared among students.
- After a Pace is completed, the Pace is turned into the supervisor, and the student waits until the **following school morning before receiving the Pace Test**. He or she will then wait until the following school day before receiving Test results and a new Pace.
- **All work in Paces is done in PENCIL.**
- Calculators are permitted in the Learning Center only at the supervisor's discretion.

Goal Card:

- The student must keep his Goal Card posted on his bulletin board.
- The teacher will set the exact page numbers of the work for that day in pencil.
- He should cross off daily goals in pencil when they have been scored and corrected.

Congratulations! Slips:

Take Congratulations! Slips home to parents the day they are received.

Score Station:

Score Keys are to be handled carefully.

- Mark a red "X" beside each wrong answer. (This indicates to the supervisor that you may need help.)
- If working on a Pace, which has a score strip, put a red "X" in the first box of the score strip.
- Use only red pen supplied at the score table (red pens are never kept at office).
- Score Key answers are for scoring work only. Correct wrong answers in pencil at office.
- If working on a Pace, which has a score strip, put an "X" in pencil in the second box of the strip.
- Rescore—circle each red "X" in red when answer is correct. When scoring is completed, put a red "X" in the third box of the score strip in the Pace.
- Replace pen into holder.
- Replace Score Key in proper place.

Test Table:

- After the Pace is completed, scored, restudied, and turned in, the test is issued the **following school morning.**
- Tests are administered at the Test Table.

Media Station:

Computer-related academics are completed at the Learning Center media station or at the student's office if individual computers are throughout the Learning Center. Students will be required to purchase and maintain their headphones. They will be kept in a plastic bag in their office. No sharing or borrowing headphones.

General Comments for Parents and Students

Griping/Complaining:

Griping or complaining is not tolerated. Detentions will be given for violations.

Personal Property:

P.E. clothes, deodorant, toothbrush and toothpaste, body spray, axe, sanitary napkins, etc. Each student needs a supply of small personal hygiene items to be kept in his/her office. Absolutely no sharing of these items!

DISCLAIMER OF PERSONAL PROPERTY LIABILITY

The Owners and staff of Faith Christian Academy are providing this information to you to avoid any misunderstandings. The owners and staff of this academy/school are not responsible for the loss or damage to any personal possessions and property. Personal property is not covered by this academy/school's insurance. All personal property is solely your responsibility. The following are examples of incidents for which the academy/school has no responsibility:

Burglary/theft of any kind: Should the academy be burglarized and any of your possessions stolen-the owners and staff has no liability.

Water Damage by any means: If a waterline breaks or leak of any kind in your class room, damaging and your possessions, the academy's insurance will cover damage to the building only and school property, but not your personal property.

Fire: In the instance of a fire, again the academy's insurance is for the building and school property only; it will not cover your personal property.

We're providing this information to you and strongly recommend that you keep all person property not needed at school at home.

School Property:

Marked on, defaced, or broken property is to be replaced at the offending student's expense.

Items Not Permitted on Campus:

Guns, matches, lighters, knives, or weapons of any kind and gum are not permitted on campus.

Language:

Use only words which glorify the Lord.

"Six-Inch" Rule:

- **ALL** students should keep "hands off of other students."
- "No back talk."
- "No monkey business."

Lunch Procedures:

Prayer will be said before break and lunch

- Sack lunches are preferred
- Be sure your name is on your lunchbox/bag.
- Eat only at assigned area.
- Put trash in wastebaskets.

- All students will stay together until everyone is finished.
- Clean off your area. Push in your seat.

Off Limits:

- Other students' offices
- Teachers Desk/Principal Office
- Learning Center Control Station and Files
- Computer and related equipment and materials
- Learning Center when staff is not in attendance
- Autos and parking area

(Closed campus policy: Students may not leave the school grounds during school hours without written permission by parent or Administrator)

Music:

Staff must approve all music brought into the Learning Center.

Books/Magazines:

Must be approved by staff and kept in your office until your work is complete.

Student Bulletin Boards and Offices:

Only "positive" approved items are allowed.

Parties:

Parties are not school sponsored unless parents receive a notification from the staff. Parents wishing to sponsor a special party (birthday, holiday, etc.) must obtain prior approval from the Administrator's office. 7th – 12 grade students will have a once a month Birthday party for all students birthdays for that month.

Visitors:

All visitors/vendors must check-in with the front office before entering any other room on campus, a visitor/vendor badge will be issued at that time.

Transportation:

Cars and bikes should be locked at all times. All students must stay out of and off of vehicles from arrival time until departure. Permission must be obtained from the Administrator for any student with a valid driver's license to drive to and from school. Special permission must also be obtained from the Administrator for a student to drive to and from any and all field trip, consideration will only be given to request that are accompanied by parental/guardian permission. No student will be permitted to ride with a student driver without expressed written consent from all parents involved.

Telephone Use:

The school phone is reserved for official school business and emergencies. Students desiring to place calls must have supervisor's permission.

Pager/Cell Phones:

All cell phones and pagers will be turned into the students teacher/supervisor upon arrive at school. If your parents need to get in touch with you, they can leave a message at the front desk. You will be given the message at your break or at lunch. We will not allow disruption in the classroom.

Clothing Regulations and Personal Appearance

Learning Center and P.E. Attire:

Each student's appearance must be discreet and modest. It is vital that each student wholeheartedly support the dress code standards. Our Dress Code will be strictly enforced. Students not adhering to the Dress Code will be sent home to change and will receive an automatic detention. Continued violations will be grounds for suspension and Administrative Probation.

Approved attire includes:

- * Polo shirts: Red, Blue or White only.
- * Black, Blue or Khaki pants or shorts
- * Tennis shoes on P.E. days
- * Closed toe shoes at all times
- * Belt
- * Skirts (must be no shorter than 2 inches above the knee)
- * Shorts (must be walking length)

Inappropriate attire includes:

- Sleeveless/big hole T-Shirts
- Tank tops or spaghetti straps, or midriffs showing
- Cutoffs of any kind
- Biker shorts
- Tight fitting pants
- Low-rider pants, chains, or spikes
- Ripped or torn clothing
- Low necklines
- Shirts with writing or Art Work of any kind
- Backless shirts/blouses/dresses
- Short shorts
- Short Skirts
- Crew neck shirts
- Sandals/Flip Flops
- Hats or hoods will not be worn inside

With the exception of earrings, no body piercing jewelry, facial piercing jewelry, or tongue piercing jewelry at school or during school activities.

We understand many families allow their children to change their hair color, students with hair color other than a natural color and designs will not be allowed at any time.

*Jeans can be worn only on Friday if you pay \$1.00 for that Friday. This will contribute to a fun day, unless otherwise announced.

Special Activities:

Students who attend official school activities after school hours (either on or off campus) must wear clothing consistent with the Learning Center standards set by the Administration i.e., Music Concerts, or Banquets.

Student Convention Dress Code:

Male students attending Student Convention are required to wear blue or black pants, belt, white shirt, a tie, and dress shoes.

Female students are required to wear a dress or skirt and white blouse, with dress shoes.

Awards Day Dress Code:

For Awards Day, in order to show respect to outside speakers, visitors, parents, and community, a higher standard of dress is expected of both parents and students. Both students and parents should dress as if they were attending a formal recital, though formal length is not required. For example, girls could wear tea-length dresses or nice slacks with shell blouses. Boys are expected to wear long dress pants, and dress shirt.

However; the following are NOT acceptable: Sports uniforms, ball caps, hair of other than natural color and designs, shorts, sleeveless T-Shirts with designs on the front or back, see-through shirts, backless or strapless dresses, swimsuits, tight clothing, halter tops, and any other outfit that does not conform to the normal Faith Christian Academy dress code; especially any dresses with hemlines more than two inches above the knee.

Standardized Testing

CATs (California Achievement Tests), or SAT'S are given every spring. All students, 3rd - 12th grades are required to take the test, which will be scored and kept in each student's permanent file. Students absent during test days may not have the opportunity to make them up. There is a charge of \$30.00 for each student to be paid no later than March 15th per student for testing.

The Mastery System

The Accelerated Christian Education curriculum requires that a student score at least a 90% on Pace tests 1001-1036, and 88% on Pace tests 1037-1144. If a student fails to achieve these scores, he must rework that Pace. Most young people finish a quarter's work within 9 weeks or 45 days of school (3 Paces in five to six subjects), making four quarters a usual school year or 180 days of school. However, many students are able to achieve more, and we encourage them to do as much as they can. We offer these students' year-end achievement certificates for completion of 60 Paces or more. However, there is a charge of \$5.00 per pace for paces over and above the required amount.

Graduation Requirements

The graduation requirements shown on the following pages are minimums. Course requirements may vary from state to state.

A prescribed course of study will be determined through a conference between the staff, parents, and student. Transfer students must complete at least 12 Paces (1 credit) in this school before receive a diploma.

HONORS COURSE OF STUDY **Minimum Total Credits ---27**

The Honors student must complete 27 credits and attain a 94% average. He/She should demonstrate the ability to communicate effectively in written and oral presentations. His composite reading rate should be in excess of 600 WPM as measured on the Read master program. He should score at least 12.9 on a national achievement test.

COLLEGE PREPARATORY COURSE OF STUDY
Minimum Total Credits---25

GENERAL COURSE OF STUDY **Minimum Total Credits---24**
Home Based Students/Families

Home based students tuition includes: Curriculum (66 Paces), and participation in Art, P.E. and field trips (Art & Field trip fees not included). Should your child need additional support and need to attend the campus school for a day, there will be a charge of \$20.00 per day, in addition to the monthly fee.

All home-based students are enrolled in Faith Christian Academy.

Do not register with the County as a home schooler.

All home-based families are required to sign a Teacher Agreement. This Agreement outlines your requirements for teaching your child/children at home.

A monthly report form must be submitted to the school for **each student** during the months of September and May. The report form will be provided to you. **Forms are due in the office NO LATER than 3:00 P.M. on the 20th of each month.** This rule holds true even if the building is closed on the 20th. **LATE REPORTS:** The late paperwork fee is \$20.00 per student (NOT family) for reports submitted after 3:00 P.M. on the 20th through the 30th. After the 30th, an additional late fee of \$25.00 per report will apply.

Field Trips:

We encourage all home-based students and parents to participate in as many school sponsored field trips as possible. If parents are unable to attend the field trip, arrangements will need to be made to pick up your child/children shortly after returning to school. Please remember, if you are late picking up your child from a field trip there will be fee.

Fire Drills:

Practice fire drills will be held once a month during the school year. During the drill, students are to stand and march out of the building in an orderly manner to a designated place. Students will be instructed when they may return to the Learning Center in the same orderly manner. Students must walk- IN LINE. They are expected to refrain from talking, pushing, or running or detention will be applied. Each teacher will be with his or her group.

Withdrawing from Faith Christian Academy:

Should you decide to withdraw your child/children from Faith Christian Academy, please follow this Procedure:

1. Contact the Administrator 30 days prior to withdrawal.
2. (Home-based families) Submit all paperwork within 10 days of your final day of enrollment.
3. Return all resource books, library books, and other school property within 10 days of your final day of enrollment.
4. Submit a written letter stating your intention and give the name and location of your next school.
5. Pay all money owed on your account. (A \$300.00 fee must be paid for early withdrawal.)

We want to make the transition of enrolling your child into his/her new school as smooth as possible; however, we will not be able to prepare the appropriate documents for the transition without 30 days notice. Most schools will not allow you to enroll your child without records from their current placement. All fees must be paid in full prior to any records being released.

Faith Christian Academy will not release records of any student whose account is not up to date in regards to money or paperwork. All records will be transmitted directly from Faith Christian Academy to the next school. Should you decide to home school through the county Superintendent, no records will be transferred except for your previous two years of test scores since the Superintendent does not keep transcripts on home school students. We will inform him that you are no longer with Faith Christian Academy. Any request for records will be handled with photocopies only. We do not transmit records to the next authority until we have received written notification from that authority in which you have enrolled.

There is no condemnation to those who cease their enrollment with Faith Christian Academy. We recognize a sovereign God Who works in each person as He wills. If you feel led by God to educate your child/children elsewhere, we will ask the Lord to bless you as you obey His commands. This is a decision between the parents and God. Those He calls to work with us, we work to bless. And those who find His call to a different way, we also know will be blessed.

Expulsion from Faith Christian Academy

Families and/or students can be expelled from Faith Christian Academy for one of the following reasons:

1. False statements on registration papers.
2. Destructive activities on the part of the parent or student (i.e., vandalism, substance abuse, abuse of children, abuse of staff, gossip, legal misconduct, dishonesty, theft, etc.).
3. Failure to pay tuition due while not working with school officials in that regard by notifying the school of the problem.
4. Failure to support Faith Christian Academy policies and procedures.

Should the staff Administrator decide there is enough evidence to support his/her decision to expel a student, the Administrator shall provide written notice to that family of the action to be taken and evidence supporting such action. The parents will have the right to request a meeting with the Administrator. Should the family be able to rectify that the practices that caused the expulsion have ceased or have been properly dealt with; the student will be re-admitted to the school on a probationary basis. If the probation period proceeds without problems, the case will be reviewed

and removed from probationary status. If problems do occur during the probationary period, the case will be reviewed for final expulsion.

Volunteers

We feel that to be effective educators, parental involvement is vital. We encourage our parents and their families to volunteer as much as possible. We do ask that you check with the Administrator's Office to schedule a convenient time. We need volunteers in the following areas:

- Tutoring
- Share a Talent
- Lunch Monitor
- Field Trips
- Organize a Community Service Project
- Fund-Raisers
- Parent-Teacher Fellowship (PTF)
- Community Service Planning
- Art Assistant
- Reading Coach/or Tutoring

Community Service

Faith Christian Academy students are required to complete 170 Community Service hours for graduation. We strive to do at least one community service project each month. Community service hours are also a requirement for receiving many scholarships.

Our Wish List

We will be adding to the following Wish List of equipment and materials needed for our school as the school year continues:

- Art Supplies
- Items for Merit Store
- Volunteers for individual reading and tutoring
- Science Equipment
- P.E. Equipment
- Cash donations are ALWAYS welcomed
- Van or SUV

- Painters
- Bike Rack
- Basketball & Pole & Net & Backboard
- Picnic Tables
- Lion Statues
- Swing set & slide
- Three to four picnic tables: 1 8f and 1 6ft