

SECTION I - ABOUT FAITH CHRISTIAN ACADEMY

PURPOSE

The entire contents of this Handbook should be read by every parent. Parents should convey age-appropriate information from the Handbook to their children. Students in grades 4-8 will read Section IV Student Information in their classrooms. We recognize that the Handbook is imperfect and silent on some issues that may arise. In cases of disagreement about a particular interpretation, the Principal and School Board will render decisions that they deem fair to both the students and the school. *NOTE:* The School Board of Faith Christian Academy reserves the right to establish new policies and to modify existing policies contained herein upon written notice to all parents and students by the Principal.

STATEMENT OF FAITH

We believe in the Trinity - Father, Son, and Holy Spirit - one God who exists from all eternity in three persons.

We believe that the Bible is the written Word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is our infallible and divine authority in all matters of faith and life.

We believe that all men are sinners and are totally unable to save themselves or even to cooperate with God in efforts to earn their salvation.

We believe that God alone saves. He draws people to Jesus by his Holy Spirit and convinces them of their sin and enlightens them so that they repent of their sins and trust in Jesus Christ as He is offered in the Gospel.

We believe that Jesus Christ is the eternal Son of God, who became man and lived and died and rose again to atone for the sins of those who trust Him alone for their salvation. Jesus Christ is the only mediator between God and man.

We believe that God's Holy Spirit gives Christians the daily strength and wisdom they need to walk according to His will and to grow in holiness.

We believe that Jesus Christ shall return personally, visibly and bodily to judge all mankind, and to receive His people unto Himself.

STATEMENT OF EDUCATIONAL PHILOSOPHY

Faith Christian Academy is dedicated to educating the whole person (spiritual, intellectual, emotional, social, and physical) in the whole council of God as revealed in both nature and the Sacred Scriptures of the Old and New Testaments.

The educational program at Faith Christian Academy is dedicated to doing all things for the glory of God. Therefore, there will be no place for mediocrity in any part of the school program or in student performance. All members of the staff and student body will be expected to perform their responsibilities to the best of their God given abilities. The aim of Faith Christian Academy is to achieve excellence throughout the entire educational program.

MISSION STATEMENT

The mission of Faith Christian Academy is to help mold, equip, and educate students to enable them to become the best that God intends for them to be. For this to take place, the whole child has to be nurtured--academically, socially, physically, emotionally, and spiritually.

MISSION

Considering the tremendous effect the child's environment has on his learning, attitudes, and behavior, Faith Christian Academy seeks to uphold a loving, nurturing Christian environment in which each child feels loved and successful. The Christian professional, certified teachers serve as positive role models as they nurture the development of each individual child's God-given strengths.

Each child begins to understand that God created him with unique talents, and that God has a special plan for his life. Each one is encouraged to trust God to show him what to do.

Considering that the most effective learning takes place when one is actively involved, the learning environment at Faith Christian Academy is one with active, hands-on experiences in all areas. Students are engaged in individual, small group, and large group activities as they cooperatively work to brainstorm, problem-solve, create, and practice skills learned. Opportunities abound for enrichment activities, both at the school and on the numerous field trips throughout the year.

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of Scriptures; and who do so with eagerness in joyful submission to God.

We desire our staff to be professional and diligent in their work, gifted in their teaching, loving their students and their subjects. We desire that they clearly understand education and how it works in their classroom.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them follow Biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

In our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Faith Christian Academy admits students of any race, color, national, or ethnic origin to all the 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, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

ACCREDITATION

Faith Christian Academy is a member of the South Carolina Independent School Association (SCISA). It is a non-profit voluntary association of independent schools. Founded originally in 1965, the State of South Carolina incorporated the SCISA as an exclusively educational organization, with responsibilities to establish accreditation standards, coordinate athletic and academic competition, and raise funds for member organizations.

SCISA provides a structure within which member schools share an awareness of mutual problems and experiences, profit from each others' handling of these problems, and have the advantage in the operation of their respective schools of the expertise and data that is collected by and available to the Association. In this sense, the SCISA gives unity and strength to the cause of independent education. Speaking for the collective association, it monitors legislation and speaks with authority and is listened to by the public, news media, the legislature, and elected officials.

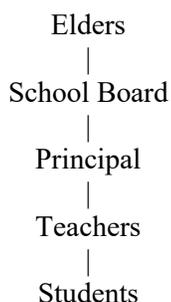
The Association provides a variety of services for all of its members. It is the vehicle that supports an active three-season athletic program, an accreditation and academic evaluation program, many statewide special academic activities for students, and a testing program, which is proving the continued excellent academic performance of our students. The Association employs a full-time legislative monitoring service. SCISA sponsors a Headmasters Association, an annual conference of teachers and headmasters, a statewide student government and honor society and their conventions, and numerous seminars and workshops.

ROLE OF THE SCHOOL BOARD

Faith Christian Academy is a ministry of Faith Presbyterian Church (PCA), 900 State Road, Cheraw, South Carolina. As a ministry of Faith Presbyterian Church, the session of elders provides spiritual oversight and guidance to the Faith Christian Academy School Board, holding them accountable to the school's by-laws and foundational beliefs.

The Christian School Board is the entity charged with the primary responsibility of stewarding the mission and vision of the school, managing and providing for the finances of the school, and promoting and developing the school.

The School Board is responsible for the operational management of the school through the Head of the School. The Session of Faith Presbyterian Church ensures that all policies and procedures developed by the School Board and put into place by the school Administrator aligns with Biblical principles.



HOLIDAYS

Faith Christian Academy believes that holidays are God's gift to men to celebrate and cause our hearts to be uplifted and refreshed in His Presence. The school, therefore, does not promote Halloween as a holiday, but focuses, instead, on October 31 as Reformation Day. The focus of our Christmas and Easter celebrations is on the birth and resurrection of Jesus, emphasizing God's love to us and our serving Him by showing love to others. We will not draw attention to Santa Claus or the Easter Bunny in our holiday festivities. At the same time, we respect family traditions and will not encourage or repress the belief or unbelief of either Santa Claus or the Easter bunny.

SCHOOL VERSE

"...Stand firm and hold to the teachings we passed on to you..." (II Thessalonians 2:15)

SCHOOL COLORS

Navy Blue and White

SECTION II - ADMISSIONS POLICIES

REGISTRATION

Qualified students will be admitted to Faith Christian Academy as openings arise. Registration for both current and new students begins in February for the upcoming year. Interested parents may call the school office to have their child placed on a notification list if the class has already been filled or if they desire to register for future years.

ADMISSION PROCEDURES

1. Any family interested in Christian education for their children is welcomed to apply to Faith Christian Academy.
2. In classes (grades) where vacancies occur, **new students** will be admitted according to the following procedure:
 - A. Interested applicants must complete an enrollment contract, which may be obtained from the school office.
 - B. Applicants must meet all admission criteria.
 - C. Completed enrollment contracts must be submitted to the school office with a \$100.00 non-refundable application fee.
 - (1) Upon acceptance to FCA, the appropriate curriculum fee will be due. first month's tuition.
 - (2) As long as the enrollment contract and application fee are submitted, the dated receipt will secure a place or establish priority for the next academic year in the appropriate grade.
 - (3) The application fee will be refunded to any applicant who withdraws prior to being offered a position at the school, or who is denied financial assistance due to extenuating circumstances.
 - (4) The application fee will not be refunded to an applicant who is offered a position but chooses not to enroll (unless the applicant's family moves away from the area).
 - D. If the applicant has previous school attendance, parents must sign a Release of Transcript Permission form, so records may be obtained from the previous school(s).
 - E. Parents will be contacted to meet with the administrator to determine compatibility between FCA's programs and the parent's educational desires for their child(ren).
 - F. Parents will receive written notification of acceptance. First month's tuition is due August 1st or immediately depending on time of acceptance into FCA.
 - G. Upon acceptance, other required records include copies of the following: South Carolina Certificate of Immunization; birth certificate; and Social Security card. A completed FCA medical information card, field trip permission form, and any other applicable forms will also need to be completed.

3. Faith Christian Academy, in seeking to enroll students in a fair manner, has adopted the following priority enrollment policy for classes (grades) at or nearing capacity.

A. First Priority: Students currently enrolled at FCA will be given an opportunity to enroll for the next academic year before any new students are enrolled in February.

B. Second Priority: After the enrollment period for currently enrolled students has ended, families at the second priority level may enroll their children at FCA. This level includes families who have other children enrolled at FCA, families who are members of Faith Presbyterian Church, and families who have moved into the Cheraw area since the last enrollment period and have not had previous opportunity to enroll their children at FCA.

C. Third Priority: After families of Priority Levels A and B have had an opportunity to enroll their children, the enrollment will be open to other new families.

ADMISSION POLICIES AND CRITERIA

The Board will welcome students into the Faith Christian Academy family after prayerful consideration and acceptance of the following criteria:

1. Parents are in agreement with Faith Christian Academy's Statement of Faith, purpose, and educational programs, and have signed the "Parent Statement of Agreement" and submitted all required forms.
2. Parents agree to support and reinforce at home what is taught at school.
3. The school is equipped to meet the needs of the student. Faith Christian Academy reserves the right to deny admission or continuation of enrollment to a student who has academic (attention deficit disorder, learning disabilities, etc.), behavioral, physical (i.e. blindness, deafness, etc.), or emotional needs that it is unable to fully meet and assist the student to achieve their highest level of learning. Students who have been expelled or suspended, in the current school year, from another school system will not be allowed admission.
4. The Supreme Court issued a decision creating a constitutional right to same sex marriage (SSM) in *Obergefell v. Hodges* on June 26, 2015. Faith Christian Academy's stand in response to that decision is as follows:
 - A. We continue to base admissions and hiring practices on Biblical standards regarding sexual morality.
 - B. We will not accept or condone any student who is in a same sex relationship or allow students already enrolled to remain in attendance if they are also involved in the same type of union. We will base ALL decision for attendance and enrollment on the Biblical standard stated in God's word. We strongly stand on the inerrant Word of God which states that all persons are created in God's image and are made to glorify Him (Genesis 1:27; Isaiah 43:17), and that God's design was of two distinct and complementary sexes, male and female (Genesis 1:27; Matthew 19:4) which designate the fundamental distinction that God has embedded in the very biology of the human race. Therefore, we oppose effort to alter one's bodily identity to refashion it to its perceived gender identity.
5. The student agrees not to be a disruptive influence in the Christian atmosphere of the school.
6. All students are admitted on a six-week probationary period.

RE-ENROLLMENT

1. In order for a student to be registered for the next school year, a re-enrollment contract must be completed and submitted along with a non-refundable application fee. In classes that are at or near capacity, currently enrolled students will be given first priority to enroll. If a currently enrolled student does not apply for re-enrollment, he will lose his first priority status.

A. Contracts received by the re-enrollment cutoff date (usually in March or April) must be accompanied by a \$100 non-refundable application fee, with the curriculum fee being due prior to the end of school. First month's tuition for the following year will be due August 1st.

B. Contracts received after the last student school day of the year must include the non-refundable application fee and the curriculum fee.

2. A student may be denied re-enrollment due to poor academic or behavioral performance and/or lack of parental support for the school's Christian philosophy, program, staff, or rules and regulations.

3. A student will not be considered for re-enrollment if the previous year's tuition is not paid up to date.

GENERAL GUIDELINES

1. Students are enrolled on a year-to-year basis.

2. Final acceptance and grade level placement of students will be determined by the School Board.

3. Enrollment is understood to be for the full year.

4. Three and four-year-old preschool students must be the appropriate age on or before September 1st. K-5 students must be 5 on or before September 1st. Students who live in N.C. must be the appropriate age according to N.C. guidelines. Exceptions may be made by the School Board on a case-by-case basis.

5. For students entering 1st grade and above who were not enrolled in FCA for previous grades, an admission test may be required. Previous school records need to be sent to FCA prior to acceptance.

6. It is understood that parents are in agreement with the policies of the school and have signed a "Parent Statement of Agreement" and acknowledge review of the current Parent Student Handbook and acceptance of its contents.

7. All student records are confidential and are safeguarded. See *Parent/Student Listing* and the *News/Photography* information on page 8.

TUITION

1. Tuition for K5 through 8th grade is \$5000.00. Preschool tuition ranges from \$2900 to \$3700 depending on enrollment options (please see Pages 24-25 for details). The first month's tuition is paid August 1st or as follows:
 - A. New student application contracts received before March 15th require a \$100.00 non-refundable fee with the application. The balance of the first month's tuition is due upon school acceptance (minus \$100 deposit).
 - B. New student application contracts received after April 30th require the total first month's tuition.
 - C. The first month's tuition will not be refunded to an applicant who is offered a position but chooses not to enroll (unless the applicant's family moves away from the area).
2. Tuition must be paid by cash, money order, or check. Tuition invoices will be emailed each month if you wish to pay online.
3. Tuition may be paid yearly, quarterly, or monthly. The most popular option is ten monthly payments. When a student enrolls at the beginning of a school year and the first month's tuition has been paid as part of the application process, nine monthly payments remain (September – May). Some parents choose to divide the yearly payment over 12 months.
4. Tuition payments are due on the first day of the month and should be mailed to Faith Christian Academy or paid in the office. To avoid a late fee, payments must be received on or before the 10th of each month. (Exceptions must be approved in advance by the Administrator or School Board.)
5. Students who enroll after the beginning of school usually pay tuition on a pro-rated monthly basis. The full month's tuition is due, no matter what time of the month a student comes into the school. No refunds will be made for the month in which a student withdraws from the school.
6. Discounts are given for each additional child in the same family as follows: 25% per year for the second child, 40% per year for the third child, and 50% for the fourth child. Discounts will be applied so that the youngest child receives the highest applicable discount.
7. Discounts of 50% are given to children of ordained ministers of incorporated churches.

SCHOOL SUPPLIES

A list of necessary school supplies (to be purchased) for each grade will be made available before the start of school. A curriculum fee per student will also be collected the first week of school. Faith Christian Academy covers the cost of textbooks unless otherwise noted at the beginning of the school year.

LATE FEE AND DELINQUENT ACCOUNTS

A \$25.00 late fee will be added to accounts not paid by the 10th of the month, and each month thereafter that the balance is not paid in full. This late fee will automatically be added on the 11th and parents will be sent a written reminder indicating tuition owed plus the late fee. If the late fee is not included with the tuition payment it will be carried forward to the next month. If the full payment including late fee is not received by the 15th of the month the tuition is late, the Administrator will send a second written notice by certified mail

with return receipt requesting a conference within 5 business days of receipt of notice to discuss payment of delinquent account. These notices will only be sent the first month that tuition is not paid on time.

If the tuition and late fee payment cannot be paid in full by the 10th of the month, the parents are expected to begin making weekly payments (including past due tuition, current tuition, and late fees) to enable them to have their account up to date by the 10th of the following month. If two consecutive weekly payments are missed or the total amount due is not paid by the 10th of the following month, the student must be withdrawn from school. *Exceptions may be made only if parents request in writing a meeting with the School Board to discuss possible solutions.*

Any prior balance not paid in full by the 10th of the following month will, along with the late charge, also accrue an 8% penalty on the past due balance and each subsequent month until the delinquent account is paid in full.

If a student account reaches a past due balance of \$1000 the penalty will increase to 10%. If an account is not paid in full after 6 months of late charge fees and penalties, then the debt will be filed with the local Magistrate's office to include cost of any filing fees (payment on the account is still expected).

All accounts (including all late fees and penalties) must be paid in full before a child can receive their final report card. School records will not be released until all accounts are paid in full.

RETURNED CHECKS

A \$30.00 fee will be billed to you if your check is returned for non-sufficient funds by the bank to FCA. If you realize you have insufficient funds to pay tuition, call the office to determine a payment schedule rather than issuing a "bad" check.

FINANCIAL ASSISTANCE

The FCA Financial Assistance Committee (FAC) will meet prior to the new school year and as needed, to prayerfully consider the financial assistance applications. Parents will submit applications online at www.online-cfa.com, or by hard copy form for those individuals without Internet access. The paper application will be available in the school office. A yearly non-refundable \$30 application fee will be due at the time of application directly paid to Confidential Financial Services (CFS). More information about the financial assistance policy can be obtained in the school office.

HEALTH RECORDS

A South Carolina Certificate of Immunization must be on file in the school office before the first day of school. Preschool students must also submit DSS Form 2900. Students may not be admitted to class without complete records.

UP-TO-DATE INFORMATION

The office should be notified immediately about any change in the family's address or telephone number as well as the place or phone number of parental employment or any other pertinent information such as a change in doctor, his phone number or a student's allergy to any drugs, etc. Each year, as part of the registration process, an emergency information card must be submitted. *FCA must have written permission*

for students to be picked up by anyone other than parents.

NEWS/PHOTOGRAPH POLICY

FCA often publicizes school news via newsletters, the school's website, local newspapers, etc. Students' and parents' names, photos, and videos may be used, unless parents have notified FCA in writing of their opposition. This notification should occur during the first week of school. (Very selected information would be publicized on the Internet to prevent any undesirable contacts.)

PARENT/STUDENT LISTING

FCA publishes a parent/student listing with names, addresses (physical and e-mail), and telephone numbers for all families. If parents do not want this information given out, they should notify the school secretary, in writing, during the first week of school.

SECTION III - ACADEMIC INFORMATION

SCHOOL ATTENDANCE

To be in compliance with the South Carolina Attendance Regulations, Faith Christian Academy has adopted the same policy as the Chesterfield County School District. K5 and older students at Faith Christian Academy must attend school a minimum of 170 days of the 180-day school year. This section does not apply to preschool.

Students who have more than ten (10) absences may not receive credit for the year unless each absence beyond the tenth absence is a lawful absence.

Lawful absences are as follows:

1. Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
2. Students in whose immediate family there is a serious illness or death.
3. Students may be excused from school attendance for recognized religious holidays of their faith.
4. Students may be excused from class to participate in field trips provided the trip is directly related to the instructional program.

Unlawful absences are as follows:

1. Students who are willfully absent from school without the knowledge of their parents.
2. Students who are absent from school without acceptable cause with the knowledge of their parents.
3. Students who enter school after the first ten days of school and whose reasons are not excusable will not receive credit for the school year.
4. Students who miss more than ten days for routine dental visits or periodic orthodontic treatment will not be given credit for that class.
5. Students who accompany their parents on extended trips will lose credit if they exceed the ten days allowed.

Written Excuses: If a student is absent, the school must receive a written note, stating the reason for the absence, upon the student's return to school.

Covid-19 Absences: Students who are absent from school due to Covid-19 related issues will be dealt with on a case by case basis. Due to many factors related to the absence, these will be handled individually. Covid-19 absences will be considered a lawful absence. The school must receive a Physician's note as stated in our Re-Entry Policies and Procedures plan.

Make-up Work: Students absent for any reason will be required to make up missed work. The amount of work to be made up will be determined by the teacher. The student is responsible for obtaining all make-up work and scheduling missed tests. Students may request class work and homework assignments in advance of an absence. However, many times it is impossible to know what will be covered. Teachers will attempt to provide work in advance, but additional work may be required upon the student's return. Missed tests or exams must be taken at a scheduled time. Generally, all missed work should be made up within a week of the student's return.

Excessive absenteeism or tardiness during the school year could place a student's promotion (K5 and above) in jeopardy. Parents should make every effort to ensure that their children are in school and on time. If tardiness becomes a persistent problem, the Administrator will request a meeting with the parents, and the school may re-evaluate the student's enrollment.

TARDINESS

When a student is tardy to class, the following problems arise:

1. There is an interruption in instruction and a continued disruption as he/she unpacks book bag, places coat and lunch in appropriate place.
2. He has missed valuable instruction.
3. He is left with an unpleasant feeling of "catch-up" for the rest of the day.

Faith Christian Academy encourages families to make a sincere effort to have students at school by 7:50 a.m. (which is ten minutes before instruction begins) to enable them to enjoy an unhurried and pleasant start to each new day that the Lord has made.

If a student is tardy, please send a note explaining the reason, so that the teacher or office can mark it appropriately (excused or unexcused). Tardiness will be considered excused for unavoidable, reasonable circumstances.

TEXTBOOKS AND LIBRARY BOOKS

All textbooks and library books are the property of the school and must be treated as such. Damage to textbooks and library books will be evaluated by the school and if determined to be severe, the parent will be asked to pay the cost for replacement. If books are lost, the parent will be charged an amount equivalent to the replacement cost of the book.

Textbooks and library books are carefully selected based on content. Faith Christian Academy makes every attempt to prevent books with undesirable or offensive wording from being a part of its collection. However, if you, as a parent, find any material questionable or unacceptable please bring it to a teacher's or the Administrator's attention

INTERNET/COMPUTER USE POLICY

To help safeguard Faith Christian Academy students and staff when they access the Internet, we created this Internet Use Policy. The policy will serve to inform school staff, students, parents and guardians about the proper--and improper--use of the school's computer network and the Internet on school premises. The Internet is available for educational, not personal, use at school. A teacher must be present when students are

accessing the Internet. In order for a student to use the Internet at FCA, parents and the student must sign a permission agreement form. (Sample form at end of handbook.)

a. The Internet is a valuable and unique tool that supports the education of students at Faith Christian Academy. The Internet provides access to information in millions of files worldwide. Its proper use can open new opportunities for research and communication. With those opportunities come the disadvantages or dangers of access to information that may not be appropriate for school-age children. FCA will make every possible effort to limit improper use and to shield our users from access to inappropriate materials. However, FCA cannot assume responsibility for any damages, direct or indirect, arising from use of the World Wide Web server or Internet services, nor will it be held liable for the content of any Internet site.

b. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges. Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. All Internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of FCA.

c. All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not send abusive messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal personal information about others and be cautious when revealing personal information about yourself (age, gender, phone number, address, etc.)
- Do not use the network in such a way that it would disrupt the use of the network users.
- All communications and information accessible via the network should be assumed to be private property, but open to public scrutiny.
- Do not submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or that encourages the use of controlled or illegal substances.
- Do not transmit material, information, or software in violation of any local, state, or federal law.
- Do not change, add, or save files to the computer unless instructed to do so by a teacher or administrator.

d. Commercial uses of Internet resources by students and staff are prohibited. Users agree not to sell or offer for sale any goods or services that could be construed as a commercial enterprise.

e. Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the creation or knowing transmission of computer viruses.

f. Computer hardware should not be altered in any way. Users should report any problems to their teachers.

g. Copyrighted material must not be placed, copied, or redistributed on the network without the author or owners written permission. Permission must be specified in the document, on the network, or must be obtained directly from the author or owner. Plagiarism of obtained material in assigned work will lead to academic and disciplinary consequences.

h. Security on any computer system is a high priority. If a user can or thinks he can identify a security problem on the network, the user must notify the administrator. The problem should not be demonstrated to others. Users having passwords must not allow others to learn or use the password.

i. Any condition or activity not specifically listed above that is not consistent with the policies and objectives of FCA is prohibited.

j. FCA personnel may look at or copy any student work or any accessed files/transmissions by the student on school computers.

k. Students are not allowed to use FCA computers and printers without a teacher's permission, regardless of where the computer is located.

FCA will do its best to maintain the computer network but does not guarantee it will function at all times.

FCA encourages parents to carefully monitor computer usage at home.

REPORT CARDS

Report cards are issued every 45 days. Students will receive four report cards each year. Numerical grades will be recorded that equate to the following letter or description.

ACADEMIC EVALUATION:

Kindergarten *

1 = Excellent
2 = Very Good
3 = Satisfactory
4 = Needs Improvement
5 = Unsatisfactory

1st - 8th Grades

A+ = 99-100	A = 94-98	A- = 93
B+ = 92	B = 86-91	B- = 85
C+ = 84	C = 78-83	C- = 77
D+ = 76	D = 71-75	D- = 70
F = 69 and below , with 60 being the lowest grade recorded		

**These number grades are not limited to kindergarten use.*

BEHAVIOR/WORK HABITS EVALUATION:

Behavior areas evaluated: Compliance with rules and policies, general behavior, self-control, cooperation, responsibility, respect for authority, courtesy and attitude.

Work habits evaluated: Effort, self-motivation, organization, good study skills, and initiative.

FCA uses FACTS (formerly known as RenWeb), a web-based school management software. FACTS is a secure, well known site currently used by over 2000 private schools. This system allows FCA to maintain student records including grades, issue report cards and transcripts, and provide calendar information. Some teachers utilize this tool to post homework and lesson assignments.

PARENTAL RIGHTS TO SCHOOL RECORDS

FCA will give full rights to review or request educational records to either parent, unless the school has been provided with evidence that there is a court order or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. This right of parents to access educational records is guaranteed pursuant to state law. (See S. C. Code Ann. 20-7-100.)

A parent means a parent of a student and includes a natural parent, including both custodial and non-custodial parents, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

The mother and father are the joint natural guardians of their minor children and are equally charged with the welfare and education of their minor children and the care and management of the estates of their minor children; and the mother and father have equal power, rights, and duties, and neither parent has any right paramount to the right of the other concerning the custody of the minor or the control of the services or the earnings of the minor or any other matter affecting the minor. Each parent, whether the custodial or non-custodial parent of the child has equal access and the same right to obtain all education records and medical records of their minor children and the right to participate in their child's school activities unless prohibited by order of the court. Neither parent shall forcibly take a child from the guardianship of the parent legally entitled to custody of the child.

(Files must be made available to DSS and Law Enforcement if an abuse/neglect allegation is made.)

FREE AND FULL ACCESS POLICY

Parents have free and full access to his or her child without prior notice unless there is a court order limiting access. This free access must not disrupt educational/instructional activities and classroom routines.

PARENTAL CONCERNS AND GRIEVANCES

All concerns and grievances will be handled in accordance with the principles outlined in Chapter Eighteen of the gospel of Matthew.

All persons are to deal with the situation at its source. This usually means initially speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to get clarification or resolution.

If, after honest attempts have been made and clarification or resolution has not satisfactorily been reached, then:

The person proceeds to the next level of authority. This generally means speaking with the Administrator. If satisfaction is not realized by this point, then:

The person proceeds to the School Board by bringing the matter to the Board's attention in writing or by email. (fcaschoolboard@gmail.com) No anonymous contact will be recognized.

It is understood that the School Board is the court of last appeal.

SECTION IV - STUDENT INFORMATION

Teachers will go over content of Section IV (Student Information) with students in grades 4-8 at the beginning of each school year. Students will be required to sign a statement indicating their knowledge of this section.

STATEMENT OF CONDUCT

As a Christian school, Faith Christian Academy must provide an environment that is conducive to the growth and development of the whole child--spiritually, emotionally, socially and academically. Therefore, the following standards for conduct for students have been adopted:

1. Maintain high standards of courtesy, kindness, honesty, and respect of others.
2. Be thoughtful and helpful in actions and courteous in speech.
3. Respect those in authority.
4. Be appropriate and modest in dress. (See Dress Code.)

PHILOSOPHY OF DISCIPLINE

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. Faith Christian Academy seeks to work with parents and assist with this task during the hours that the child is in its care.

The Bible instructs that children are to be disciplined or trained so as to become more self-disciplined, requiring less supervision as they mature. God's ultimate purpose in charging parents and authorities with this task is to prepare children to respond to God in His plan for salvation and to live in harmony with His commandments.

Discipline or training involves lovingly teaching the child how special he is as God's creation and fostering a sense of security and faith that God has a perfect plan for his life. It involves, also, helping each one develop a sense of wonder and joy in viewing the world as God's handiwork and in realizing that God is very much a part of each day. With this love and instruction, we help each child begin to realize how much God loves us and wants us to love Him and surrender our lives to His control.

MEANS OF DISCIPLINE

With the above philosophy of discipline in mind, the staff at Faith Christian Academy views discipline as a positive process of loving, molding, and shaping each child's attitudes so that he sees himself as a special child of God and begins to respond in loving obedience.

When misbehavior does occur, the teacher, with love, empathy, and respect for the child, helps him evaluate how his actions were wrong and consider alternative ways of handling the problem so that it will not happen again. In doing this, the child is helped to become more self-disciplined.

Within this framework each individual teacher has her own specific methods of handling misbehavior. Sample methods: time out, loss of recess/activity time, writing assignments, apology notes, etc. In all cases, discipline will be administered equitably and in love. Humiliation of the child will be avoided.

Let it be understood, however, that misbehavior that interferes with the learning of others or that disrupts the Christian atmosphere of the school will not be tolerated. Teachers are in close contact with parents through phone calls or letters and student-made phone calls or letters about the problem.

If disrupting problems persist after continual efforts have been made to work them out, Faith Christian Academy reserves the right to use suspension (temporary dismissal) or expulsion (permanent dismissal).

Repeated instances of physical or verbal abuse to teachers and/or students will result in suspension and/or expulsion. Please refer to our Student Discipline Policy for Serious Moral Infractions for more details.

STUDENT DISCIPLINE FOR SERIOUS MORAL INFRACTIONS

Serious moral infractions are those violations of FCA's expectations of conduct that constitute a serious moral violation of God's Law and which go against the goal of providing a Christian environment for students. These serious moral infractions include, but are not limited to:

- Profanity
- Disrespect of a Teacher, Staff Member, or Volunteer
- Direct Disobedience of a Teacher, Staff Member, or Volunteer
- Cheating or Plagiarism
- Physical Violence against another Student, Teacher, or Volunteer
- Threatening Bodily Injury to another Student, Teacher, or Volunteer
- Vandalism
- Viewing or Sharing Pornographic Material
- Theft
- Bullying: Repeated Verbal and/or Physical Threats against another Student, Teacher, or Volunteer.
- Internet Abuse: Bullying others through Email and/or Social Media.

For a first offense, students who are engaged in a serious moral infraction that is non-violent in nature shall be sent to the Administrator's office. The Administrator shall contact one of the student's parents while the student is in the office and shall ensure that the parent understands the nature and seriousness of the infraction. Depending on the age of the child and the circumstances, the punishment of a first-time offense will be left to the discretion of the teacher and the Administrator.

A repeated office visit for a serious moral infraction, the same infraction or a different one, shall result in a significant consequence for the student, including the possibility of a one-day suspension. A third offense will result in a multiple day suspension from school with a mandatory parent-teacher-principle conference to be held before the student may return to school.

A first-time offense of a serious moral infraction which is violent in nature, including, physical violence, threatening bodily injury, vandalism, and bullying, shall result in suspension for a minimum of one day. A second offense will result in a multiple day suspension from school with a mandatory parent-teacher-

principle conference to be held before the student may return to school.

Any further serious moral infractions shall result in the student being referred to the School Board for dismissal from FCA.

To prevent false accusations, reports of an infraction that have not been witnessed by a teacher will be investigated before the Administrator is notified.

SUSPENSIONS/EXPULSIONS (Off Campus Behavior)

Faith Christian Academy reserves the right to suspend or expel a student for misconduct or comprising activity occurring on or off campus. This form of misconduct or activity may or may not be identified in this handbook. Occasionally, the school becomes aware of student behavior performed off campus that is in open defiance to our teachings and beliefs. Such actions cannot be ignored by the school even if they occurred away from the school campus. In these cases, the school will initiate an investigation to determine the truthfulness of the alleged misbehavior. Usually this investigation will begin with the student(s) speaking to the administration to explain any questionable actions. If it is determined that the actions reported are acknowledged by the student to be true, or if there exist two or more credible witnesses to the behavior in question, parents will then be called and asked to meet with the principal and a representative of the school board. After the conference with the parents, the administration will determine a course discipline that can range from turning the matter over to the parents, to expulsion from the school. In the event that a parent refuses to come to a conference with the administration, the student will be required to withdraw from the school. Session reserves the right to review all decisions of the Board and Administration in regard to disciplinary actions.

RETENTION/PROMOTION

FCA's goal is to see every child succeed in his academic endeavors. Our focus will be on each individual child's needs. After a thorough study of available research, FCA realizes retention is not the best answer for most children. There is not an easy, quick solution for a child who is experiencing academic difficulties. Because the problem is usually multifaceted, many avenues need to be explored before a suggested remedy is recommended. Some of the factors to be considered include:

1. Does the child need further testing to identify learning problems?
2. Is the child one of the youngest in his class or less mature than his peers?
3. Is the child's performance much lower than average in reading and/or math?
4. Are there critical foundational skills that need to be mastered at a given grade level that have not been mastered?
5. Do standardized test scores reinforce poor grades or teacher concerns throughout the year?
6. Preschool and Kindergarten: Does the child cry before and during school for more than the first few days? Did the child just barely meet the age cut-off date? Does the child remain isolated, not interested, and "out-of-sync"?

When a child is experiencing academic problems, the parents will be notified during regularly scheduled conferences or by special conferences with the teacher. Recommendations may be made by the teachers. Supplementary instruction may be suggested. If the teacher and/or parents feel retention in the current grade is necessary, then a meeting will be set up with the administrator. Each decision about retention will be made on an individual basis, with many factors being taken into consideration.

ACADEMIC PROBATION POLICY

An elementary student will be placed on academic probation if he/she:

- Earns less than a C- in Language Arts or Math
OR
- Has an F in more than one grading area within either Language Arts or Math
OR
- Earns an F in any other academic subject (excludes art, music, P.E.)

If a student meets any of the above criteria on his/her 1st, 2nd or 3rd Quarter report card, he/she will be placed on academic probation. The student's report card will be distributed with a letter explaining that the child has been placed on academic probation. The letter will also require a parent-teacher conference, which must be held within one week of report card distribution. During the conference, expectations will be carefully delineated.

If the student's grades are unchanged at the close of the following quarter, the teacher will inform the Principal prior to distribution of the report card. A parent-teacher-principal conference will be scheduled within one week of the report card distribution.

If expulsion should become necessary, the final decision whether or not to expel a student for academic reasons rests with the School Board. The Board will seek input from the classroom teacher and will expect documentation regarding academic and behavioral matters. A student who has been expelled may petition the School Board for re-admittance for the following school year.

PROMOTION

To be promoted to the next successive grade, an elementary student must:

- Earn at least a C- average for his/her final grade in Language Arts and Math
AND
- Have no F's for his/her final grade in any other academic subject
AND
- Have no 5's for his/her final grade for behavior or in a special area course

HONOR ROLL

FCA has two honor rolls. Honor rolls will be compiled quarterly and yearly following each grading period.

All "A" honor roll requires a student to obtain all "A's", and have no "4's" or "5's" on course behavior grades, and have no "4's" or "5's" for special subject (Bible, art, music, P.E.) grades.

"A-B" honor roll requires a student to obtain all "A's and B's" and have no "4's" or "5's" on course behavior grades and have no "4's" or "5's" for special subject (Bible, art, music, P.E.) grades.

DRESS CODE

Student dress should reflect the distinctive Christian character of our school. Students and parents are reminded that the way a person dresses is a visible testimony of their relationship with the Lord, and that we should strive at all times to maintain an appearance that pleases Him and represents the standards of our school. Faith Christian Academy holds to the belief that neat, conservative dress helps produce an environment that is conducive to order and learning. Therefore, a reasonable dress code encourages positive discipline within the student body. We encourage simple, tasteful dress that does not cause distraction or call attention to the wearer in a negative way. The dress code applies to all school activities, including field trips, unless specific exceptions are indicated. In keeping with this philosophy, the following guidelines have been established:

1. All clothing must be clean and neat. Ragged or torn clothing is inappropriate. Frayed or cut-out jeans (whether purchased new or from wear) are not permitted.

2. Clothing that compromises modesty because of tightness, sheeriness, or length is inappropriate.

Tank tops (sleeveless is ok), tops with spaghetti straps (less than three finger width), see-through shirts, halter-tops, or outfits with cut-outs exposing the middle torso are NOT permitted. Necklines should not expose cleavage (neckline should not be lower than a closed hand width below collar bone) nor show bare shoulders. No bra straps should be visible.

Shorts or skirts may be no shorter than mid-thigh. (To determine appropriate length: have the student stand with arms at his side and hands extended, if fingers touch skin, then the shorts are too short.) Cheerleading uniforms are not acceptable.

Pants should fit properly at the natural waistline (no sagging or excessively baggy or tight pants) and belts should be worn when pants have belt loops. No undergarments should be visible. Preschool girls should wear shorts under their dresses. If leggings, jeggings, or tights are worn they must be accompanied with a top that is long enough to fully cover the entire backside.

3. Words and pictures on clothing must not be demeaning to our Lord or contradict the principles and values of Christianity. Messages written across the seats (fanny) of clothing are not acceptable. New Age, gang, or alcohol related symbols on clothing or jewelry are not allowed. (During holiday seasons: no witches, jack-o-lanterns, Santa Claus's, or other related symbols.)

4. Cheerleading uniforms, costumes, "dress-up" clothes, dance and gymnastics clothing are not acceptable.

5. Shoes must be worn at all times. Flip-flops, convertible skate/shoes, cleats, scuffs, slides, clogs, and other similar footwear should not be worn for safety reasons. Sandals or clogs, which have straps and are held securely on the foot, will be accepted. (7th and 8th grade students may wear flip-flops and backless shoes, except during P. E.) For the safety of our students, any shoe that alters or hinders a student's natural gait will not be acceptable.

6. Hair will be kept neat, clean, well groomed, and in traditional styles. Boys will keep hair moderate in length and style. Length in front should be above the eyebrows, the sides should not cover the lower part of the ear, and the back should not touch the top of the shirt or collar. (No rat-tails, artificially stiffened spikes, mohawks, shaved designs, or color that is not a natural shade given to man

by God.)

7. Hat and hoods (for both boys and girls) should be removed in the building. Decorative or seasonal head ware (bunny or mickey mouse ears, tiaras, veils, etc.) is not acceptable. Jewelry should be tasteful and minimal. Earrings are the only acceptable pierced body ornaments for girls and none are acceptable for boys.

8. No visible tattoos (permanent, temporary, or henna) or piercing of the face excluding ear lobes.

9. Face coverings (masks & face shields) should follow the above-mentioned acceptable wear. Words and pictures should not be demeaning to our Lord or contradict the principles and values of Christianity. New Age, gang, witchcraft, or alcohol related symbols are not allowed (including, but not limited to, Harry Potter, skull and bones, etc.) During holiday seasons – no witches, jack-o-lanterns, Santa Claus, Easter Bunny or other related symbols. We will have masks available in the event a student wears an inappropriate mask to school. We will return the mask home with the child.

The school Administrator will have the final determination as to whether or not certain attire is in violation of the dress code.

When dress code violations occur:

1st offense: A note will be sent home indicating the problem. When clothing does not meet the dress code, appropriate clothing may be loaned to the student to wear for the day. (Example: If shirts/blouses do not meet dress code, students may be given an oversized shirt to wear.) Students will have 5 school days to correct hair infractions, which require an appointment with a stylist.

2nd offense: Parents will be called to pick up the child or bring appropriate clothing.

Parents are encouraged to follow student guidelines 1-3 when visiting FCA or accompanying students on field trips.

SECTION V -SCHOOL DAY

SCHOOL HOURS

All Grades	8:00 am - 2:30 pm
Aftercare	2:30 pm - 5:15 pm
3 and 4-year-old preschool	8:00 am - 11:00 am
	8:00 am - 12:00 pm
	8:00 am - 2:30 pm

There will be no supervisory personnel on duty before 7:30 am. No children are to be dropped off before this time unless special arrangements have been made in advance.

Any child who remains at school more than 15 minutes past the dismissal time, will be sent to Aftercare, and the parents will be billed \$7.50.

LUNCH/SNACK GUIDELINES

Students will bring their snacks and lunch from home. Please send milk or juice with lunch, but no soft drinks. Do not send glass bottles or "red" drinks. As nutritionists now feel that an overabundance of sugar, junk food, and food additives could shorten a child's attention span and cause behavioral problems, please try to limit these, especially for breakfast, snacks, and lunch. Eating is not allowed in classrooms without teacher permission. Chewing gum is not permissible at FCA.

Students may bring items to be heated in the microwave. **Please limit bringing items needing to be heated to a few times a week.** Items should be single servings that do not require more than 2 minutes heating time (no dinners). Each semester students will be given the opportunity to purchase milk for lunch.

Teachers make every effort to monitor and prevent food sharing. Please be sure to explain to your child that food sharing is not acceptable. Make sure all food allergies are reported and recorded on your child's school records.

CHAPEL SERVICES

Chapel services are held weekly. The pastor leads the students in an object lesson, which helps teach an important Biblical truth. On other mornings classroom teachers begin the day with Bible instruction. During this time students learn Bible stories, Biblical truths, and character traits that can be applied to their own lives.

TRANSPORTATION

Transportation of students will be the responsibility of the parents. Each parent will be expected to see that the child is at school on time and picked up at the end of the school day on time. If your child is to walk home, please send a note stating whether this will occur daily or once a week, etc.

Because FCA does not have crossing guards for students who walk or ride bicycles, parents must assume responsibility for their child's safety.

If someone other than parents or the child's regular designated driver is to pick up a child, parents

need to send a written, dated note to the child's teacher. The note should state the name of the person who will be picking up the child. Identification will be requested if FCA staff does not know the individual.

FIELD TRIPS

Classes will take field trips when the teachers feel the experience will enhance classroom learning. Parents will be notified in writing prior to any field trip and will need to return a signed permission form before your child can participate. Parents are often asked to assist with transportation and chaperoning. Preschool children must remain within their teacher's supervision at all times and a written tracking form will be kept of their activities. If parents accompany their preschool child on a field trip, they will need to sign their child out of the teacher's supervision on the tracking form and sign them back in at the conclusion of the trip. All school policies apply to students on field trips.

FIELD TRIP CHAPERONE/DRIVER INFORMATION

Class field trips are designed to reinforce classroom learning. Teachers and grade mothers work very hard to coordinate the activities for these trips. We appreciate your willingness to assist with trips by being a chaperone and/or driving your car. However, you are expected to follow the planned itinerary for the trip. The children need to be monitored at all times and the teacher needs to know your whereabouts at all times. If younger siblings travel with you, please make sure their behavior is not disruptive during presentations.

Preschool classes do not normally take trips that require transportation. (If a trip is arranged for preschoolers that require transportation, written procedures will be developed, and parents will be given a copy.)

You should conduct yourself in a manner that sets an example for the children to follow. No alcoholic beverages should be consumed during the trip and none should be in cars/rooms (this includes unopened containers). You should not smoke in cars, rooms, or restaurants when students are present. Profanity or rude language is also inappropriate.

If any behavior by a student or adult seems inappropriate or questionable, you should discuss the behavior with the teacher immediately (in private).

As a driver, you need to:

1. Complete a driver insurance verification and driving record form (available in school office).
2. Understand that as a driver, you are expected to follow the teacher's plan for the trip. (You may deviate from those plans if you have only your child in the car, or written permission from parents to do so.)
3. Be responsible for keeping the medical cards (for the children in your car) during the trip and returning them to the teacher upon your return to school.
4. Practice highway safety and adhere to speed limits.
5. Monitor the behavior of all children within your care.
6. Report any problems to the teacher as soon as possible.

MUSICAL/DRAMA PRESENTATIONS

Each year every student will participate in a musical and/or dramatic performance. FCA feels these performances serve a variety of functions.

- First and foremost, these productions are a way for the students to spread the Gospel of Jesus Christ.
- Students commit songs to memory that they can carry in their hearts for years to come.
- Students learn the dynamics of public speaking and stage performance in drama, music, etc.
- Students learn the value of practice to accomplish a long-term goal.
- Students learn the importance of teamwork and cooperation.
- It's fun!

The performances are age appropriate in content and length. Every attempt is made to allow every child to have a solo speaking and/or singing part. Some children are shy, and it is difficult for them to participate. They are very satisfied with being a part of the group and do not want a solo part. Parents, teachers, and the student will work together to make the decision about a solo part.

Older students often audition for the parts. FCA is careful to determine a fair, consistent process for assigning parts. It is not possible for every student to obtain the part he/she desires. This is part of the learning process as well.

All students are expected to participate in these performances as part of the education process unless an illness or disability prevents it. If a parent has a question or concern about a performance, it should first be addressed to the teacher(s). If their concerns have not been resolved, they should meet with the administrator. If no resolution is reached, the parents may approach the School Board.

BIRTHDAY CELEBRATIONS/SPECIAL OCCASIONS

Birthdays are special times, which students often like to share with their classmates. You may send cupcakes or ice cream for dessert during the lunch period. Please remember to keep it simple.

Children may distribute birthday party invitations at school provided all classmates are invited.

If students have flowers or balloons delivered during the school day, these will be kept in the office until the end of the day.

MEDICATION AND ILLNESS

Should your child need any medication given to him or her while at school, **we must have a written, dated request signed by the parent or guardian giving permission for the school to give the medicine.** This request must include: child's name, attending physician's name, medication name, time medication to be dispensed, and medication begin and end dates.

Medication which is brought into the school must be properly labeled and in the original container. It should be handed to the teacher or administrative staff. Medication should not be placed in book bags or lunchboxes. Students should not carry prescription or over-the-counter (OTC) medicines in their pockets or pocketbooks. Faith Christian Academy will not be held liable in the event that adverse reactions occur. Any

unused medication must be reclaimed within one (1) week of the end of the treatment (unless it is a medication such as allergy medicine that is to be used as needed or in an emergency). If medication must be transported back and forth each day, it is the parent's responsibility to get the medication from the teacher/administrative staff at the end of the day. Medication will be kept in the school office unless it needs refrigeration. All medication will be kept in a locked drawer, box, or cabinet.

Parents should not send children to school who have a fever in excess of 100 degrees. If a student develops a fever of 100 degrees or higher during the school day, parents will be asked to take the student home. It is the parent's responsibility to notify the school if their child has a contagious illness. If it appears that a child has a contagious illness during the school day, parents will be notified to pick up the child immediately. Parents should follow the South Carolina Department of Health and Environmental Control (DHEC) Exclusion List. Students who need to be sent home due to the illness will be kept in the office area until picked up. If an injury or illness requires emergency treatment, the procedures and release information on the medical card will be used. A staff person will accompany your child and stay with them until a parent arrives.

Students will be expected to participate in PE and go outside at recess unless the parent notifies the school in writing. If adequate staffing is not available to monitor a student, he/she will need to stay home until well enough to go out.

STUDENTS WITH SEVERE ALLERGIES

Students who may require treatment of severe allergic reaction (anaphylaxis) to foods, insect bites/stings, or other substance must have a completed emergency action plan. Sample form is on page 30 of this Handbook. This form must be completed and signed by the parent, kept in the school office, and renewed every school year.

Epinephrine auto-injectors must be provided by the parent, labeled by a pharmacist, and have an expiration date that will extend through the school year.

PROTECTION OF CHILDREN WHILE AT SCHOOL

During the school day, children will be released only to their legal guardian or parent unless a written request has been submitted to the office by the parent or guardian. If the circumstances change after a child is at school, a telephone call from the parents will be sufficient only if the person is listed in the student file. **If a child is picked up early, the parent (or designated person) should come to the school office and sign the child out. Identification will be required if FCA does not know the individual.**

Policies and Procedures are in place that govern all staff/volunteers to ensure a safe environment for each child at FCA. For a copy of the Student Protection Policy contact the school office.

SPORTS

For students or parents who are interested in after school sports activities please call or visit the office.

VISITORS

All school visitors must check in with the school office upon arrival. When parents bring items (including lunch) to their child at school, they should come to the office to prevent class disruption.

WEAPONS

Weapons (guns, knives, or any other objects which may be used as weapons) are not allowed on school grounds, or at any school sponsored event. If a weapon is found in a child's possession, it will be taken immediately, parents will be notified, and the child will be sent home for the day. Based on the individual circumstances, other actions may or may not be necessary.

HARASSMENT

FCA wishes to ensure the physical, psychological, and sexual health of our students. Harassment will not be tolerated by students or employees. It is our goal to provide an environment that is free of offensive behavior. FCA is intolerant of any action or comment that would reflect prejudice toward another person. Any incidents should be reported immediately to a teacher and/or the Administrator. Each report will be handled on a case-by-case basis according to definitions and guidelines available from the Administrator and/or School Board. Any student engaged in harassment is subject to discipline up to and including expulsion. (Harassment is not a one-time offense; however, one-time offenses are not acceptable and are subject to disciplinary action.)

CLOTHING AND TOYS

The school is not responsible for lost or damaged clothing. We suggest that all clothing be clearly labeled with your child's name. Children may bring books and records on approval of their teacher, but these should also be clearly marked with their names. Toys should be brought for "show and tell" only. If toys are brought for Aftercare, the school will not be responsible for loss or damage. If problems arise as a result of personal toys in Aftercare, the workers may put the toys away and/or ask that the toys remain at home.

TELEPHONE USAGE

Students are encouraged to leave their cell phones at home. It is understood there are instances when parents need for their students to have a cell phone immediately before or after school. Therefore, phones may be kept in a student's book bag, but must be on silent mode and must not be taken out during school hours (or in the hallway before or after school without permission). Students should not have phones in their pockets or in their desks. FCA will not be responsible for the loss/damage of cell phones. School personnel will take cell phones, which are misused. Parents will be contacted, and the phone will only be returned to the parents. Students may bring cell phones on field trips to keep in contact with parents. If the privilege is abused the teacher may take the phone away and return it to parents upon the completion of the trip.

School telephones are to be used by students for emergency purposes only. Students must have a note from the teacher giving permission to use the phone. Students must not use the phone until asking office staff and

showing their teacher note.

PERSONAL ELECTRONIC ITEMS AT SCHOOL

Cell phones, IPODS, Gameboys, cameras, etc. are not allowed to be used during school or Aftercare hours. Students should leave all electronic type equipment at home or keep them closed up in their book bags during school hours. Electronic devices are only allowed in the classroom when the teacher grants permission because it benefits the curriculum taught. If brought on field trips, neither FCA teachers nor chaperones will be responsible for lost, broken, or stolen items. Teachers and chaperones may limit or deny the use of electronics on trips.

EMERGENCY DRILLS/SECURITY

As required by the state, fire drills will be held monthly at various times during the school day. The teachers and staff will acquaint the students with the proper procedures to be followed during a fire drill. A map of the fire drill evacuation plan will be hung in each room, and each teacher will see that the students fully understand the escape routes. In case of a fire, children will be evacuated from the building to a designated safe area and a 911 call will be made. Students will not be allowed back into the building until everything is determined to be safe.

Students are also acquainted with the proper procedure to be followed in the event of an earthquake and/or tornado. Safe areas are designated and posted with the fire evacuation plan. Classroom doors have interior door locks (at top of door) in case the school needs to go into a lock-down mode. Practice drills will occur annually. Parents should discuss the importance of drills with their children. If a student tampers with a lock or sets off an alarm, severe disciplinary measures will be taken. If a situation requires evacuation of the premises due to a man-made or natural disaster, students will be relocated to Cheraw High School. Parents will be notified by phone as soon as possible.

CLOSING SCHOOL DUE TO BAD WEATHER

Faith Christian Academy closings due to bad weather will generally correspond to those of the Chesterfield County schools. The following radio and television stations will broadcast our emergency closings: WCRE Radio 1420AM or 93.9FM and WBTW (Florence), WSOC and WCNC (Charlotte) TV stations. When possible, decisions will be made the afternoon or night before a closing. When the decision cannot be made until morning, TV and radio stations should have information by 6:30 am. Information will also be available on the school's website and answering machine. Reminder: TV and radio stations only post closings or delays, so if nothing is listed, we will be open. If school closes early, parents will be notified by local radio (WCRE) and telephone calls. *Parents are asked not to call the school office during early dismissal emergencies, because this may prevent critical communication from being transmitted.* In the event of a tornado warning or watch, when children have been sent to designated "safe" areas, parents may come in and wait with their children, but should not take children from school until conditions improve.

AFTERCARE

Faith Christian Academy offers Aftercare for children who are enrolled at Faith Christian Academy and need supervised care after the dismissal of classes. This program does not offer drop-in care but offers care by registration and per-arrangement of days and hours.

Aftercare is offered (according to the school calendar) for days that school is in session from 2:30 pm until 5:15 pm. On school days with noon dismissal Aftercare may or may not be offered. On the days it is available Aftercare will begin at noon. When school is dismissed, students go immediately to Aftercare. Preschool students are walked to the Aftercare room, while older students are expected to report when they leave the classroom. Teachers, who are stationed in the hall, will monitor movement to the Aftercare rooms.

The cost for this program will be \$110 per month for the first child in a family and \$55 per month for each additional child for each week that school is in session (including partial weeks). Daily rates are available. Fees are based upon registration, not attendance. Fees may be paid in nine monthly payments of \$110.00 for the first child and \$55.00 per month for each additional child (September - May). In order for a child to be enrolled in Aftercare, a registration form must be completed and submitted to the school office. Forms are available in the office. Fees are due on the first of the month just like tuition. The same late fee procedures apply.

Aftercare children MUST be picked up by 5:15 pm. FCA will allow a five-minute grace period for emergencies. However, for every minute past 5:20 pm (by FCA clocks), you will be charged \$1.00 per minute per child. We understand that emergencies happen, but they should not be on a frequent basis. Please make every effort to have someone call so we will know you are going to be late.

All children must be signed out daily by the adult person who picks them up. If this person is someone other than the parent, his/her name must be on the authorization list given by the parent. Parents will be given additional guidelines regarding Aftercare and access to the door code at the school entrance. These guidelines should be followed carefully to maintain security. If the Aftercare teacher loads a preschool child into a car, then a note will be made of who picked up the child.

Preschool children who attend Aftercare will be monitored in the same format as they are during the school day. Tracking forms will be kept to monitor their activities and movement throughout the facility.

If your child only needs aftercare for one to three days a week, you may pay the daily rate of \$7.50/day. You will be billed at the end of the month for the days attended during the month.

FCA realizes that unforeseen circumstances and emergencies may cause parents to need Aftercare for one or two days. Arrangements must be ***made at least one day in advance*** with the secretary or Administrator. *Please do not send notes with your child and just assume it is acceptable for the child to stay in AfterCare!*

FCA offers Aftercare as long as there is sufficient enrollment to cover operating costs and reserves the right to discontinue this service should there be insufficient enrollment in the program. If this should become necessary, families will be given a two-week notice.

PRE-SCHOOL PROGRAM

The goals of our pre-school program are multifaceted. Many working parents want more than a daycare setting for their children. Many stay-at-home moms want their children to have structured learning and interaction with other children. Most parents worry about their child's readiness for kindergarten and want to be sure the necessary skills are taught. The length of time the children need to attend pre-school is as varied as the reasons parents have for sending their children. Therefore, our first goal is to offer a program that can satisfy as many of these needs as possible, while providing a program that is fun for the children in a loving, Christ-centered environment.

The three and four-year-old preschool classes are designed to prepare a child with the necessary skills for kindergarten. The four-year old class reinforces the skills learned in the three-year-old class and introduces new skills. Both classes provide a combination of hands-on activities with seat/table work. Students focus on shapes, colors, letters, sounds, number recognition, counting, Bible knowledge, developmental, and social skills. The school day includes story/listening, learning center, skill practice, free play, and rest/nap times. Children will be learning all day but may perceive much of the day as play. The majority of skill learning takes place before lunch.

Children must be fully potty trained and able to take care of their own bathroom hygiene before entering the pre-school program. Children should wear underwear, not "pull ups." FCA understands occasional toileting accidents will occur. However, children who have frequent accidents or who are unable to manage bathroom skills will need to withdraw until the situation is under control. Children must be accompanied to and from the bathroom by a staff member. Due to staffing requirements, they may not be able to take the child immediately. It is important for parents to always have a complete change of clothing at school for their child.

FCA preschool is registered by the South Carolina Department of Social Services and it follows their guidelines for religious child-care facilities. Children are supervised by their teachers throughout the day and a daily written account is kept of the child's activities. FCA is not equipped to care for mildly ill children so parents are encouraged to respond promptly if they are called to pick up a child who is sick.

FCA preschool understands that preschool children are learning social skills and this age children often exhibit behavioral problems that include biting, pushing, and shoving. Teachers work with children to limit these types of behaviors to a minimum by letting the children know what is acceptable and correcting misbehavior. Time out in the classroom and time out in the office may be used. If behaviors are persistent or disruptive to the overall class operation, and the school staff's efforts are not successful, the Administrator may contact the parent to come pick up the child. (See page 13 for additional discipline philosophy and discipline means.)

The school day begins at 8:00 am. Children can be dropped off as early as 7:30 am. For those who attend full time, the day ends at 2:30 pm. Full-time tuition is \$3700 per year. Part-time enrollment is available. For students who are part-time and leave at 11:00 am, tuition is \$2900 per year. For students who are part-time and leave at 12 noon, tuition is \$3300 per year. Most parents pay tuition in 10 monthly installments, but other options are available. For those full-time students who need aftercare, it begins at 2:30 pm. and ends at 5:15 pm. Aftercare is an *additional* \$110 per month (see Aftercare Section).

Preschool parents must attend an orientation session and all required forms must be submitted prior to their child's attendance.

PLEDGES

PLEDGE TO THE BIBLE

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

PLEDGE TO THE CHRISTIAN FLAG

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

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.

FAITH CHRISTIAN ACADEMY STAFF

Administrator: Mrs. Melissa Bailey

Administrative Assistant: Mrs. Kelli Beck

Full Time:

3-Year-Old Preschool – Cindi Crowley, Teresa Whiteman

3-Year-Old Preschool Assistant – Sharon Wallace

4-Year-Old Preschool – Cori Turner

4-Year-Old Preschool Assistant – Lorie Spencer

Kindergarten - Tammy Joyce

1st Grade –

2nd Grade - Laurie Novinger

3rd Grade - Holly Miles

4th Grade – Michele Davis

5th Grade/Music – Patrick Davis

Middle School –

Jessica Caraway – 7th Homeroom, 6/7/8 Bible, 7th Social Studies, 5K – 4th Computer

Rebecca Gainey – 6th Homeroom, 6th Math, 7th Pre-Algebra, 5/6 Science, 7th Life Science,
8th Earth Science

Meghan Kennedy – 8th Homeroom, 5/6 Social Studies, 8th History, 6th ELA, 7th ELA, 8th
English I

Melissa Bailey – 8th Algebra I

Part-Time:

Mrs. Mary Ann Godwin -- Art and PE

Mrs. Kathryn Sides - Library

Aftercare:

Mrs. Norma Moore

Mrs. Sharon Wallace

Mrs. Teresa Whiteman

FAITH CHRISTIAN ACADEMY BOARD MEMBERS

Sherrie Chapman

Tracie Phillips (Treasurer)

Bill Eskridge (Chairman)

Ex-Officio Member: Joe Arnold, Pastor of Faith Presbyterian Church

Anaphylaxis Emergency Action Plan

Student Name: _____ DOB: _____

Allergies: _____

Asthma (Circle one): Yes No

SYMPTOMS OF ANAPHYLAXIS:

MOUTH - itching, swelling of lips and/or tongue

THROAT- itching, tightness/closure, hoarseness

SKIN - itching, hives, redness, swelling

GUT- vomiting, diarrhea, cramps

LUNG - shortness of breath, cough, wheeze

HEART - weak pulse, dizziness, passing out

Emergency Action Steps

DO NOT HESITATE TO GIVE EPINEPHRINE!

1. Inject epinephrine in thigh using (check one):

Epinephrine Injection, USP Auto-injector

(0.15 mg) (0.3 mg)

2. Call 911 or rescue squad (before calling contact)

3. Notify emergency contact

Comments: _____

Parent's Signature

Date