

**Faith Christian Academy**  
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# **Student Handbook**

## **2016-2017**

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**Our Mission Statement:**

The Mission of Faith Christian Academy is to create an environment for each student to develop his/her full potential in all areas of growth and development academically, spiritually, socially, physically. Striving for academic excellence and social responsibility, the academy is dedicated to being an educational resource and advocate for families based on clear biblical principles.

*“Teach a child to choose the right path, and when he is older he will remain upon it.”*  
*Proverbs 22:6*

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## **PREFACE**

**Faith Christian Academy** provides this handbook as a means of providing the reader with general information about the Academy as well as defining some specific policies and rules. It is to be understood that the Academy reserves the right to change any policy when it is deemed appropriate by the administration of the Academy. Notice of such changes will be given by special letter and/or orally to the students. It should be understood that this handbook is not to be considered as all-inclusive, and the administration will make decisions and establish guidelines concerning any issues not covered.

**Faith Christian Academy considers for admission all applicants without regard to race, color, or national origin.**

## **GENERAL PURPOSE**

The primary objective and purpose of Faith Christian Academy is to train the student in the knowledge of God and the Christian way of life and to provide the student an excellent education spiritually, academically, athletically and socially. All of the staff here at Faith Christian Academy realize the solemn responsibility before God in molding the life and character of each of our students in order to instill strong values based on God's truths upon which each student can build his or her future.

**SPIRITUALLY** - We hold the Scripture to be all-sufficient rules for faith and practice. We therefore teach the Bible in its entirety. It is the purpose of the Academy to train our students in the principles and practices of our Lord Jesus Christ. It should be noted that the faculty of the Academy represents a number of Christian denominations and fellowships and no individual is permitted to teach neither his or her particular personal doctrine nor his or her church doctrine. All members of the faculty are born again Christians who live a consistent example of their profession of faith. It is the purpose of the Academy to develop in the lives of our students a spiritual life which is in harmony with the infallible Word of God, in order that they may grow in grace, as well as in the knowledge of our Lord Jesus Christ.

**ACADEMICALLY** - It is the purpose of the Academy to provide our students with the very best education in order that they may be thoroughly equipped for life. It is the purpose of the Academy to offer our students an opportunity to receive their education in a safe Christian environment.

**ATHLETICALLY** - Our goal here at Faith Christian Academy is to develop a well-rounded sports program that will give our students opportunities to develop their physical gifts as well as learn the many lessons and life applications available through athletic competition. We will compete in various sports with other Christian schools.

**SOCIALLY** - The relationships students make here at Faith Christian Academy will last a lifetime. We feel it is important to provide activities that help students grow in the social graces in an atmosphere that teaches them that strong Christian values are not just for Bible class but a way of life. It is our goal to develop events and activities that are age appropriate and positive experiences for our students.

## **STATEMENT OF FAITH**

We believe the Bible to be inspired; the only infallible, authoritative, inerrant Word of God. (II Tim. 3:15, II Peter 1:21)

We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit. (Gen. 1:1, Matt. 28:19, John 10:30)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matt. 1:23, Luke 1:35); His sinless life (Heb. 4:15, Heb. 7:25); His miracles (John 2:11); His vicarious and atoning death (I Cor. 15:3, Eph. 1:7, Heb. 2:9); His resurrection (John 11:25, I Cor. 15:44); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Rev. 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the

exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through Faith alone are we saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Eph. 2:8-10, and Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Cor. 12:12-13, Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit by Whose in-dwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, I Cor. 3:16, I Cor. 6:19-20, Eph. 4:30, Eph. 5:18)

## **Right to Terminate a Student's Enrollment**

Faith Christian Academy reserves the right to terminate a student's enrollment when the Administration determines that the student and/or the parent of the student does not conform to the standards, philosophy, or purposes of the school. It should be remembered that it is a privilege and not a right to attend Faith Christian Academy.

All new students are on six week probation and will not be accepted or allowed to attend class until all previous academic/discipline records have been received and reviewed by FCA Administration.

## **School Hours**

Monday to Thursday school hours are as follows:

Pre-K-5 <sup>th</sup> grades	8:00-3:00
6 <sup>th</sup> -8 <sup>th</sup> grades	8:00-3:00
9 <sup>th</sup> -12 <sup>th</sup> grades	8:00-2:45

Students may arrive as early as 7:00 a.m. Any student who arrives between 7:00 – 7:45 a.m. must report to the Before School Program and will be dismissed to go to class at 7:45 a.m. **Students who arrive before 7:45 will be charged as part of the Before School Program.** Elementary and Middle School students who stay after 3:15 and High School students who stay after 3:00 will be in the After School Program. **See FCA Before/After School Program in this handbook for more information.**

All high school students must be picked up at dismissal time (2:45-3:00 p.m.) or go to the After School Program.

## **Homeroom**

The homeroom is the administrative portion of the school day, as well as part of the spiritual and social growth of the school. This class begins 8:00 a.m. and allows time for recording attendance, collection of tuition, field trip permission forms and money, lunch counts and collection of money for lunch, prayer, reading announcements, etc. It is important that students report to this important first part of the school day at the proper time.

## Daily Schedule for High School

8:00-8:15	Homeroom
8:20-9:10	1 <sup>st</sup> Period
9:15-10:05	2 <sup>nd</sup> Period
10:10-11:00	3 <sup>rd</sup> Period
11:00-11:15	HS Snack
11:20-12:10	4 <sup>th</sup> Period
12:15-1:00	5 <sup>th</sup> Period
1:00-1:40	Lunch
1:45-2:35	6 <sup>th</sup> Period

## Wed./Chapel Schedule

8:00-8:15	Homeroom
8:20-9:10	Chapel (Mandatory)
9:15-9:55	1 <sup>st</sup> Period
10:00-10:45	2 <sup>nd</sup> Period
10:50-11:30	3 <sup>rd</sup> Period
11:35-12:15	4 <sup>th</sup> Period
12:20-1:00	5 <sup>th</sup> Period
1:00-1:40	Lunch
1:45-2:45	6 <sup>th</sup> Period

## Attendance

Regular and punctual attendance is necessary if the student is to achieve success in his/her academic pursuits. It is essential for the student's academic success and for building proper attitudes toward responsibility. **Recognition is given to students with perfect attendance (no absences, early dismissals, or late arrivals) and students with excellent attendance (two or fewer total absences, tardies, late arrivals, or early dismissals).**

## Absences

We realize that it is sometimes necessary for students to be absent. The following absences shall be considered "excused" absences:

1. Illness of the student
2. Medical appointments (which cannot be made after school)
3. Funerals of immediate family members
4. Absences with prior approval of the Administration \*\*

**\*\*If you are aware that your child will be absent ahead of time, it will be necessary to request a Student Absence Notification Form from the office. This will notify the office that your child is intending to be out of class. This will also allow the student's teacher time to gather together all necessary class work to be completed during their absence.**

**Absences not included in one of the categories of the preceding list will be considered unexcused. No work (including tests and/or quizzes) can be made up when missed due to an unexcused absence, and a zero will be given for any missed assignments.**

**Parents should send a written note explaining the reason for an absence on the day the child returns to school. If a written note of excuse is not brought to the teacher within 3 days of the absence, the absence will be counted as unexcused and the student will not be allowed to make-up missing work.**

### Late Work/Make-up Work

A student is allowed one day make-up for each day absent. (Example: 5 days absent/5 days to complete make up homework, quizzes and tests). This is in addition to regularly scheduled class work.

**Fifteen (15) days is the maximum number of days absent in a year. Any student with more than fifteen absences (excused or unexcused), unless there are extenuating circumstances, will become ineligible to receive credit for the year's work. Any exceptions must be reviewed and approved by the Administration and/or the School Advisory Board.**

## **Tardiness**

Class begins at 8:00 AM. Students who are not in their room at 8:05 are considered tardy. Students who are tardy to school or to class must secure a tardy pass from the office before entering their class.

Tardiness will be excused for doctor's appointments, unexpected car trouble, power failure, and illness if a parental note is submitted to the office upon arriving at school. **If a note signed by a parent is not submitted, the tardy is unexcused.** Examples of unexcused tardiness include: running errands, oversleeping, etc.

**EXCESSIVE TARDINESS WILL RESULT IN DISCIPLINARY ACTION.**

Student Driver: FCA reserves the right to revoke driving privileges of any student driver who is excessively tardy to school.

## **Early Dismissals**

Early Dismissal is discouraged unless the student is ill or has a medical, dental, etc. appointment that cannot be scheduled after school hours. Students who must leave school early must bring a note from their parent or guardian requesting such early dismissal. No student should leave school without first signing out in the school office. Parents **should not** go directly to the classroom to get their child.

**ELEMENTARY AND MIDDLE SCHOOL STUDENTS WILL RECEIVE A HALF DAY'S ABSENCE WHEN THEY LEAVE BEFORE 12:00 NOON.**

**HIGH SCHOOL STUDENTS ARE CONSIDERED ABSENT FOR EACH PERIOD THAT THE STUDENT IS NOT IN CLASS.**

## **Leaving School Without Permission**

Students are not permitted to leave school during the day without proper authorization from the school office. Students are not permitted to leave the campus during breaks or lunch period. Leaving campus without permission will be considered skipping class and will be handled accordingly (see Skipping Class on p. 11)

## **Lunch**

Menus are published by the month. Hot lunch is \$3.50 per day for Pre-K – 5<sup>th</sup> grades and \$4.00 per day for 6<sup>th</sup>-12<sup>th</sup> grades. Hot lunches can be purchased daily, weekly, or monthly. All monies should be sent to the office through homeroom or paid directly to the FCA office. **NO CHARGES FOR LUNCH.** Students who wish to buy "a la carte" items can pay in the cafeteria. Students may also bring lunch each day, if they wish. Microwaves are provided for student use. FCA does not have an open campus policy. **Students are not permitted to leave school to pick up lunch.**

## **Fine Arts**

Art and all other Fine Art departments work together in cooperation with the classroom teachers to foster the natural creativity of children and to instill an appreciation for art, Spanish, etc.

Pre-K-5<sup>th</sup> grades will participate in activities and crafts geared to introduce them to art.

## **Promotion To The Next Grade**

No student in grades one and up will be promoted to the next grade if two or more major subjects are failed. Major subjects include:

Math  
English (Language)  
History  
Science

## **Grading Scale**

The following grading scale is used at the Academy in grades one through twelve:

A = 90-100  
B = 80-89  
C = 75-79  
D = 70-74  
F = 69 and below

## **Report Cards/Progress Reports**

The school year is divided into four (4) nine-week grading periods in Pre-K - 5<sup>th</sup> grades. Reports are issued at the end of each grading period to give the student and the parents an indication of the student's academic progress. 6<sup>th</sup>-12<sup>th</sup> grades will be issued progress reports every nine weeks and report cards every eighteen weeks. Both are to be signed by parent or guardian and returned to the homeroom teacher the following morning. Failing to return a parent/guardian signed report card will result in disciplinary action.

Parents are encouraged to remain in close partnership with their child's teacher(s) to promote and support the strong emphasis on achievement and responsibility.

Any student who has a failing 9 weeks or semester grade will be contacted by teacher.

Sports eligibility requires passing grades. FCA follows the Georgia High School Passing Rule that says that a student can fail one class and continue to play sports. Any student with two or more failing grades at mid-term or semester cannot play sports the remainder of the semester or the next semester as determined by Faith Christian Academy Administration (i.e., Fall failing grades cannot play Spring semester sports and Spring failing grades cannot play Fall semester sports).

## **Awards / Programs**

### **Honors Day Program**

At the end of the school year there is an Honors Program. Awards will be given out for academic achievement, character development, and spiritual leadership. All accounts (tuition, lunches, book fee, athletic dues, field trips, and Senior/Kindergarten/5<sup>th</sup> grade dues, etc.) must be paid in full by May 5<sup>th</sup> to receive honors and participate in Honors Day activities.

### **BETA Club**

Requirements are: a student must be in good academic standing (A/B Honor Roll), complete community service hours, and have no discipline issues. Students will receive an invitation to be inducted into BETA Club in an evening ceremony.

## **Transcripts**

Transferring Students can have a copy of the transcript sent to the school which they will be attending-no charge for one copy. Additional transcripts will cost \$10.00 each. **All financial obligations must be met before a transcript will be sent.**

Graduated students can have three copies of their transcript. Additional transcripts will cost \$10.00 each.

## **Tuition**

Tuition is due on the first day of each month unless the tuition is paid in full by the first day of school. Please pay your child's tuition one of the following ways:

- Your child's homeroom teacher
- Mail to school address (PO Box 824, Williamson, GA 30292)
- Deliver to the FCA office during school hours

Since the payment of tuition is the major source of revenue for the operation of FCA, it is necessary that all tuition accounts be current. If payment is not received by the 5<sup>th</sup> of the month, a \$35.00 late fee will be assessed. Any student account that is two months in arrears will not be allowed on campus (which will result in unexcused absences, see absences) until the balance is paid in full.

**All fees (tuition, books, pictures, Before/After School Program fees, etc.) must be paid in full before report cards or any other records can be released.**

## **Withdrawal/ Dismissal**

A withdrawal form must be completed for any student who seeks to withdraw or has been dismissed from the school prior to the end of the school year. This form must be signed by the parent(s)/guardian(s).

**Students are enrolled for the entire school year and the parent is responsible to pay the entire annual tuition amount.**

Final payment must be in cash, certified check, money order, or credit card to receive academic records at

that time. If the final payment is made by a personal check, records will be released when the check has cleared.

**No academic records will be given to an individual, with the exception of current averages at the time of withdrawal.** All school-owned books and monies owed (tuition, books, pictures, extended day, etc.) must be paid before a student is considered to be officially withdrawn. **No transcripts will be issued until a student is considered officially withdrawn.**

The Academy retains ownership of all books, testing, and educational materials.

**There is no refund of the Application Fee or Activity Fee.**

## **Insurance**

Each child is covered during school hours and school sponsored activities. The policy is a “full excess” policy --- benefits are payable for covered expenses that are not recoverable from another plan providing medical expense benefits (as described in the Master Policy) to the applicable maximum. This is a secondary policy which goes into effect after the student’s primary insurance is provided.

In case of accident, notify the school office immediately. Any claims must be filed within sixty (60) days of the accident.

## **Before/After School Program**

FCA offers a Before/After School Program for students in Pre-K – 12<sup>th</sup> grades who need before or after school care. Students in extended day session should arrive at school no earlier than 7:00 a.m. and should be picked up no later than 6:00 p.m. Any child not picked up by 6:00 p.m. will be charged \$5.00 per minute beginning at 6:01 p.m. **Students who arrive before 7:45 a.m. or who are not picked up by 3:15 p.m. will attend the Before/After School Program and charged the appropriate fee.**

## **Returned Checks**

A \$35.00 service fee is charged for all returned checks. A second returned check will require that the account become a cash or money order only account.

## **Fundraising**

FCA has a mandatory participation in two annual fundraisers. These fundraisers are to help meet the financial needs associated with educating our children without annually increasing tuition. There is mandatory participation or a \$300.00 fee per family.

## **Miscellaneous Fees**

There will be miscellaneous expenses for class parties, school activities, supplies and events. If there are additional specific fees you will be notified of these in advance.

## **Textbooks and Media Center Books**

Textbooks are the care and responsibility of the student to whom they are issued. Unnecessary abuse calls for reimbursement on the part of the student. Reimbursement for lost books will occur at the rate a new book will cost the school. Lost or damaged book charges must be paid before a new textbook will be issued. Report cards/Progress Reports will not be issued to the student until all book fees have been paid in full. Library books that are lost or damaged must be replaced at the replacement cost.

## **Chapel**

Spiritual growth is one of the major purposes of this institution. Because chapel is an integral part of this growth process, students are required to participate in all chapel activities. Chapel services are held every Wednesday at 8:15 a.m. for grades Pre-K-12<sup>th</sup> grades (Pre-K -5<sup>th</sup> grades in a classroom and 6<sup>th</sup>-12<sup>th</sup> grades in the sanctuary). Chapel is mandatory for all FCA students. **Chapel shirts MUST be worn on chapel days.**

## **Use of School Telephones**

School telephones are business telephones and are not to be used for personal conversations. Students must use the telephone in the school office when it is necessary to make a call. No student will be called to the telephone unless it is an emergency.

**Cell phones, iPods, laptops, tablets, etc. MAY NOT be used by students during the school day. Any electronic device seen or heard by any staff member will be confiscated.** Confiscated electronics can be picked up in the FCA office after the **\$25 fee** has been paid. **FCA RESERVES THE RIGHT TO SEARCH ANY CONFISCATED CELL PHONE, IPOD, ETC. FOR INAPPROPRIATE CONTENT.** Any student who must bring a cell phone, iPod, etc. to school for use before and after school must turn off phone upon entering building and keep all cell phones, iPods, etc. out of sight.

**Faith Christian Academy asks that if a parent needs to reach a student during the school day that they please call the school office.**

## **Field Trips**

Field trips are an important and integral part of the curriculum at Faith Christian Academy. These out of the classroom experiences broaden and give depth to the classroom learning that takes place daily. Students are expected to follow the same behavior guidelines as if at school. FCA uses parent drivers. Parents are to have a copy of their driver's license and insurance card on file with the FCA office if they are driving for a field trip.

A note of explanation from the sponsoring faculty member will precede all field trips sponsored by the Academy. All field trips must be approved by the teacher and the administration. The following policies apply to the field trips:

1. Students must participate unless unusual circumstances do not permit.
2. Students and parents who attend are required to adhere to school policies with respect to conduct and appearance.
3. Students must finance school trips above tuition cost.
4. Students' accounts must be current to be eligible to attend any field trip.

## **Class Parties**

It is the desire of the academy to allow fun filled activities for your child to participate in. However, these activities must work in harmony with the instruction within the classroom. Parties must be approved by the teacher and the administration and must reflect the ministry and philosophy of Faith Christian Academy. The approved classroom parties are as follows: Harvest, Christmas, Thanksgiving, Valentine's Day, and Easter. Other parties may be scheduled with approval of the teacher and/or administrator.

## **Birthdays**

Each child's birthday is special and we like to celebrate the birthday at school. Birthdays can be celebrated during the lunch hour. We appreciate parents of FCA students sending in cupcakes, cookies, etc. It will be the responsibility of the parent to bring plates, napkins, dinnerware, etc. to serve these items. If a parent is unable to do this, let the teacher know so a treat can be provided. Invitations to a child's birthday party may be given out at school ONLY if every child in the class is included.

## **Sports**

FCA offers sports for each season only when there is enough participation interest. Athletic fees vary.

## **Standard of Conduct**

The great commandment which Jesus gave (Matthew 22:37-40) tells us to love first and foremost, God, and secondly our neighbors. In other words, we are to obey God and we are to respect and care for those with whom we have contact each day. Jesus Christ is our ultimate role model and His teachings, as set forth in His Word, are the guidelines for acceptable and appropriate conduct at Faith Christian Academy.

Proper stewardship is to be shown by the students for the time, talents, possessions, and opportunities given to them. These gifts from God are to be used and developed meaningfully for God's glory. The following guidelines for acceptable and appropriate conduct should be understood and adhered to by all students:

**ATTITUDE:** Students are expected to maintain a Christ-like attitude. Negative attitudes, disrespect, disobedience, rebellion and insubordination will not be tolerated.

**BODILY CONTACT:** Unnecessary bodily contact, whether it is affectionate, playful or hostile, is not acceptable conduct while at school. Such incidents, which may seem harmless, often expand rapidly and tend to detract from the development of proper relationships and a constructive educational atmosphere. There is to be no physical display of affection on campus or at any school activity.

**CLASSROOM BEHAVIOR:** There is to be no talking during class time without permission. Students are not to write or pass notes during class or cause disruptions of any kind. Class time is not to be used to work on assignments for other classes, except as directed by the teacher.

**CONVERSATION:** Conversations held within the classroom and playground are not to degrade others and they are to relate constructively to the time and place. Within class discussion, a student may speak when he/she has been properly recognized and "has the floor". At other times, the student shall remain quiet, attentively and respectfully listening to the contributions of others. Conversations, private or public, are expected to be positive, constructive and respectful.

**RESPECT:** Students are expected to show respect for and to the following:

**God and His Word:** by not taking God's name in vain, by listening silently when the Bible is being read, by respectful attention during Bible class, by active participation in the pledges to the Bible and the Christian flag and during Chapel and other times of spiritual instruction.

**The United States of America:** by active participation in the pledge of allegiance to the U.S. flag, by proper respect and care for the U.S. flag at Faith Christian Academy.

**Faith Christian Academy:** by proper treatment of all equipment and facilities. Vandalism will not be tolerated. Students will be required to make restitution for school property damaged through carelessness or malice.

**Administration, Faculty and Staff:** by respectful obedience and courtesy. Disrespect or rebellion against the authority of the classroom teacher or other FCA staff will not be tolerated and will result in severe discipline.

**Fellow Students:** by respect and courtesy. This includes the mistreatment of another's property by willfully or carelessly damaging or stealing the property. Respect also includes another's reputation and good name, which will prohibit gossip and slander as well as conduct which puts into question the character of self and/or others.

**Self:** by all conduct and choices. Self-respect rules out substance abuse of any kind. It requires moral purity in obedience to God's moral standards both in and out of School. Biblical self-respect demands giving one's best effort to each task.

**Textbooks and other materials:** Students are asked to take proper care of textbooks. It will be the responsibility of students to replace lost or damaged textbooks or materials belonging to Faith Christian Academy at the replacement cost.

## **Social Media**

All forms of social media will be periodically reviewed. New incoming student's sites will be reviewed and periodically monitored before acceptance to FCA.

## **Discipline**

Faith Christian Academy expects full cooperation from both student and parent. A student who shows repeated behavior problems may be required to serve detention (see detention below.) This is an indication that parents need to take action at home so that the teacher's time is not spent dealing with behavioral problems, but rather in academic instruction. When it is deemed necessary, the parent will be called to the school office and a place will be provided for them to meet privately with their child. If at any time the school feels that cooperation is lacking in the area of discipline, the behavior of the student, or the attitude of the parent, the parent may be requested to withdraw the student.

Attendance at the Academy is a privilege, not a right. While we hope it is never necessary, students may forfeit this privilege when they refuse to adhere to the standards set forth by Faith Christian Academy.

**Disciplinary Procedures:** The chief tenet of the Faith Christian Academy discipline system is that the teacher must be in charge of the classroom. As such, the teacher has a wide range of options open to him or her for dealing with disciplinary issues in the classroom, including:

- 1 Personal conference with the student and prayer when appropriate.
- 2 Use of a system of positive reinforcements (rewards) may be withdrawn for misbehavior.
- 3 Special seating in the classroom, including separating the misbehaving student from the group for a period of time.
- 4 Contacting the student's parents regarding misbehaviors in the classroom.
- 5 Take-home disciplinary assignments.
- 6 The above procedures applied consistently and in a timely manner, will correct most discipline

problems. If the student fails to respond to the teacher's disciplinary measures or if the offense is of a degree that immediate administrative involvement is warranted, the student will be sent to the Administrator.

**The following behaviors will result in immediate disciplinary referral:**

- 1 Any act, written, verbal, or gestured, which intimidates, threatens, degrades, or disgraces another person.
- 2 Intentional or negligent damage to school property or another's personal property.
- 3 Academic dishonesty of any kind.
- 4 Theft of personal or school property.
- 5 Fighting.
- 6 Possession of dangerous items such as fireworks, or weapons of any kind.
- 7 Possession, use, or distribution of tobacco.
- 8 Profanity or obscene language or gestures.
- 9 Gambling or money exchanged on school premises for personal gain at any time.
- 10 Leaving campus without permission or carrying passengers who do not have permission to ride with you.
- 11 Engage in any sexual conduct, activities, or relations, including but not limited to petting, fondling, or any other sexual or immoral act.
- 12 False fire or emergency alarm or threat of the same.
- 13 Open defiance or disrespect of school personnel or anyone acting in the name of FCA.
- 14 Failure to respond to teacher discipline for repeated minor offenses.
- 15 Inappropriate communication with other people on the internet/social media (Eph. 4:29)
- 16 Selling, trading, or exchange of property (items of ANY kind) on school premises

**Re-Admission or Continued Enrollment:** Any student expelled from school will not normally be allowed to apply for re-admission. Request for re-admission should be made in writing to the Administrator. Consideration for re-admission shall be made by the Headmaster, Administration and/or School Advisory Board. The Academy reserves the right to deny re-admission, admission or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, re-admission or continued enrollment. **Faith Christian Academy reserves the right to suspend or expel a student for misconduct, whether the misconduct occurred on or off the school campus.**

**Mandatory Consequences for High School Students**

Nature of Student Infraction	Consequences (follow in order)*
Possession and/or use of cell phones, iPods, laptops, tablets, etc. during the school day- electronic devices are not to be seen or heard.	1. <b><u>Student must pay \$25 to retrieve cell phone, iPod, etc. at the end of the school day. If another student has the cell phone, iPod, etc. and it is taken up then the student that owns the phone, iPod, etc. is responsible for the \$25 fee.</u></b>
Disrespectful, Inappropriate or Obscene Behavior	1. Teacher will call parents and issue a verbal warning in class. 2. Administrator will call parents and student will be suspended** for 1 day 3. Student will be suspended** for 3 days and parent must meet with administrator before student can return to classes. 4. Expulsion

Failure to Follow Dress Code	<ol style="list-style-type: none"> <li>1. Student will be given a verbal warning</li> <li>2. Parent will be called to bring appropriate clothing to the student.</li> <li>3. Student will be suspended** for 1 day and placed on “modified dress code”*** for the remainder of the semester</li> </ol>
Classroom Disruptions	<ol style="list-style-type: none"> <li>1. Teacher will call parent and give verbal warning to student.</li> <li>2. Student will be suspended** for 2 days</li> <li>3. Expulsion</li> </ol>
Skiping Class	<ol style="list-style-type: none"> <li>1. Administrator will contact parent and student will be suspended** for 1 day.</li> </ol>
Attendance	Existing Policy Will Be Enforced! Students with excessive absences will not receive credit for their coursework. Documentation must be brought in for excused absences.

\*Failure to comply with a step in the chain of consequences will automatically result in application of the next step in the chain.

\*\*Students will not be allowed to make up any work from unexcused absences or suspension.

\*\*\* *“Modified Dress Code”*: Student must wear collared shirt and “Dockers-style” pants in navy or khaki.

**The Headmaster reserves the right to remove and/or expel any student at any time.**

## **Weapons Policy**

The State of Georgia has a “Zero Tolerance Weapons” Policy for all schools. Students may not come to school or any school function with any kind of weapon, including but not limited to firearms of any kind, knives of any kind, Tasers, stun guns, etc. If a weapon of any kind is found on a student’s person or in a vehicle on campus or any school event, disciplinary action will be taken, which could result in suspension or expulsion. Disciplinary action taken is at the discretion of Faith Christian Academy Headmaster and/or Principal.

## **Tobacco Policy**

No tobacco products are allowed on school property, at any school function, or while traveling to and from a school function.

If a student is found with any tobacco product on school property, at any school function, or while traveling to and from a school function, the student will receive the following consequences:

1<sup>st</sup> Offense: Suspension and/or expulsion (at the discretion of the Faith Christian Academy Administration)

2<sup>nd</sup> Offense: Expulsion from school

## **Alcohol, Narcotics, Stimulant Drugs and/or Controlled Substances Policy**

None of the above listed substances are allowed on school property, at any school function, or while

traveling to and from a school function. All over the counter drugs and student prescriptions must be checked into office. Possession of any of the above substances on person, property, vehicle or locker will result in immediate expulsion.

The FCA Administration reserves the right to require clinically supervised drug testing for admission, extra-curricular participation, or any time during enrollment in the Academy. All expenses for testing will be borne by the student's family if the student tests positive and charged to the student's account. Refusal to provide test results or not allowing student to be tested will result in immediate expulsion or refusal of admission to the Academy.

Be advised that the above mentioned drug testing may be on campus or, if necessary, the students may be transported on Faith Christian Academy vehicles with Faith Christian Academy staff members off campus at the discretion of the Faith Christian Academy Administration.

If a student tests positive for any narcotic, stimulant drugs, and or controlled substance for which the student does not have a legal prescription, the student will receive the following consequences:

1<sup>st</sup> Offense: Probation/Suspension from school (at the discretion of the FCA Administration for a time period to be determined)  
Student must provide evidence of enrollment in an approved Drug Awareness/Prevention class (at the expense of the student's family)  
Random drug testing with expense charged to student's account during probationary period (Failing either of these tests will result in immediate expulsion)  
Probationary period during enrollment in Drug Prevention/Awareness Class  
Suspension from all extracurricular activities for the remainder of the semester

2<sup>nd</sup> Offense: Expulsion from school

## **Damage to School Property**

The campus, facilities, equipment and all other property of the Academy belongs to God. Therefore, every person who uses them must do his/her part to properly care for them. Any individual inflicting damage to the Academy property will be required to make financial restitution for the damage. Discipline for damage will be in accordance with the particular situation. **Intentional damage or vandalism will result in suspension or expulsion.**

## **Personal Property/Lost and Found**

**The following items are not permitted on campus or at off-campus Academy functions:**

1. Electronics - radios, tape recorders, CD players, TVs, DVD Players, MP3 players, Ipods, laptops, tablets, etc.
2. Knives, firearms or any type of weapon
3. Tobacco products of any kind
4. Alcohol products of any kind
5. Drugs or any drug paraphernalia
6. Lighters or matches
7. Handheld electronic games
8. **Cell phones and other communication devices (Ipods, tablets, etc.) are not to be seen or heard during the school day.**

## Standard of Dress

Faith Christian Academy believes that improper dress and grooming by students detracts from the quality of the educational process and learning environment of the school. The dress code has been established not just as a means for enforcing more rules, but rather to provide the best possible setting and atmosphere for a quality Christian education.

Scripture instructs us to do all things in a way that brings honor and glory to God (I Cor. 10:31). Student attire needs to be neat, modest, and conservative. It should not be a distraction, express an ungodly lifestyle, or cause others to stumble.

Parents shall assume the important responsibility of making certain their student adheres to the Standard of Dress (dress code). Any questionable clothing should be approved by Administration prior to wearing the item to school. Students who come to class in inappropriate attire will be detained in the office until proper clothing can be secured from home.

The Standard of Dress applies to all school activities and related events, on and off campus. Final authority and decisions regarding dress code compliance and interpretation rest with the Administration. The Faith Christian Academy Administration reserved the right to amend or change the Standard of Dress as it deems appropriate at any time. Any changes will be made with adequate parental notification.

### Specific Guidelines:

- Clothing should be fit properly and be neither tight nor oversized.
- All shirts must have sleeves or straps that are 3 inches wide minimum.
- Shirts should be long enough so that the midriff (back and front) is not exposed when bending, raising arms, or standing but no longer than mid-thigh.
- Shirts may have the top two buttons unbuttoned as long as modesty is maintained. The chest should be adequately covered with no cleavage showing.
- Clothing with hoods should not at ANYTIME be pulled up over or covering a student's head (i.e., hoodies).
- **Undergarments should not be visible.**
- Pants and jeans should be in good repair with no holes, slits, or excessive fraying. Pants must be no less than three inches from the natural waist. No multicolored or embellished pants.
- No "busting slack". No low rise pants. Pants can be no less than three inches from the natural waist.
- Leggings are to only be worn with dresses/skirts that meet the dress code or long tunics that are at least finger-tip length.
- No pajama bottoms (except on specified "pajama day").
- Shorts, shirts, and skorts must be no shorter than 3 inches from the floor when in a kneeling position.
- No hunting clothing of any kind.
- No stretch, sheer, or spandex fabrics.
- No hats, do-rags, skull caps, or bandanas are to be worn inside the building.
- No distracting colors of hair dye or unnatural colored hair weaves are prohibited.
- Sunglasses not permitted inside the building.
- Clothing with pictures or printed matter related to drugs, sex, general profanity, alcohol, tobacco, demonic images, or images attacking the Christian faith cannot be worn.
- Males cannot wear make-up, fingernail polish or earrings.
- Heavy gauge chains or spiked jewelry cannot be worn.
- Visible bodies piercing other than earrings (females only) are not permitted.
- Visible tattoos are not allowed.
- Gothic or all black clothing will not be permitted.

Footwear: Shoes should be in good repair. Shoes meant to have or those with laces must be tied. Boots may be worn with pants, skirts, and skorts only. No hunting, steel-toed, work, or military-style boots.

Each student will also be provided a polo style shirt with a Faith Christian Academy embroidered logo. These shirts are worn on chapel day (Wednesdays) each week, on all field trips, special events, and by athletes of all FCA sports teams on the day of the game at school and to the game (unless it has been approved to wear sports jersey). These shirts are to be worn for the entire school day. Students will also be required to wear appropriate pants, skirts, shorts, skorts, and shoes on chapel days, field trips, and special events. **Any student (all grades) who does not wear the FCA embroidered shirt on Wednesdays for chapel will be assigned a discipline essay on the first offense and one day of in-school suspension for each additional offense.**

Additional polo style embroidered shirts can be purchased for \$30.00 each.

### **Dress Code Infractions/Consequences**

At school:

- First offense: Verbal warning to student and student must get appropriate pants before returning to class
- Second offense: Parent will be notified to bring appropriate clothing while student waits in FCA office. Student will not be allowed to attend classes until proper clothing has been obtained.
- Third offense: Student will be suspended for the day and will be put in the “modified dress code”\*\*\* for the remainder of the semester.

Field Trip: Parent will be notified to bring appropriate clothing while student waits in FCA office. If parent cannot provide proper clothing in a timely manner student will not be allowed to attend field trip.

Sporting Event: Parent will be notified to bring appropriate clothing while student waits in FCA office. If the parent cannot provide proper clothing in a timely manner, the student will not be allowed to participate in the sporting event.

Students will not be allowed to return home to retrieve proper clothing without parental consent due to insurance concerns.

### **FCA dress code will be strictly enforced in order to maintain a positive learning environment.**

\*\*\**“Modified Dress Code”*: Student must wear collared shirt and “Dockers-style” pants in navy or khaki.

## **Student Parking Regulations**

- Students must provide the Faith Christian Academy office with a copy of a valid driver’s license and valid insurance cards
- Students must purchase a parking permit (\$25) from the Faith Christian Academy
- Students must possess and post a valid parking permit in the vehicle driven each day
- Students may not use multiple parking spaces
- Students must park in designated spaces only
- Students, upon parking, must exit the vehicle and enter the building immediately.
- Students must not drive in excess of the maximum speed limit of 10 mph which will be strictly enforced
- Students are not allowed to go to their vehicles at any time for any reason once the vehicle has been parked and secured unless the student has checked out of school and is leaving campus or has written permission from a staff member of Faith Christian Academy and does so through the Faith

- Christian Academy office.
- Students who speed, drive recklessly or fail to follow proper driving procedures will have driving privileges revoked as the Administration deems appropriate.
  - Students must not park or drive on grass for any reason.
  - Students who use student vehicles to leave school without permission or to transport other students without permission will result in loss of parking privileges for the remainder of the school year and suspension from school and, if necessary, other disciplinary action per Faith Christian Academy Administration.
  - Students who drive to school but do not have driving privileges will have their car towed (at the owner's expense)

## **Recess**

Activities during recess are determined by grade level. There is a strong emphasis on group/cooperative games for each age group, teaching cooperation and teamwork, following rules, playing safely and fairly and having a great time as a group.

## **P. E. and P.E. Attire**

A P.E. class for Pre-K-5<sup>th</sup> grades is given once a week. Elective P.E. classes are offered for 6<sup>th</sup>-12<sup>th</sup> grades.

Appropriate clothing for P.E. (comfortable clothing and athletic shoes) will be required at the discretion of the P.E. coach. Parents will be given sufficient notice by the P.E. teacher of P.E. attire requirements.

## **Medication Policy**

Any parent who wishes a student to be given any kind of medication while at school must follow the procedures listed below:

1. The parent must fill out a Student Information Sheet (obtained in the FCA office).
2. Student and/or parents who bring over-the-counter or prescription medication from home to be dispensed at school must bring the medication to the FCA office and give written instructions for dispensing the medication to the student.
3. Prescription medication that will be dispensed to the person named on the prescription only.
4. **Students may not have drugs or medication on their person at any time while at school.**
5. Students shall not distribute any over-the-counter medication, or any substance under the pretense that it is a controlled substance (see Controlled Substance Policy).

## **Emergency Procedures**

Emergency procedures are in place in case of fire, threatening weather, or social unrest. Evacuation plans are posted at the door in each classroom. Teachers will prepare each class by going over emergency procedures periodically during the school year. Fire and tornado drills are conducted periodically.

## **School Closing Due To Weather**

When severe cold, icing, snow, or other conditions make it unsafe to travel, or threaten to do so, the Academy may be closed. The Administration will make this decision. Announcements of such closings will be made on one Atlanta Television station: WSB-TV, WXIA-11 Alive, CBS Atlanta, and Fox 5.

**You may also check our school web site at [www.fcagriffin.com](http://www.fcagriffin.com) for updated weather information.**

Usually, when the Pike County School System and the Griffin-Spalding County School System close for inclement weather, the Academy closes, also. However, some of their closings are related to the effect of the weather on their mass transportation system and will not affect us. Please verify our closing by listening to the media, the Faith Christian Academy-Griffin, GA Facebook page, or our website. If possible, parents may receive an email from Faith Christian Academy to announce any closing.

## **Parent/Teacher Communication**

Parents who desire conferences with a teacher should contact the teacher for a scheduled meeting. Teacher assistants and other staff members are neither qualified nor authorized to discuss any student in the school.

**Parents who desire a conference with the Administrator should call the FCA office to schedule a meeting.**

Faith Christian Academy reserved the right to release student information, for school purposes, which includes but is not limited to name, address, and telephone number.

Faith Christian Academy also reserves the right for student images to appear on the school website, the school yearbook, news coverage of school events, and authorized videotaping of school activities.

## **High School Academic Requirements**

Credits required are as follow:

- 05.0 minimum credits for 10<sup>th</sup> grade
- 10.0 minimum credits for 11<sup>th</sup> grade
- 16.0 minimum credits for 12<sup>th</sup> grade
- 23.0 minimum credits required to graduate with a diploma in the state of Georgia.

Students must meet the required minimum credits listed above for grade placement. Student will be placed in the appropriate homeroom according to these minimum requirements.

Any senior who does not meet the requirements to graduate will not be permitted to participate in the formal graduation ceremony and will be required to attend summer school. Seniors who are required to attend summer school may participate in the summer graduation ceremony in July.

A Bible course is required for ALL students each semester.

Independent Studies are offered *only* to seniors that have academic requirements that cannot be met in a regular school day or schedule. Teachers will give a calendar of assignments to independent study students. The student is required to report, pick up, and drop off assignments to assigned teacher on a daily basis. Assignments may not be accepted by overseeing teacher if assignments are more than one week past due, unless excused absences applies. Students may pick up or drop off assignments in the time allotted between classes, at the beginning or end of the school day. NO student should leave during a class to pick up, drop off, or ask questions of the assigned teacher. Any student who does not meet these requirements will receive a zero in the independent study class.

## **Senior Requirements**

All accounts (tuition, lunches, book fee, athletic dues, field trips, senior dues, etc.) must be paid in full by May 5<sup>th</sup> to receive diploma and participate in graduation activities. All textbooks, library books, etc. must be returned or paid for if lost or damaged.

Honors with distinction diplomas will only be given to students with four credits of all academic courses and three credits of foreign language.

Honor cords are awarded and worn by students who have maintained a 3.5 grade point average according to GA411 requirements.

Any senior who does not meet the requirements to graduate will not be permitted to participate in the formal graduation ceremony and will be required to attend summer school. Seniors who are required to attend summer school and meet the graduation requirements in summer school may participate in the summer graduation ceremony in July.

This Handbook and the policies herein have been adopted and approved by the Administration and Faith Christian Academy School Advisory Board. Any changes in these policies must be approved by the Administration and/or the School Advisory Board. It is the responsibility of the Headmaster to enforce these policies and to appoint his/her designees to carry out these policies and to make the day to day decisions related to the operation of the school.

Anyone wishing to question these policies, the interpretation of these policies by the Headmaster or other Administrator, or other decisions made by the Headmaster or Administrators must first complete an Appeal Form. This form must be signed by the Headmaster in order to ensure that he/she is aware of and has had an opportunity to resolve the problem. The party wishing to make the appeal may then request to have the matter placed upon the agenda of the next School Advisory Board meeting.

***It is the desire of the Staff, the Headmaster, the School Advisory Board, and the people who support this school that you have a positive and productive experience here at Faith Christian Academy. We all have the best interests of your child at heart, and are committed to serving you in a manner pleasing to our Lord and Savior, Jesus Christ.***