



FAITH CHRISTIAN
A C A D E M Y

Cutting Edge Christian Education

Student/Parent Handbook

Dear Students and Parents,

We value the opportunity to partner with you in your education. We know that your family has many choices when it comes to education and we are honored that you have chosen Faith Christian Academy to assist you in your educational goals. Please take some time to review our handbook as it will give you valuable information regarding our policies and procedures.

It is important that everyone abide by the handbook policies. These policies are in place to ensure all the students at Faith Christian Academy have ample understanding of what is expected of them and so you all will know in turn what to expect from FCA staff. Should you have questions regarding this handbook please speak to administration for clarification.

Thank you for choosing Faith Christian Academy and we look forward to a wonderful year!

Sincerely,

Faith Christian Academy Administration

School Mission/Vision

Our vision is to train and nurture the minds and hearts of tomorrow's leaders today through Christ-centered education.

We believe that if you teach a child right from the beginning, they will be set up for a successful life! When you choose FCA for your child, you are choosing success, growing their leadership and giving them the best education.

At Faith Christian Academy your student will be taught from a Biblical worldview. Bible is more than just a class here. The word of God is integrated into every aspect of the curriculum.

Statement of Faith

We believe that both the Old Testament and New Testament are the inspired Word of God, revealing the three Persons of the Godhead: Father, Son and Holy Spirit.

We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as true God and true man.

We believe that man was created in the image of God, but is separated from God by sin.

We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins by the shedding of His blood on the cross.

We believe that the gift of eternal life is available to all men, that those who are regenerated by the Holy Spirit receive Christ by faith and thereby become children of God.

We believe in the bodily resurrection of Christ, His imminent return and the resurrection of His people to life everlasting.

Family Involvement/ Volunteer Requirements

We value family involvement at Faith Christian Academy. We encourage parents to volunteer regularly! There are multiple opportunities for involvement including school functions and help during school hours.

Assessments/Testing

Students at Faith Christian Academy are taking part in a mastery program. School work will consist of lessons, projects, quizzes and tests. Each teacher will provide students/parents with a syllabus outlining what topics will be covered in the class along with the grading weights for that course.

Faith Christian Academy uses a 10 point grading scale for all classes 1st – 12th grade.

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Students in 1st – 12th grade will undergo standardized academic testing every spring. Parents will receive a copy of testing reports in order to track student progress.

Kindergarten is graded on an achievement-based letter system as follows:

- O- Outstanding (above grade level)
- S- Satisfactory (on grade level)
- N- Need improvement (below grade level)

Communication

At Faith Christian Academy we rely heavily on email communication. You will receive a paper copy of the school calendar upon enrollment. Additionally, the calendar can be found on our website. Most important events such as teacher workdays, holidays, etc. are outlined on the calendar.

We send out an email updates regularly outlining upcoming events such as field trips, programs, academic testing, and any other important dates. Please be sure to read your email thoroughly as we want everyone to be informed of what is happening at the school. The Brightwheel application is also used for communication. We ask all parents to download this application for alerts. Individual teachers may choose to use another form of communication such as planners, folders, Newsletters or applications such as Class Dojo.

Faith Christian Academy also has a social media presence. Please do not rely heavily on social media for information as things may be posted there as last-minute reminders but this is not our main means of communication.

School Admission: Registration Procedures & Renewal Procedures

Registration forms plus the registration and enrollment fees are required in order to secure your students spot for the year. Preference is given to current students for the following year. Current students will have a 30 day window to complete enrollment before enrollment is open to new students. Once enrollment opens to new students, registrations will be processed on a first come first serve basis. Families with an outstanding balance will not be allowed to renew until the balance is taken care of or an established payment plan is being followed.

Faith Christian Academy admits students of any race, color, and national and 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, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Tuition and Fees

Tuition and Fees are updated annually and can be found on our website. We do offer a sibling discount, for students in K4 – 12th grades. Failure to pay tuition and fees on time may result in students being asked not to return until fees are current. Additionally, families may not be able to re-enroll if tuition and fees are outstanding at the time of re-enrollment.

School Arrival/Departure Times and Procedures

School begins at 8:00am Monday through Friday. Students are to be dropped off in the center of the building to a designated teacher positioned outside. Students then walk to their

classroom. The drop off line begins at 7:30am and ends at 8:00am. Early drop off is offered starting at 7:00am. Pick up time is 2:45pm for students K-6, and students are to be picked up at the same location as drop off. Pick up time is 3:00pm for 7th-12th grade. Any child who arrives later than 8:05am should be signed in at the office. Students being picked up prior to their dismissal time must be signed out from the office. Parents are not permitted to go to a child's classroom to pick them up early without signing them out, or to have their child walk out of the building to meet them without being signed out. Students who are not picked up by 3:05pm will be sent to afterschool care. This is an additional fee. Please see tuition and fee documents for current pricing.

Attendance policies

Attendance is vital to student success. If a student is absent due to illness or injury a note must be turned into the office stating, why they were absent when they return to school. If a student plans to be out of school due to a scheduled trip it must be approved through administration. If the absence is approved the student can continue to complete work using our hybrid curriculum. Recurring unexcused absences and excessive lateness may result in expulsion, or the inability to re-enroll. Due to our hybrid learning model, Faith Christian Academy selects to take attendance on work completed rather than physical attendance.

Parent Expectations

As a non-profit education provider parent support is crucial. Parents are expected to participate in conferences, fundraisers, school events and volunteer as available. Parents should also assure their students' academic success by bringing them to school on time each day, assisting with homework and other academic activities, staying aware of school events, and maintaining communication with their student's teacher. Parents are also expected to pay their tuition and fees on time.

Student Expectations

Students play a major role in the school environment and their academic success. In order to promote academic success and a proper school environment, students are expected to perform their responsibilities. The responsibilities of a student include coming to school on time each day, being prepared for class, completing all assigned work, following the rules of their classroom and the school, being responsible for their belongings, following all guidelines related to electronics (cell phones, tablets, watches and computers) and being respectful to their peers and educators.

Teacher Expectations

We believe teachers play a vital role in the growth and development of our students. We also believe that parent teacher communication is very important. If you contact a teacher for any reason they will respond to you within two business days. Teachers will work with parents to schedule conferences when deemed necessary by the teacher or parents. Please remember that our teachers have full schedules and spend most of the day with students and may not be able to speak with you at any given moment. We ask that you schedule a conference if you need to speak with a teacher. School dismissal time is not an appropriate time for a conference. Please do not come to the classroom during this time to speak to the teacher. All teachers at Faith Christian Academy are required to abide by specific standards and should exhibit behavior that aligns with our Christian beliefs. If you would like more information on the role of our teacher's, please feel free to contact administration.

Disciplinary Action/Policies

Good behavior at school is essential for student success. Students are expected to follow all rules and procedures set by their teacher and administration. Teachers will notify parents of the classroom management system used in their classroom during the first week of school. Corporal punishment, withholding of food, or name calling are not allowed at Faith Christian Academy. Types of disciplinary action can include time out, silent lunch, writing an apology letter, parent contact, removal from the group, in school suspension, out of school suspension, or expulsion. Reasons for expulsion and/or suspension include, but are not limited to, excessive cursing, communicating threats, speaking of violent behavior including the use of weapons, bringing a weapon to school, bullying, physical assault, destruction of school property, cyber bullying, inappropriate communication, and any action that repeatedly disrupts the learning environment. Administration holds the right to suspend or expel students using their discretion.

Dress Code Standards

Here at Faith Christian Academy, we encourage students to express themselves through their dress and want students to be comfortable in their clothing. We request that in return students honor God in their choices. We believe that modesty is the best policy. We also believe that a dress code prepares students for following attire guidelines set by future employers. If anyone is in violation of this policy, students can be told not to wear the item again, parents may be contacted to bring the student a change of clothes, or students may be given something to change into. Administration holds the right to use their discretion when addressing student's dress.

K – 5th Grades: Shorts or leggings should be worn under play dresses (especially in younger students). Jeans, shorts, pants and dresses are all acceptable. Please make sure clothes are not too tight. Waistbands should not be worn below the waist. Undergarments should not be visible. It is also important for student's footwear to be appropriate. Please keep in mind the activities your child will participate in each day when selecting shoes. We recommend sending a change of shoes in your child's book bag if they are not wearing shoes appropriate for outdoor play.

6th – 12th Grades: Students should not wear shorts, skirts, or dresses that come higher than a dollar bill length from the knee all the way around. Graphics that encourage or gratify inappropriate things/things inconsistent with Christian principles (alcohol, drugs, controversial, slanderous or inappropriate statements etc...) should not be worn at school. Waistbands should not be worn below the waist. Undergarments should not be visible. Cleavage and midriff should not be seen. Strapless tops and crop tops are not allowed. Jeans should not have holes that allow skin to show through above the knee. If leggings are worn the students top must be long enough to cover the students bottom. Pajamas are not permitted to be worn, unless it is a specified school activity (this includes pajama pants, bedroom slippers, robes, blankets, etc). If you are dressing up for an event and are wearing dress shoes or heels please bring alternate comfortable shoes as a precaution.

Hygiene: It is important for students to maintain good hygiene. We expect students to shower with soap, brush their teeth, and use deodorant. We also encourage students to wear clean clothes.

Before and After School Care

The building opens to students at 7:30am. At this time drop off begins and students are able to report to their classrooms. After School Care is available for an additional charge. This is available from 3:00pm until 6:00pm. All students must be picked up by 6:00pm or additional charges may apply.

Use of Electronics

Computers or laptops are used frequently in the classroom and therefore are allowed in the classroom. Cell phones are allowed in the building, but are not allowed to be out in classrooms. Students may have their phone during lunch if allowed by their teacher. Any cell phone that is seen in a classroom will be taken away from the student and returned at the end of the day. Tablets should not be brought to school. In elementary school, Apple watches should not be worn during classes. In middle and high school, Apple watches should not be used during class and will be taken away if they become a problem and returned at the end of the day to the student. Faith Christian Academy is not responsible for any loss, damage, or theft of electronic devices that are sent to school. If any activity that is viewed as inappropriate by administration occurs, then parents will be notified, and the student may no longer be able to bring the electronic device to school, or may be suspended or expelled if deemed necessary by administration.

Acceptable use of internet policy

All parents and students receive a copy of our 'Appropriate Use of Internet' policy that must be signed and returned. This is kept in the students file for the duration of the school year.

Curriculum/ Content overview

Here at Faith Christian Academy it is our desire to see your child excel in academics as well as their walk with Christ. Each component of our curriculum provides your student with the advantage of a top rated curriculum developed from a Biblical worldview. We integrate Biblical insight into each of the academic areas to ensure our students are taught all subjects from a Biblical worldview. We also understand the importance of technology; therefore we incorporate online learning into our curriculum.

Tobacco, Drugs, and Alcohol Free Campus

It is the policy of Faith Christian Academy to maintain an alcohol, tobacco, and drug free learning environment. In order to maintain this environment, the use of alcohol, tobacco, and drugs are prohibited on Faith Christian Academy campus and at all school functions. This includes the use of electronic cigarettes and vape products. Any person under the influence of drugs or alcohol will be not be allowed on campus or at school functions. Any noncompliance with this policy will result in disciplinary action and possible expulsion at the discretion of administration; along with law enforcement intervention if deemed necessary by administration.

Inclement Weather Procedures

In the case of inclement weather, administration will analyze the safety of roads leading to the school and make a decision on closer or delay. Parents are notified of this decision through Fox 8 News, Brightwheel, and Facebook. If nothing is posted than school will operate on a normal schedule. We encourage parents to use their own discretion when transporting children during inclement weather. If a parent deems roads in their area unsafe for travel their child's absence will be excused. There are also times when administration may make the decision to close early due to inclement weather. If this occurs parents will also be contacted by Fox 8 News, Brightwheel, and email.

It is important to note that we do not follow the same schedule as other schools in the area including Guilford County Schools and ABSS.