



## Student/Parent Handbook

It is our desire that each student entrusted to Faith Christian Academy is inspired to rise to a commitment of excellence in their relationship with God and in their academic instruction. We believe that with the right spiritual guidance, a strong foundation of truth and godly role models as teachers, our young people will have a chartered course towards success. With God's grace and favor we fully expect great things for all who are involved in Faith Christian Academy

**Where Everyone is Someone  
And we all feel like family!**

Faith Christian Academy  
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## **STATEMENT OF FAITH**

We believe the Bible to be the inspired and inerrant Word of God. We believe in the virgin birth of Jesus Christ, his substituting death for our sins, and his bodily resurrection and ascension into heaven.

We believe in the plan of salvation which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ, and the infilling of the Holy Spirit with the initial sign of speaking with other tongues as the Spirit gives utterance.

We believe in the Second Coming of Jesus Christ and eternal life with Christ for all believers. We believe in godly living and active participation in a local church of believers..

We propose to instill a proper appreciation and respect for the Bible, authority, sacred ordinances and purpose of life.

We propose to emphasize prayer and dependence upon the Holy Spirit for strength and direction.

To cooperate with parents in the formal instruction of their children.

To maintain a carefully supervised and well-disciplined Christian environment at all times.

To have an awareness of God in all instruction and activities.

To create an environment for learning consistent with Godly principles.

To practice obedience to God

In worship

In His service

In growth of the knowledge of Him

In good works toward all men

In sharing Him with others

To live within the principles of God's Word

To respect authority

To take responsibility for own actions

To practice the Christian social graces of courtesy, cooperation and good manners

To Practice forgiveness

To developing an interest and concern for the welfare and salvation for the people of the world.

To gain the ability to be prepared for life

To practice effective problem solving

To Practice effective goal setting

To Invest time strengthening family relationships and values

## **BIBLICAL PRINCIPALS**

Christian parents and educators, alike, must determine how the school is to fit into God's scheme of education. We cannot separate the school from the home or from the church while striving to be successful, from God's perspective, in His kingdom. We read in Ecclesiastes 4:12, "And if one prevail against him, two shall withstand him; and a threefold cord is not quickly

broken.” Our mission is strengthened when we join forces with our families at home and at church to support kingdom

### **WE BELIEVE IN:**

The inspiration of the Bible, equal in all parts and without error in its origin.  
The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act.

The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the visible second coming of the Lord Jesus Christ.

The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the bodily resurrection of all to life or damnation.

The spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

The church as a called out body of believers, an “ecclesia” picked out, chosen or called out of the world’s system and therefore of necessity distinct and separate from the state. (John 18:36, I Peter 2:9)

The sovereignty of God over both the church and the state assigning to each its own distinctive functions. The state “is the minister of God, an avenger to execute wrath upon him that doeth evil.” (Romans 13:4b) This is God’s sovereign right reserved unto Himself, distinctly apart from the role of the church. (Romans 12:19, Proverbs 21:1, Daniel 4:17, 25, 32)

The church, by contrast, is called to practice under any and all circumstances a way of love to which the state cannot attain. (Matt. 5:38-48, Rom. 8:7-8, II Cor. 10:3-4, I Peter 3:9, II Tim. 2:24)

Due respect, honor, and prayer support to civil authorities at all times, and conscientious obedience to all laws that do not conflict with God’s order for the church. (I Tim. 2:1,2, Titus 3:1, Romans 13: 1,2)

An allegiance to God that precludes any and all other unqualified pledges, such as the Pledge of Allegiance to any national flag. (Acts 4:19, Acts 5:29)

### **ADMINISTRATION**

#### **The School Board**

The school board is an appointed body of patrons by the Pastor of Sidell Assembly UPC.

The board is made up of members in good standing in the church.

The school board is responsible for the overall direction of the school and its administration.

Some of these duties include, but are not limited to: conducting school meetings, oversight of school finances, approving staff, entering and exiting interviews.

### **Principal**

The principal's job includes duties such as managing daily operations, providing leadership and support for other staff, implementing and applying handbook standards and discipline, being familiar with and mindful of those who offer Gifts of Support to the school, attending school board meetings and having voting privileges in those meetings, helping maintain the facility by identifying problem areas and notifying the appropriate people, motivating staff to pursue character and academic excellence in students, managing the activities of the school, and communicating effectively with parents.

### **Faculty**

All faculty, teacher's aides and volunteers must be in good standing in a Bible-believing church and are expected to abide by the standards of the School. Teachers must be properly educated and degreed. The board and the administration shall interview all prospective faculty and approve all teacher's aides. Faculty duties include conducting student activities in the classroom such as daily prayer time, assigning homework, issuing tests and quizzes, etc. Faculty will also conduct parent-teacher conferences and contact parents if a need should arise.

### **Parents/Guardians**

Parents/guardians have a vital role in the spiritual life of the school. The parents'/guardians' relationship with the school and its teachers is an important factor for the proper educational development of the child. The ideal environment for the child is one in which he/she senses that his/her parents/guardians and his/her teacher are in harmony in their teaching and discipline. Serious problems can arise in the school, home, church, and in the development of the child if unity of purpose and practice are not sought and maintained. Parents/guardians are to feel a sense of responsibility toward the school. Therefore, at least one parent/guardian is requested to be present at the following school functions:

Parent Orientation is ordinarily held at the beginning of the school term. Parents will be briefed on school policies and school procedures.

Parent-Teacher Conferences will be scheduled at the end of the first quarter. Parents will need to pick up their child's Report Card and discuss it with their child's teacher.

Fundraisers are held occasionally during the year to help finance extra-curricular activities and class trips. We believe these extra-curricular activities are privileges and students should have a vested interest through their own initiative. Parents/Guardians are asked to participate in all fundraising activities.

### **ADMISSIONS POLICY**

Any child who will be in grades Kindergarten through 12th grade may apply. However, FCA recognizes that it cannot meet the educational needs of all children. It is a school offering a high

quality of Christian training, but it is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children nor designed to service students needing special education services.

## **ENROLLMENT PROCEDURES**

Meeting with the Principal & tour of the school  
Complete the Online Application Form & Fee  
Submit a copy of Birth Certificate  
School Records and/or copy of the latest Report Card  
Student Immunization Records

Each student is required to have up to date health forms. A medical checkup is required for students entering Kindergarten, 6th, or 9th grades. A dental checkup is required for students entering Kindergarten, 2nd and 6th grades. These forms must be received one month after the first day of school.

## **ACADEMIC POLICIES**

### **Curriculum**

Faith Christian Academy uses curriculum prepared by A Beka Book, Inc., located in Pensacola, FL. It is a comprehensive, traditional curriculum, written from a Biblical Worldview. The distinctives of A Beka Book curriculum include the following:

Bible—The foundation for all of learning.

Reading—The means by which each person may learn for himself/herself.

History—A realistic view of time, government, geography, and economics based upon eternal truths.

Math—The study of logic and order to apply to science and daily life.

Science/Health—The investigation of variety, order, and reasonableness revealed in creation.

English—The study of language and communication.

### **Scripture Memory**

Within the Bible curriculum, many scriptures will be memorized as part of the grading for the class.

**GRADUATION REQUIREMENTS**

**High Honors Course**

**(25 or more Credits) 3.5 GPA**

Bible 4

English 4

Math 4 Alg I, Alg II, Geometry, Other

History 3 (American History Req'd)

Science 3

Physical Education 2

Health 2

Foreign Language 2

Elective Credits 4

**GRADUATION REQUIREMENTS**

**Honors Course**

**(24 Credits) 3.5 GPA**

Bible 4

English 4

Math 3

Algebra I, Algebra II, Plane Geometry Req'd

History 3

Science 3

Physical Education 2

Health 1

Foreign Language 1

Elective Credits 2

**GRADUATION REQUIREMENTS**

**College Preparatory Course**

**(23 Credits) 3.2 GPA**

Bible 4

English 4

Math 3

Algebra I, Algebra II and Plane Geometry Req'd

History 3

Science 3

Physical Education 2

Health 1

Foreign Language 2

Elective Credits 2

**General Courses Diploma  
(20 Credits Minimum)**

Bible 4  
English 4  
Math 3  
Algebra I required  
History 3  
Science 2  
Physical Education 2  
Health required 1  
Foreign Language 1  
Elective Credits 2

**Individualized Diploma**

The Individualized Diploma is reserved for students with special needs. It will be developed by the principal and teachers with the student's best interests in mind.

**High School Course Offerings/per year**

Bible 1 credit  
English 9 1 credit  
English 10 1 credit  
English 11 1 credit  
English 12 1 credit  
Algebra I 1 credit  
Algebra II 1 credit  
Plane Geometry 1 credit  
Pre-Calculus 1 credit  
Consumer Math 1 credit  
Business Math 1 credit  
World Geography .5 credit  
World History 1 credit  
US History 1 credit  
American Government .5 credit  
Economics .5 credit  
Science credit  
Physical Science 1 credit  
Biology 1 credit  
Chemistry 1 credit  
Physics 1 credit  
Physical Education .5 credit  
Health .5  
Spanish 1 1

Spanish 2 1  
Speech .5  
Family/Consumer Science .5  
Financial Literacy .5  
Keyboarding 1  
Document Processing .5  
Art .5  
Music .5  
Yearbook .5

### **Official Release of Transcripts**

For students leaving FCA:

An official transcript will be mailed or emailed to the school of choice by request of said school.

All financial obligations must have been met prior to the release of official or unofficial transcripts.

### **Early Graduation Policy**

Students will only be eligible for early graduation if they are on track for an honors diploma. If a student completes this track, they may apply to the school board to graduate early. The school board will consider each request individually.

### **CHAPEL**

Chapel for all grades will be held every Friday morning. Devotionals and other activities will be held throughout the week in the classroom.

### **ACCREDITATION**

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state mandates for academic and faculty standards. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may or may not be Christians.

A Beka Book, Inc. has not sought accreditation by any governmental agency for several reasons: A Beka would be required to use textbooks adopted by the State. Secular writers who extol concepts contrary to the teachings of the Bible often develop such textbooks. Furthermore, accreditation dictates that a school employ a curriculum and teacher certification standards often inferior or in opposition to those of Christian institutions. It seems unreasonable for FCA to expect parents to withdraw their child from a government school with its academic and moral ills and place him in a private institution with the same curriculum methods and

Objectives. Accreditation of a private Christian school is not necessary for a graduate who wishes to enroll in a college or university.

### **Racial Nondiscrimination**

Faith Christian Academy does not discriminate against students because of race, color or nationality and/or ethnic origin. Parents who are willing to give wholehearted support to the standards and principles of the school, as explained in this handbook, are welcome to apply for admission.

### **Tuition Payment Policies**

Student enrollment/registration fees range from \$150-350 per student -depending on grade level. High school students will also have elective classes offered which range from \$50-\$80 each.

Enrollment/registration fees are non-refundable.

Tuition payments may be made annually, semi-annually or monthly. Monthly payments, are based on a 10 month (Aug 1 -May 31 )

Electronic transfers are required for the 2022-23 school year.

If a payment cannot be met, a \$25.00 monthly late fee will be assessed.

Falling behind 30 days on payments or failure to pay tuition will result in suspension of student enrollment.

If for any reason a student withdrawals from FCA, prepaid Tuition will be refunded (If applicable) according to prorated amounts based on the date of withdrawal (prorated to end of month). Before tuition will be refunded, outstanding fees and curriculum charges will be deducted.

Students cannot graduate or receive transcripts until all tuition and fees are paid in full. Exit interviews are requested with all students, parents/guardians and Pastor.

### **RE-ENROLLMENT**

Yearly registration is required for all students.

### **STANDARDS OF CONDUCT**

#### **Role Models**

Since the school is designed to accommodate all ages of students, it is imperative that the older students set Christ-like examples for the younger students in courtesy, kindness, language, morality and honesty. Since God's design and interest of the Christian home is to function smoothly will all ages, so the Christian school, with the proper incentives, controls, and discipline, must also function properly.

#### **Dress Code**

At FCA, we believe that every child has value, regardless of what they own or wear. Dress Codes however, help FCA students look past the latest fashion or material possessions into the heart and character of their peers.

### **Boys' Dress Standard**

Boys shall be modestly dressed. Khaki pants (ONLY) and maroon or navy blue polo shirts are required. No writing on shirts other than school logo. (See Mrs McCarty to order polo shirts with school logo) No shorts. No denim is allowed. (Except on special occasions with teachers approval) All boys shall have natural neatly trimmed hair, natural hair color only. Guys must be clean shaven, no exceptions. All haircuts shall be neat and trimmed, subject to the approval of administration. Jewelry is not to be worn at school at any time. No make up is to be worn at school at any time. No nail polish. All footwear must be close-toed, and socks must be worn. No hats are to be worn during school. Boys are expected to be in proper uniform attire at all times during the school day. Failure to comply with the school dress code will constitute a demerit.

Repeated neglect will constitute a detention or possible expulsion.

### **Girls' Dress Standard**

Girls shall be dressed modestly. They must wear khaki/blue skirts or jumpers to the knee. No denim allowed. (Except on special occasions with teachers approval) Maroon or navy blue polo shirts are required. (can be found at Walmart, Kohls, Meijer, etc) See Mrs McCarty to order polo shirts with the school logo. Leggings or shorts under skirts are preferred, especially for P.E. (No shorts unless under skirt) Socks are to be worn at all times. Jewelry is not to be worn at school at any time. No make up is to be worn at school at any time, including nail polish. Natural hair color only. All footwear must be close-toed, No flip-flops. Girls are expected to be in proper uniform attire at all times during the school day. Failure to comply with the school dress code will constitute a demerit.

Repeated neglect will constitute a detention or possible expulsion.

### **P.E. Dress**

All students are expected to dress appropriately and participate in Physical Education activities. They may order a PE shirt from school. See Mrs McCarty for details.

### **Extra-curricular**

This dress, referred to as "game clothes," differs from normal school dress in that girls may wear denim skirts and the boys may wear jeans.

Appropriate t-shirts (no writings) may also be worn.

Close-toed shoes are required. No flip flops. No shorts at any time.

### **Staff Dress Standards**

Staff members are to dress modestly and professionally. Women must wear dresses or skirts at least knee length. Male staff members are to wear slacks with any color shirt, button down or polo.

**Conduct not Tolerated includes:**

- Foul or profane language.
- Disrespect for the authority of the teacher.
- Deliberate disregard for the school policies and standards.
- Jokes which may be injurious.
- Bullying.
- Fighting.
- Any deliberate damage to school property shall be paid for by the offending student.
- Theft.
- Indecent and impure behavior.
- Carelessness in boy-girl conduct.
- Sitting in vehicles.
- Arguing church differences.
- Bringing matches, guns, or knives to school.
- Use of tobacco, drugs, and alcohol.

**Discipline**

The school is not to take the place of parents/guardians. Scriptural discipline begins with recognition of God-given authority in the home, church, and all other areas of life. Such discipline includes teaching and some correction. When the child does not respond properly, his teachers will be compelled to reprove him/her or to remove them from the classroom.

Children will not be accepted who smoke, swear, or who have continual arrogant attitudes toward authority.

A child who is uncontrollable in the home can not be accepted in the school. Students are expected to conduct themselves in a Christ-like manner. Gripping is not tolerated. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the school the benefit of the doubt.
2. Realize the reporting is emotionally biased and may not contain all the information.
3. Realize the school has reasons for all the rules, and they are enforced without favoritism.
4. Support the administration and make contact for a complete understanding.

When a child's attitude cannot be reconciled to school policies, parents or guardians will need to be contacted for a conference. If there is no change in attitude, the student may have to be put on probation or dismissed. The school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe all things should be done decently and in order, and our students are taught to accept

their God-given responsibility to walk honorably before all men. Thus we maintain a discipline which is firm, fair, consistent, and tempered with love. Our faculty maintains standards of behavior through kindness, love, and a genuine regard to the student's needs rather than his/her wants. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. While the student is at school, the teacher is in place of the parent under God. Remember, the school is an extension of the home. We must work together.

Students are reminded that  
the Lord Jesus Christ expects us to be disciplined in all of life:  
"Whom the Lord loveth, He chasteneth." (Hebrews 12:6)  
"Children, obey your parents in all things:  
for this is well pleasing unto the Lord." (Colossians 3:20)  
"Let every soul be subject unto the higher powers." (Romans 13:1a)  
"Foolishness is bound in the heart of the child: but the rod of correction shall drive it  
far from him." (Proverbs 22:15)  
"Chasten thy son while there is hope, and let not thy soul spare for his crying."  
(Proverbs 19:18)  
"He is in the way of life that keepeth instruction: but he that refuseth reproof erreth."  
(Proverbs 10:17)

### **Demerits and Detentions**

A student will be given a demerit for breaking rules. Four demerits in one day will result in a thirty (30) minute detention for the first offense and a forty (40) minute detention for the second.

Ten (10) demerits in a week will result in a forty (40) minute detention.

When a student receives a detention, a "Detention Slip" is sent for the parent to sign and return the next morning thus allowing parent time to arrange transportation for their child. If parents have any questions, please check with the school staff.

The faculty has the right to give an automatic detention if he/she feels an offense is serious enough. (Examples to include but are not limited to: cheating, off school grounds without permission, mistreating others, name calling, threat to harm, etc.)

Three detentions in one school year will result in a week-long suspension (either in school or out of school depending on the severity of the offenses as reviewed by The Board and supervising teacher.)

### **Corporal Discipline**

While we support a parent's prayerful consideration to utilize corporal discipline in their own home, Faith Christian Academy staff will not utilize this method of discipline.

### **Searches**

The school reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item. Such a search may be

conducted without the student's or the parent's permission. The registration of the child constitutes parental consent to such searches. The items that may be searched are listed, but not limited to:

Automobiles, Backpacks, purses, pockets, etc.  
Lockers, student work spaces, etc.

### **Suspension and Expulsion**

This method of discipline will not be used until deemed necessary by the school board (with the exception of the four detention policy).

All absences due to suspension will be considered unexcused absences.

### **Attendance Regulation**

Faith Christian Academy will endeavor to work in obedience to the laws of the State of Illinois and in cooperation with local county authorities regarding attendance regulations. We have 170 days of school, per school year. You are either present or absent in attendance. We are no longer offering E-learning as an option. Attendance is taken every morning around 8:30 am. If students are not in their classrooms at this time, they will be considered tardy. If students are not at school by 9:00 am, they will be counted absent.

### **Students Leaving FCA**

If a student decides to withdraw from FCA for any reason, there will be a one year waiting period to return. This will be one full year from the date they withdraw. Before being approved to attend FCA a second time, Board approval must be met. Student must have left in good standing with FCA and they must have left former school in good standing as well.

### **Absentee Policy**

It is the responsibility of the parent/guardian to notify the school as to the reason for any absences. This may be done by note or phone prior to the absence if possible. All absences will be considered unexcused until notification is received.

A limit of 10 absences may be accumulated in a given school year. We will report all Truancy to State of Illinois Board of Education.

After a child's tenth absence from school, the administration reserves the right to process a voluntary withdrawal on any student for any reason without notice as this pattern of absences greatly inhibits a child's ability to meet academic requirements. When 8 absences are reached, a meeting will be required between parent, board, and principal to arrive at a plan of action to eliminate the absence problem. Exceptions are if a student has Covid (or other highly contagious virus) and has proof of doctors diagnosis; that student will be absent, but excused. If your child is absent from school it is your responsibility to contact the school to ask for and pick up the students' homework.

**Excused Absences are as follows:**

Illness  
Medical appointments (ie. physical, dental)  
Serious injury, illness, or death in the family  
Travel with family (ex: scheduled vacation)  
Any absences deemed unavoidable by the administration  
College visits (Junior and Senior year)

**Unexcused Absences include**

Skipping school  
Shopping or pleasure trips  
Hair appointments  
Oversleeping  
Work for pay  
-Travel with friends  
Out of School Suspensions  
Two consecutive or three accumulated unexcused absences will be reported to the appropriate officials.

Absences other than sickness and emergency will be excused only if arrangements are made previously with the school administration and deemed necessary. Any (3 or more days) absence due to illness will require a doctor's note to return. As responsible citizens, FCA is required to report any cases of truancy, and will do so.

**Arrival and Dismissal**

Students should be at school by 8:00 am, and not before 7:45.  
Dismissal will be promptly at 2:30 pm Monday-Friday

**Health Service and First Aid**

Faith Christian Academy does not have a nurse on campus; however, faculty members are certified in First Aid and CPR. There is a first aid kit on hand in cases of minor cuts and injuries.

By signing admission forms, parents grant permission to administer first aid for minor injuries. All other medical emergency situations will be handled by trained emergency medical personnel by calling 911.

No staff member will be allowed to administer any prescription medicines without written authorization from the parent/guardian detailing the description of medication and required dosages. All medicines prescribed by a physician must be secured by a Faith Christian Academy staff member. Any over-the-counter medicines (ie. ibuprofen, cough drops, antacids, etc.) must be supplied by the parent and must also be secured by an FCA staff member along with a parent's/guardian's written note detailing recommended dosages.

### **Student Vehicles**

Students who are of legal driving age and possess a driver's license are permitted to drive a vehicle to school. Students need to park vehicles in the church parking lot.

### **Cellular Phones**

Cellular phones are not allowed during instructional class times. Please do not call or text your student during school hours. If there is an emergency, call the school immediately and we will forward the message. However, they may check their phones briefly during lunch for messages. Students are not allowed to scroll social media sites or play games or music on phones during school hours.

### **Visitors**

Visitors must check in at the office upon arrival. While we encourage parents/grandparents to visit the school and enjoy lunch or activities with their student(s) at any time, we ask that you do not distract from their educational instruction time.

### **Lunch**

The school is not equipped with a lunch provided cafeteria at this time, but we do provide an oven and microwaves to the students so they may bring lunches to be warmed. Students are responsible for the proper care and clean up of their lunches.

**AGREEMENT AND SIGNATURES**

We, the parent(s), or guardian(s), and student(s) do affirm that we have thoroughly read and discussed this Faith Christian Academy Student/Parent Handbook and do agree of our own volition that we will abide by both the letter and the spirit of its contents. As a family, we agree to submit to the programs of Faith Christian Academy, and the school’s academic and disciplinary regulations, and all of the other requirements instituted by the administration and carried out by the principal, faculty, and staff, including student(s) to attend one weekly service at Sidell Assembly.

We, the parent(s) or guardian(s), also specifically agree to the following:

- 1. To pay all tuition and other school fees in accordance with our financial obligations.
- 2. To abide by the school’s Standards of Conduct.
- 3. Not to support criticism of the school by my child or anyone else, but instead, correct my child, support the school personnel, call in for full details any time I have a question concerning an incident, and, if necessary, continue through proper channels to settle any misunderstandings.
- 4. To pray for the school, its staff, and its programs, to lay a spiritual foundation through Godly example in the home; and to attend all parent functions and assist in activities where volunteers are needed.

**By signing this page, I affirm that I have read and agree to abide by the policies and procedures outlined in the FCA Parent/Student Handbook.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_