



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 charted course towards success. With God's grace and favor we fully expect great things for all who are involved in Faith Christian Academy

Called. Qualified. Committed.

Faith Christian Academy
301 E Main St
Sidell, IL
61876

217-621-7093

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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 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

MISSION STATEMENT

Our mission is simple.
To be Called. Qualified. And Committed.

Called to carry the Whole Gospel to the Whole World in whatever means we can.
Qualified through receiving the best Biblical Worldview Education
And Committed to endure to the end of our Christian race.

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

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, etc.

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.

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 (24 Credits)

Honors Course (Requires a cumulative 3.5 GPA)

Bible Min. Credits Required— 3

- Understanding the Faith and Understanding the Times required

English 4

Math 4

- Algebra I, Algebra II, Plane Geometry, and Pre-Calculus required

History 3

Science 3

- Physics required

Physical Education 2

- Health required

Practical/Performing Arts 1

Foreign Language 2

Elective Credits 2

Minimum Total Credits 24

College Preparatory Course

Bible Min. Credits Required 3

- Understanding the Faith and Understanding the Times required

English 4

Math 3

- Algebra I, Algebra II and Plane Geometry required

History 3

Science 3

Physical Education 2

- Health required

Practical/Performing Arts 1
Foreign Language 2
Arthur Christian School– Patron Handbook
14
Elective Credits 2
Minimum Total Credits 23

General Courses
Bible Min. Credits Required 3
- Understanding the Faith and Understanding the Times required
English 4
Math 3
- Algebra I required
History 2
Science 2
Physical Education 2
- Health required
Practical/Performing Arts (or) Foreign Language 2
Elective Credits 2
Minimum Total Credits 20

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

Bible
Understanding the Faith 1
Understanding the Times 1
Hebrew History 1
Bible Doctrines 1
New Testament .5
Old Testament .5
Revelation .5
Life Management .5
English 9 1
English 10 1
English 11 1
English 12 1
Algebra I 1
Algebra II 1
Plane Geometry 1

Pre-Calculus 1
Consumer Math 1
Business Math 1
History
World Geography .5
World History 1
US History 1
American Government .5
Economics .5
Science
Physical Science 1
Biology 1
Chemistry 1
Physics 1
Physical Education
Basic PE .5
Health .5
Foreign Language
Spanish 1 1
Spanish 2 1
Practical/Performing Arts
Speech .5
Family/Consumer Science .5
Financial Peace .5
Keyboarding 1
Document Processing .5
Art .5
Music .5
Yearbook .5

Transcripts

The school must receive a form requesting a transcript before the transcript is sent.
Tuition must be paid in full before transcripts will be released.

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 national and 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.

Selection of Students

A pastor's recommendation letter is encouraged, but not required, for all new students.

Tuition Payment Policies

- New Student enrollment/registration fees \$125.00 per student.
 - Enrollment/registration fees are non-refundable.
- Monthly payments, are based on a 9 month schedule (Aug-May). Electronic transfers are required for the 2018-19 school year.

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

Health Forms

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.

Re-enrollment

Yearly registration is required for all students.

Withdrawal Policy

Parents must notify the school that their students will be leaving. If student attends one day in a given semester, there will be no refund issued for that semester.

Exit interviews are requested with all students and their parent/guardian. Tuition must be paid in full to receive transcripts.

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 help FCA students look past the latest fashion or material possessions into the heart and character of their friends.

Boys' Dress Standard

Boys shall be modestly dressed. Shirts shall be worn with shirrtails inside the trousers. Pants must be simple (Black, blue or khaki) with no cargo pockets and belts shall be worn. No denim is allowed. (Except game day typically on Friday's and having no demerits) Shirts must have lay down collars. No writing on shirts. All boys shall have neatly trimmed hair. All haircuts shall be subject to the approval of administration. Jewelry is not to be worn. All footwear must be close-toed, and socks must be worn. Boys are expected to be in proper uniform attire at all times during the school day.

Girls' Dress Standard

Girls shall be dressed modestly. They must wear skirts and/or dresses to the knee. Shirts must have lay down collars. Skinny pants are not acceptable. Leggings or shorts under skirts are preferred, especially for P.E. Socks are to be worn at all times. Jewelry is not to be worn at school. 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.

P.E. Dress

All students are expected to dress appropriately and participate in physical education activities. For now, until we purchase shirts, they may bring extra clothes for last hour P.E. class.

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 may also be worn. Hats are permitted upon approval.

Close-toed shoes are required. No shorts.

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

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 campus without permission, mistreating others, etc.)

Four 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. All patrons will be expected to conscientiously respect and obey the laws of the State.

Attendance is taken every morning after the bell rings at 8:15am. If students are not in their classrooms at this time, they will be considered tardy. If students are not at school by 10:00am, half a day of absence will be counted. If they are not at school by the beginning of lunch break, a full day of absence will be counted.

Absentee Policy

- A child not in school must be counted absent regardless of the reason.
- It is the responsibility of the parent/guardian to notify the school as to the reason for the absence. 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 1 year.
- 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 attendance 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.

Excused Absences

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

Unexcused Absences

- Skip 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.

If the student leaves school between 12:00 pm and 2:00 pm, he/she is considered absent for half a day. If that student leaves after 2:00 pm with an excused absence, he/she is not considered absent for that day. If student arrives at school before 10:30am with an excused absence, he/she is not considered absent for that day.

Absences other than sickness and emergency will be excused only if arrangements are made in advance with the school administration.

As responsible citizens, we will be required to report any cases of truancy.

Arrival and Dismissal

Students should arrive at school by 8:00am. And not before 7:45. Dismissal should be promptly at 3:20pm Monday-Thursday and 2:30pm on Friday. Drivers should make an effort to get their students between 3:20 pm and 3:30 pm Monday-Thursday and between 2:30 pm and 2:40 pm on 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 an 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 during lunch, before and after school.

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 at any time, we ask that you do not distract from their educational instruction time.

Lunch

The school is not equipped with a cafeteria, 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.

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

1. To pay all tuition and other school fees in accordance to 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 2018-2019 Parent/Student Handbook.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____