

# ***Affecting Destiny for the Glory of God***

## **A Ministry of Faith Christian Center**

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**Faith Christian**



**Academy 3519**

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

Faith Christian Academy is accredited K – 12 by the Association of Christian Students and Teachers (ACTS), recognized by the Texas Private School Accreditation commission (TEPSAC), and the National Council for Private School Accreditation (NCPSA).



# Welcome to Faith Christian Academy

Founded in 1973, FCA was established with the purpose of providing a place of biblical instruction and learning where students in pre-kindergarten through twelfth grade could grow academically, spiritually, physically and socially.

Faith Christian Academy is a Christian, college-preparatory school pursuing excellence for the honor of Jesus Christ. Our dedicated faculty and staff are committed to high achievement in academics, arts and athletics.

Our mission is to empower students to be leaders who will seek God's will and be equipped to successfully meet the spiritual, relational, governmental, cultural, and intellectual challenges for their world. Our goal is to affect destiny for the glory of God!

I hope you will take time to seek more about our school and meet our students, speak with faculty and staff and see what makes Faith Christian Academy one of a kind. We look forward to welcoming you to our campus!

Phillip De La Rosa "God Is Good"  
Administrator



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## STATEMENT OF MISSION

Faith Christian Center accepts God's commission to teach His ways to the next generation and to train up Christian leaders for all walks of life. Faith Christian Center, through Faith Christian Academy, commits to this call of God and will pursue excellence in all areas in order to nurture, develop, and sustain our youth in God's calling for their lives. By God's help, Faith Christian Academy will empower students to be leaders who will seek God's will and be equipped to successfully meet the spiritual, relational, governmental, cultural, and intellectual challenges of their world.

## STATEMENT OF PHILOSOPHY

Faith Christian Academy is an extended ministry of Faith Christian Center and accepts the God given responsibility of the home and the church to educate children. The purpose of this ministry is to educate the whole child - spirit, soul, and body.

Faith Christian Academy is established on Biblical principles and uses the Bible as a standard to conduct its business. Faith is determined to use the authority of the Holy Scripture as the foundation for all educational practices.

The knowledge of Truth through the avenue of academia will be pursued knowing that Truth will free the minds of our youth. Ye shall know the Truth and the Truth will set you free. John 8:32.

Faith Christian Academy, as a ministry of Faith Christian Center, provides an opportunity for students to be educated in a Godly environment and taught by teachers who are, themselves, born again and led by the Spirit. We believe the entire process of education is a means used by the Holy Spirit to bring students into fellowship with God, to develop the mind of Christ in them, and to train them in Godly living.

## OBJECTIVES

Faith Christian Academy accepts the suggestions given in Paul Kienel's "The Philosophy of Christian School Education" for Bible based objectives of Christian Education.

For the spiritual and moral growth of the students, the school seeks:

- To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
- To teach the basic doctrines of the Bible.
- To lead the pupil to a decision of confessing Christ as Savior and Lord.
- To develop a desire to know and obey the will of God as revealed in the Scriptures.
- To equip the student to carry out the will of God daily.
- To impart an understanding of each Christian's place in the Church and its worldwide task of witnessing and evangelism and to stimulate the student's involvement in this task.
- To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and another authority.



- To help the student develop for himself a Christian world view by integrating life and studies with the Bible.

For the Student's Personal and Social Development, the school aims:

- To help the student develop his personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
- To teach the students to treat everyone with love and respect since they, too, are made in God's image.
- To make the student a contributing member of his society, realizing his dependence on others and their dependence on him, and the need to serve them.
- To promote an understanding of time as a God-given commodity and the individual's responsibility for effective use of time.
- To show a realistic and Biblical view of life and work, and to provide skills for personal relationships and future endeavors.
- To develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
- To impart the Biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory.

Academically, the school endeavors:

- To promote high academic standards, within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
- To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, and listening.
- To teach and encourage the use of good study habits.
- To teach the student how to do independent research and to reason logically.
- To motivate the student to pursue independent study in areas of personal interest.
- To develop creative and critical thinking and proper use of Biblical criteria for evaluation.
- To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
- To discuss current affairs in all fields and relate them to God's plan for man.
- To produce an understanding and appreciation for God's world, and awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.
- To engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

## ACCREDITATION

Faith Christian Academy is a private, Christian School founded by the vision of the pastor, church board, and members of the Faith Assembly of God Church. It is accredited through the Association of Christian Teachers and Schools (ACTS), recognized by the Texas Private School Accreditation Commission (TEPSAC), and the National Council for Private School Accreditation (NCPSA). This



Assemblies of God school organization provides member schools an opportunity to be a part of an emerging national Christian accreditation association, which is recognized in Texas by TEPSAC and nationally by NCPSA. FCA is a member school of both the national organization and the Texas State Chapter.

## DISCRIMINATION

Faith Christian Academy does not and shall not discriminate against any person with respect to race, gender, national origin, disability, or military status in any activities or operation. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. Faith Christian Academy does, however, reserve the right to ensure that representatives of the Academy (i.e. employees, volunteers, etc.) exhibit behavior and beliefs that are consistent with the tenants of faith of the governing body of Faith Christian Academy, Faith Assembly of God, as expressed in the doctrines of the General Counsel of the Assemblies of God denomination.

## STANDARDS OF CONDUCT

Faith Christian Academy maintains a high standard for the conduct and behavior of their students. Each student in grades 4-12 is expected to sign an HONOR PLEDGE confirming a commitment to uphold the standards of the school. Students are required to show a willing obedience to authority and school regulations. This commitment is also verified orally through the interview process.

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, pure language, morality and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Students of FCA are expected to refrain from cheating, stealing, lying, smoking, gambling, drinking alcoholic beverages, listening to music detrimental to Christian character, using or talking favorably about narcotics, or using indecent language.

*Respect* must be shown at all times for all school personnel and students. The pastor, school administrator, staff, and teachers have authority to supervise, direct, and discipline students during the school day and at school functions.

## Guidelines for Students

Faith Christian Academy has the following guidelines for their students:

### Basic Rules

1. Respect for others is expected both in and out of the classroom.
2. Both teacher respect and self-respect is to be shown by compliance/obedience to school rules and by sitting up attentively in class and chapel settings.
3. Respect for school property is to be shown by keeping feet off furniture, not littering or defacing property, and taking care of all areas of the school.
4. No gum chewing is allowed on campus.
5. No medicine is allowed outside of the School Office.
6. No food is to be brought in the classroom or eaten outside of the cafeteria

- EXCEPTIONS:** 1) Athletic games when food is being sold  
2) Specially called meetings
7. No running inside a building except in P.E.
  8. No yelling except when participating in an athletic practice or event.
  9. A classroom pass is required for a student to be anywhere except in the assigned classroom or during passing period in the halls.
  10. Students should be allowed to go to School Office only in an emergency.
 

**EXCEPTIONS:** 1) Student sent to School Office for teacher need.  
2) Student called to School Office by office personnel.  
3) Medical needs.
  11. Students are required to be in their seats, ready for work, with all required materials, before the tardy bell rings.
  12. No talking without permission after the tardy bell rings to begin class.
  13. Objects are not to be thrown in the classroom or on the school grounds.
 

**EXCEPTION:** Game balls during playtime, P.E. or recess.
  14. Emergency telephone needs are to be delivered to the school office by a classroom teacher and will be handled by the receptionist in the School Office.
  15. The dress codes are considered a part of FCA rules and the appropriate code applies at all times on campus or at school related activities.
  16. All assigned work is recorded and posted on the elementary classroom assignment clipboard, located in each classroom. It is the student's responsibility to determine what class work, homework, quizzes or tests were missed during the student's absence and promptly schedule a make-up time with the appropriate teacher. However, due dates for long-term assignments (i.e. research paper, class project, book report, etc.) or pre-assigned tests will not be rescheduled due to an absence.
  17. Parent signatures are required for any assigned detentions, grade reports, or special notes sent by the school. It is the responsibility of the student to secure parent signatures.
  18. No public display of affection is allowed.
  19. Students are expected to abide by standards set in individual classrooms and to maintain a high standard of conduct both on and off campus.
    - Cheating: Students found guilty of cheating will receive a zero for that particular assignment or test. The determination of guilt is made entirely by the classroom teacher. Students should take care in avoiding any appearance or circumstance that could be misconstrued as cheating. A parent conference will be held by phone or in person with the teacher.
    - Defacing/Destroying School Property: Any acts of vandalism (deliberate damage or destruction of school property, equipment, facilities, etc.) by a student will necessitate disciplinary action, parent conference, payment for damage and related costs. The student may be dismissed depending on the severity of the incident.
    - Fighting/Physical Violence: Students are not to provoke, participate, or instigate fights or physical violence. Horseplay, pushing, shoving, rough-housing, etc. are all activities that can result in bodily injury, and can also lead to hurt feelings and/or fighting. Students participating in such actions will be disciplined accordingly.
    - Gum Chewing/Eating in the Classroom: Gum chewing will not be allowed during the school day. Food or drink, including candy, is not to be consumed in the classroom or halls, except during scheduled times.
    - Students are not allowed to bring electronic equipment to school without specific permission from the School Administrator with a request from a teacher or coach. Games

and toys may not be brought to school except by teacher authorization. Such items will be taken up by the teacher and returned only to the parents (or to the student on the last day of School.)

- **Smoking, Drugs, Alcohol:** The possession or use of tobacco, in any form, by students is not allowed at any time. Students are not allowed to have matches or a lighter at school or at a school function. The violation of this rule will result in a hearing and will lead to dismissal. The determination of disciplinary action will be made after a principal/parent conference/hearing. Student's who possess, distribute or are under the influence of alcohol, marijuana or narcotics will be dismissed from the school.
- **Weapons:** The possession of weapons by students is not allowed at school or school functions. Violation of this rule will result in a hearing and will lead to suspension or dismissal.
- **Theft:** Stealing will result in a hearing and will lead to suspension or dismissal of the student responsible for the theft.

### **Discipline and Consequences – Elementary Grades K-5**

Faith Christian Academy will use the following types of discipline as consequences for inappropriate behavior.

- **Verbal Discipline:** Admonition, correction, warnings and rebukes.
- **Denial of privileges:** Students may lose the privilege of recess or other privileges due to misbehavior.
- **Time-Out:** The student may be sent out of the classroom or otherwise removed from the rest of the class.
- **Detention:** Detentions in elementary grades are conducted at the discretion of the classroom teacher.
- **Suspension:** The student is denied the privilege of attending school and all school functions. The length of suspension time will depend on the offense. Only the school administrator or pastor can suspend a student.

### **Discipline and Consequences – Middle School and High School Grades 6-12**

Students will be given a discipline policy that will outline the following in more detail. Students and parents/guardians will be required to read and sign the discipline policy to ensure understanding and compliance.

- **Rule Violations:** There are three levels of rule violations. All infractions will be addressed by the issuance of a rule violation. Each rule violation carries a certain number of disciplinary points (Level I = 1 point; Level II = 3 points; Level III = 5 points.) Students are allowed 15 disciplinary points per quarter.
- **Detention** may be given for certain behaviors. These will be either 30 minutes or 1 hour depending on the severity of the infraction. Days will be determined by the teacher and administrator.
- **In School Suspension:** The student is denied the privilege of attending classes for that day. The student will attend school in a designated area on campus and will be given his/her work to be completed that day.

- **Expulsion:** This is done in cases in which the students are antagonistic to school standards and in which the child has not responded to other forms of discipline. Students may also be dismissed for endangering their own life or welfare and/or the life or welfare of another individual. Suspension and/or expulsion are decided by the School Administrator.

## **Sexual Harassment Policy**

Faith Christian Academy is committed to maintaining an environment in which all individuals are treated with dignity and respect. All forms of intimidation and harassment are unacceptable, and the school administration is prepared to take action to correct any violations of this policy. A student or parent who has a complaint alleging sexual harassment or offensive, intimidating conduct of a sexual nature is encouraged to promptly report the matter to one of the school principals. All reports will be promptly investigated. Every effort will be made to protect the privacy of parties involved in any complaint. However, the school administration reserves the right to fully investigate every complaint and to notify a student's parent or guardian as the circumstances warrant.

## **Bullying**

As a school, we will take seriously any report of bullying behavior. Parents whose children have been involved in bullying behavior will be notified through a phone call. Bullying will be responded to through a continuum of circumstances and interventions up to and including suspension and/or expulsion. While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined here in our policy, the school makes a distinction based upon perceived issues of aggression, power, domination, humiliation and control. The characteristics of bullying are as follows:

- Both boys and girls can engage in bullying. We will not tolerate an attitude of "boys will be boys" and "girls will be girls" to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered by the victim and judged by the administration to be physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her peers.
- Bullying commonly involves malicious gossip and rumor spreading.

## **Cell Phone, Electronic Device Use**

The use of cell phones during the academic day is a major distraction which creates many problems in the classroom. Cell phones with their Internet capacities, cameras, calculators, and texting abilities can easily be used to access and distribute information comprising testing integrity. Student use of cell phones without specific staff authorization is prohibited during the school day with the exception of their 15 minute break and lunch period. Teachers may collect cell phones while class is in-session; they will be in a visible place during class time. Parents are asked to refrain from sending texts or calling at other times of the school day. Parents who need to contact their child during school hours should go through the school office. With the exception of lunch (which includes passage to and from the

lunchroom) if a student is seen accessing a phone between 8:05 and 3:05, it will be confiscated and taken to the principal's office unless the student has been directed to use the phone under teacher supervision. A second offense within the same semester will result in a detention. A third offense will result in a referral to the principal for determination of further consequences. Laptops, iPads, and other electronic devices can be used in the classroom for academic purposes only with teacher permission. If they are used without permission, the same consequences related to cell phone usage apply. Students making postings on social network sites that negatively affect school students, families, or personnel will receive disciplinary consequences as well. Students should never leave phones or other electronic devices in unattended backpacks or gym bags. FCA is not liable for items that are lost, stolen, or damaged.

## DRESS CODE

Students are to wear black polo shirts with school logo on Monday/Thursday, red polo shirts with school logo on Tuesday and free dress (school appropriate) on Friday with jeans, or khakis (blue or black) that are neat not frayed or with holes in them (all grade levels). Girls may wear skirts that are knee length. Closed shoes are required. **Gray polo shirts with school logo will be required for all chapel days.**

### Dress Code - Specific Areas of Requirements

#### BOYS:

1. ALL STUDENTS must keep hair neat and trim.
2. No radical hairstyles or hair coloring are allowed.
3. Hair must be off the neck and sideburns must not be longer than the middle of the ear.
4. Body piercing of any type is not allowed for male students.
5. Pants cannot be cut or frayed.
6. Tattoos are discouraged.

#### GIRLS:

7. Hair must be kept neat. No radical hairstyles or hair coloring are allowed.
8. Girls are allowed to have pierced ears, however no other type of body piercing will be permitted.
9. Tattoos are discouraged.

**ALL STUDENTS attending FCA events (home or away) are expected to dress appropriately, giving consideration to good taste and the dress code policy of this school.**

## VISITATION

**ALL VISITORS** must check in and out in the school office. Visitor badges will be issued and need to be displayed at all times during the visit. Parents are encouraged to visit the school; however, preschool children are not permitted to visit the classes with their parents for more than a very brief period of time.



## CLOSED CAMPUS

FCA operates as a closed campus to assist in insuring a safe and orderly campus. Students are to remain on campus until the final dismissal and may leave only with written authority from their parents. Visitors are restricted to the following:

- Parents, legal guardians, or other close family members.
- FCA graduates may visit for lunch and must check in at the school office prior to visiting the campus. While graduates are welcome on an occasional basis, this is not to be a regular occurrence.
- Youth or children's pastors of currently enrolled FCA students.
- Prospective students and families who are escorted on a tour of the campus by an FCA staff member. Visitors should be dressed modestly while on campus. All visitors are required to check in at the School Office and must display a visitor's badge.

## INSURANCE

The school purchases school insurance for each student. The cost of this insurance is included in the fee schedule. This policy supplements the individual's insurance coverage. Faith Christian Academy does not assume any liability for student injury.

## ADMISSIONS

### Admission Policy

Faith Christian Academy is a ministry of Faith Christian Center. It is the church in daily action. Our goal is to strengthen students academically, socially, and spiritually.

*We strongly encourage parents and students to apply to Faith Christian Academy out of a desire to receive a Christian education.* Our school sets high standards for both students and employees. While we encourage born again students who desire to grow spiritually while pursuing their academic training on our campus, we welcome students of all races and nationalities who willfully submit to the Statements of Faith, Code of Conduct, and policies this institution sustains. We expect students to strive for their best in the areas of academics, social interaction, and spirituality.

Students under suspension or expulsion from other schools are not eligible to enroll at Faith Christian Academy except under very extenuating circumstances. It is the belief of this school that in most cases, these students should return to their former school as soon as possible and accept the proper authority of that school.

A student re-applying for admission to Faith Christian Academy after expulsion must submit to interviews by the Admissions Committee, by the Administrator, and possibly previous teachers. A student accepted for re-admission will be admitted on probation and will be subject to regular review by the Discipline Committee.



## New Students

The following are requirements for students not currently enrolled in FCA.

New students will be required to furnish or complete:

- An interview with school Administrator/Principal (parent and student)
- Copy of birth certificate and social security card
- A complete copy of the student's report card, for students entering first through twelfth grade and a complete transcript listing all high school credits for high school students.
- STAAR or standardized achievement test results from the most current test administration is recommended.
- Testing (administered at FCA prior to interview)
- The application packet
- Immunization Records: SIGNED AND DATED BY A PHYSICIAN, showing the child has had all the State of Texas required immunizations. These records must have dates of immunizations and must be kept current during the school year. Students cannot be admitted until complete immunization records are received.
- Non-refundable registration fee
- Withdrawal form from previous school for students transferring after the school year has begun

Acceptance of the registration fee and application packet by the school is a statement that a place is reserved for the student at FCA. Student admission is conditional upon meeting all requirements outlined in the handbook. When all forms have been completed and accepted and all fees received, then the parents will be notified of the student's approval for admission, non-approval, or placement on a waiting list. Only the parent who contracts with the school will automatically receive communication from the school. Duplicate documents may be furnished, upon request, to non-custodial or dual-custody parents as legally permitted.

## Returning Students

Students currently enrolled in FCA who are applying for admission in the coming year are considered as returning students. Returning students must furnish:

- The completed re-enrollment packet
- Health Records - We require an update of all immunizations. These records must have dates of immunizations and must be kept current during the school year.
- Non-refundable registration fee.

During the month of February re-enrollment for returning students is accepted on a first-come, first-served basis. Students that re-enroll after April 1<sup>st</sup> may be assessed a re-enrollment fee.

## Tuition

Faith Christian Academy has made every effort to keep tuition and fees as reasonable as possible and still maintain a quality educational experience for students. It is important that all fees are paid when due so that the school can remain current on all expenses.

- Refunds - After the first complete day of school, all enrollment fees are non-refundable as well as tuition for the first month. Furthermore, if a student is expelled from school for any reason, no refund of any amount will be due.
- Refunds - The registration fee is non-refundable unless the student is denied admission by the school administration.
- A \$25.00 fee will be assessed for insufficient funds.

## Fees

Additional fees may be applied for graduations (K/12), standardized testing, and yearbook.

## International Students

I20 Fee: Additional fees apply for international students. Contact school office for details.

## Student Withdrawal

No records, grades, transcripts, etc. will be released to the parent or new school until all items on the checklist are cleared and all fees and fines are paid. Parents owing money to the school at time of withdrawal must pay fees by cash, money order, or cashier's check. Personal checks are not accepted at time of withdrawal. The registration fee and the first month's tuition are non-refundable. Any refund due to parents will be mailed after the withdrawal forms have been completed and signed.

# ATTENDANCE

## Arrival and Dismissal

Our goal is to provide for an orderly and safe method for arriving and departing students. The system we have established will only succeed if everyone cooperates with the procedures. Delays and dangerous situations may result when the procedure is circumvented.

Parents should drop off their children to school no earlier than 7:30 a.m. and pick them up within 30 minutes of dismissal of school or special activities. Parents who need extended care for their children may arrange this with the FCA Child Care Center.

**We reserve the right to charge extra for students who are left with the teacher on duty after the 30-minute time allowance.**

If any arrangement differs from the normal way a student is to go home, a note must be written, dated, and signed by the parent or guardian to the school office. Otherwise, the student will be expected to go home the authorized way.

Orange cones will be placed throughout the parking lot during arrival and dismissal to maintain a safe and orderly traffic flow during very busy times. Please do not drive over the cones or move them and drive through. They are placed there for a specific purpose and safety is compromised when the traffic system is not followed. Cars entering the wrong way during arrival and dismissal will be directed to turn around.

## Attendance Requirements

Regular attendance is required. Consistency in school attendance is vital to any student's progress and success in his/her studies. Excessive and/or unnecessary absenteeism can have a detrimental effect upon a student's academic performance. Satisfactory attendance must be maintained at FCA in order to be considered for promotion. The school year will consist of 171 to 175 days of planned instruction (less any days waived by the state).

State attendance laws require students to be in attendance for at least 90% of a semester in order to receive credit for a class. **A student absent more than 10% of the class per semester, whether those absences are excused or unexcused, may be denied credit for the course or grade.**

Students who have been absent in excess of 10% of the semester will be required to make up excessive absences. (Call the school office for details)

## Absence

Excused absences (extenuating circumstances) are those due to personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, or an unusual cause acceptable to the Administrator/Principal of Faith Christian Academy. All other absences will be considered non-extenuating or unexcused. Absences due to doctor or dentist appointments are considered to be excuses for the time of the appointment only. Students with such appointments should return with a note verifying the appointment including the name of the doctor, the doctor's telephone number, and the time of the appointment. (Parents are encouraged to arrange for routine appointments at times other than regular school hours.)

If a student is absent more than three (3) consecutive days, a written doctor's excuse is required. Parents of students, who have chronic and/or recurring medical problems not requiring medical attention each time, should inform the school at the beginning of the school year regarding the medical problem.

If it is necessary for a student to be absent from school the student must bring a written excuse upon return to school. The excuse should contain the student's full name, teacher's name, dates of absence, reason for absence, and the parent's signature with current phone number. The note must be delivered to the school office. Doctor's notes must be supplied in the case of medical appointments or extended absences due to illness. Students who are absent and return to school without a note will be issued a **RED** admit to class. This indicates that the absence is considered undocumented (UDA). A note must be received within 3 school days to change the absence to excused.

## Make-up Work

For a single day of excused absence, a student will have two days to make up his work. For a two-to-three day absence, all work must be made up within five (5) class days after the student returns to school. In situations where an assignment, quiz, or test was made well in advance of the absence the work will be due upon return. Parents are encouraged to request assignments before or during an absence in order for students to keep up with class work even before they return to school. An assignment not completed within the required time will be recorded as a zero.

## Tardiness

Students arriving to school or class after the tardy bell has rung at 8:05 are considered tardy. When arriving late, students must report to the school office for an admit slip to class. Tardies to school are recorded as tardy, not excused or unexcused. Exceptions will be made when inclement weather and other such situations affect significant numbers of students. Students will begin accumulating unexcused absences after the 3rd tardy in a quarter. Make up hours for students over the required attendance will pay a fee and schedule a time for their make-up hours (per semester). **In middle and high school, a student arriving in the classroom after the bell has rung is tardy. An unexcused tardy may result in a level.**

## Early Release of Students

For the protection of your child, Faith Christian Academy cannot release students to leave earlier than the regular dismissal time unless the parent or guardian contacts the school office to secure a release for the child (in writing). **A student cannot be released except through the school office.** Students leaving without permission of the school office will have a detention. Identification may be required before students are released to persons unfamiliar to school personnel. A person whose name is not listed on the enrollment card cannot pick up a child without written permission to school personnel by the parent or guardian.

## GRADING SYSTEM

The following table represents the letter-grade assigned to numerical averages and grade point values used at Faith Christian Academy.

A	90 – 100	4
B	80 – 89	3
C	75 – 79	2
D	70 – 74	1
F	0 – 69	0

In grades K-5, reports and sample papers are sent home weekly. Grade reports are assessed every three weeks for parental information purposes in grades 6-12. Furthermore, grades are posted for all grade levels on Gradelink. Each student's User ID and password are available from the school office. Eligibility for participation in extracurricular activities is determined at the end of the first three weeks. Eligibility requires a 70 or better in every subject. Eligibility "Earn-back" is available every three weeks after each reporting period.

## Progress Reports

Progress Reports are issued after the third week of each quarter. Parents will have access to grades as they are posted on Gradelink. Parents will have access to the Progress Reports for their children only.

## Report Cards

Report cards are issued every grading period and distributed via Gradelink. Report cards will be distributed via email through the Gradelink program a few days after the end of the quarter. Once these are sent, parents will have access to their own children's report cards on the Gradelink website. Hard copies will be distributed upon request. Report cards and transcripts for students will be withheld at the end of the year until the account balance is cleared. Gradelink access will be denied in the closing weeks of the school year.

## Dual Credit Courses

Dual Credit is an option that provides qualifying Juniors and Seniors with the ability to earn a college credit and a high school credit for approved courses. Students must meet the score requirements for San Jacinto College entrance examinations and have at least a 75 average in the first three quarters of the previous year in the subject the student desires to take as dual credit.

Dual Credit courses taken at San Jacinto College Students may take an approved course during the school day if it can be arranged within their high school schedule. Students may also take the course after school, in the evening or on Saturdays if offered at those times. Students who fail a dual credit course or drop because of failing classes are not eligible to continue in the dual credit program and will have to make up the credit in the next FCA summer school session. It is the responsibility of the student to keep track of their grades through the SJC online "Blackboard" and through communication with his or her professor. Students who make a 70 or higher on a dual credit course apply the earned college credits towards their FCA transcript and graduation requirements.

Students wishing to take a dual credit class will be responsible for tuition at San Jacinto College. Students will also be responsible for full tuition at FCA. Any Faith Christian Academy student who is enrolled in dual credit courses is also eligible for Early Admission College classes. This program gives dual credit students the ability to take a college course and earn additional credits at the college level. The EAC program does not earn the student high school credit.

## Transcripts

Requests for copies of a FCA transcript for college applications, scholarship applications, etc. must be submitted to the Academic Dean's office a minimum of three business days prior to the desired pick-up/ mailing date. A Transcript Request Form must be used to submit the request. Requests must include the address of the university office (if is not common to this area) to which the transcript is to be mailed. Costs for expedited delivery or international postage are the responsibility of the requesting student. Students who transferred from home school should send their original transcripts directly to colleges.

# PROMOTION/GRADUATION REQUIREMENTS

## Elementary School Requirements

Students must attain an average of 70 or above in both language arts and mathematics, and an overall average of 70 or above in all subjects.

## Junior High (Middle School) Requirements (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)

Bible  
English  
Mathematics  
History  
Science/Health  
Elective  
Physical Education

To be promoted to the next grade level all courses must have a minimum cumulative average of 70 for the school year. Students must have a minimum of 70 for all core classes: English, mathematics, social studies, and science. Summer school courses will be required for students who do not meet the promotion requirements.

To qualify for Junior High Honors, a student must have attended one complete year at Faith Christian Academy and maintained a minimum overall average of 93.

## High School Requirements

Students in grades 9<sup>th</sup> through 11<sup>th</sup> enroll for the full class day. Only seniors who have met the requirements are eligible for half day enrollment. (Call office for details). Juniors and seniors may also participate in dual credit classes with San Jacinto College.

## College Preparatory Degree Plan

Students who enter 9th grade in the fall of 2014 or thereafter with the additional requirements (Bible courses) will graduate under the Texas Foundation Program. Students who entered 9th grade prior to 2014 may graduate under the Texas Foundation Program with all the requirements noted above or may remain under the program stated in 2013-14 handbook (Texas Recommended Plan with additional requirements). Exceptions to this policy must be approved by the Academic Dean.

Bible	4 credits required
English	4 credits required: English I, English II, English III, English IV
Math	4 credits required: Algebra I, Geometry, Algebra II, Pre-Calculus/Trigonometry/Consumer Math



Science	4 credits required: Physical Science, Biology, Chemistry, Biology II/Anatomy/Physics
Social Studies	4 credits required: World Geography, World History, US History, Government/Economics.
Physical Education	1 credit required
Foreign Language	2 credits required of the same language
Fine Arts	1 credit required
Electives	2 credits: Speech, Computer, Physical Education, Athletics

To qualify for valedictorian or salutatorian, the student must have been enrolled in Faith Christian Academy at least the entirety of his/her Junior and senior year with a minimum of fourteen credits from FCA. Transfer credits must be from a recognized school. The numeric average rather than the GPA of all courses for the freshman through senior year will determine the recipients of these titles.

The valedictorian or salutatorian title will not be issued unless the numeric average is 93 or higher. The decision of the Academic Dean and Administrator is final.

Graduating seniors with a 3.5 GPA or higher and not disqualified for conduct will be designated as Honor Graduates.

Students must take a Bible class each year they are enrolled in FCA. All students are required to learn an assigned scripture passage each month of the school year.

## College Guidance

Counseling and assistance for students who are college bound is provided by the high school teachers, principal/Dean of Academics. To facilitate this, the team provides the following: Grade-level appropriate group sessions; Individual family meetings; Group admissions and information sessions with college representatives; Testing guidance; Essay and résumé writing/editing sessions; Personalized letters of recommendation; Guided assistance in completing applications; Excursions to tour colleges and universities; Prayer-based support.

## AWARDS AND HONORS

Faith Christian Academy recognizes outstanding performance in many areas in order to encourage student achievement. These include (but are not limited to) the Honor Roll, Bible Memorization, Music, Science, Math, Athletics, and Outstanding Student awards.

Faith Christian Academy will recognize a valedictorian and salutatorian when a student qualifies with a minimum of fourteen credits from FCA, has been enrolled and completed two full years at FCA, and has a cumulative average of 93.

Graduating seniors with a 3.5 GPA or higher, who have not been disqualified for conduct reasons, will be designated as Honor Graduates.

## **CONFERENCES**

Parent-teacher conferences are encouraged. An appointment for a conference may be arranged with the teacher. To avoid conflicts, appointments should be made at least one day in advance. **Parents are not allowed to interrupt instructional time to speak with a teacher, no matter how brief.**

## **AUTOMOBILES AND PARKING**

All students who drive on campus are required to file a Parking Permit Request with the school office. All students who wish to drive to school must show proof of an unrestricted Texas driver's license, car insurance, and have their cars registered (make and model/plates) through the school office. Students are to park in the church parking lot. **Students are not allowed to park near the fence, or designated parking for faculty, staff or daycare.**

## **CHAPEL AND ASSEMBLIES**

Chapel and assemblies are an important part of the spiritual educational program of Faith Christian Academy. Chapel is held once a week. Special assemblies may be called for programs that will benefit students either academically or spiritually.

All students are required to attend chapel. Each student is expected to bring a Bible and to show proper courtesy to the speaker and chapel participants. Students are not allowed to study or read during chapel or assembly times.

## **CHILD ABUSE**

By state law, the employees of Faith Christian Academy are required to report any form of suspected child abuse or endangerment.

## **EMERGENCY CARDS**

It is important that you inform the school office of any changes that need to be made on the student's emergency card. Important items to update are change of address, phone number, work phone number, persons to contact in case of an emergency, doctor, babysitter, etc.

## **EMERGENCY SCHOOL CLOSING**

In extreme inclement weather or in cases of other emergencies, cancellation announcements will be posted on the FCA website, and emailed. In extreme inclement weather, or in cases of other emergencies, FCA will be closed when Pasadena Independent School District campuses are closed. Announcements will also be given to local media stations. If an emergency situation occurs during a school day, we will respond accordingly to parents. Parents may always make the decision to pick up

their children if they are uncomfortable about the weather situation except in lock-down/shelter-in-place emergencies.

## **FIELD TRIPS**

Field trip opportunities are often scheduled as a part of the instructional program. Written parent permission is required. Field trips will be considered a privilege for students, and this privilege may be withheld when deemed necessary or appropriate by the school administrator, principal or pastor. Students participating will pay fees as required.

## **TRANSPORTATION**

All students are transported in a state approved vehicle that is safe and maintained by the church, Faith Assembly of God. Students who are required by law to travel in a booster seat shall always have a state approved seat. If students are transported by an adult other than their parent or school personnel, that adult must have a background check, a valid Texas license, proof of insurance, and the school must have express, written consent by that student's parent to be transported by the appointed driver.

## **GUEST SPEAKERS**

Faith Christian Academy encourages guest speakers as a part of the regular instructional program in order to provide more meaningful learning opportunities for students.

## **LOST AND FOUND**

Faith Christian Academy maintains a lost and found in the school foyer. Parents or students should check immediately and frequently if missing an item. At the 1<sup>st</sup> of each month all items in the lost and found will be discarded.

## **PARENT-TEACHER FELLOWSHIP**

Faith Christian Academy desires to partner with all parents. One way to strengthen the link between home and school is through the Parent-Teacher Fellowship, known as PTF.

Officers are elected annually (with the exception of the Treasurer who is appointed by the PTF Executive Board) during the spring, for the following year. The PTF Executive Board is composed of President, Vice President, Secretary, Treasurer, and Hospitality Chairperson. The school administrator and the Elementary Coordinator for Parents and Teachers are also members of this board. Interested parents who would like to become at-large Executive Board members are encouraged to notify the PTF President and express a desire to participate in this capacity.

## **PARTIES**

Class parties are directed by individual class teachers and through the PTF under the direction of the Administrator of the school. Each homeroom party is to be coordinated by the homeroom teacher and the room parents for that classroom.

The type and number of parties held each year are decided by the Administrator/Principal of the school. All grades will have Christmas parties and at least one other party or banquet during the year. (The suggested parties for elementary grades are: Celebration of Fall, Christmas, Valentine, Easter, and End of School.) It is important that all parties are planned well in advance and follow the guidelines of the school.

## **PICTURES**

Individual and group pictures will be made during the school year and parents will be given opportunities to purchase pictures of their children. Pictures of Athletic teams will be scheduled throughout the year.

## **PLEDGES**

All students recite the following pledges daily. Students are responsible to know and recite all three.

### **Pledge of Allegiance to the Bible**

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

### **Pledge of Allegiance to the Christian Flag**

I pledge allegiance to the Christian Flag, and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen and coming again with life and liberty for all who believe.

### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## **HEALTH SERVICES**

### **Accidents or Illness**

A student who becomes ill or has an accident at school will be sent to the office. Faith Christian Academy does not assume financial responsibility for illness or accidents occurring at the school. The student insurance fee covers only the difference above personal insurance. Please keep students at home for 24 hours after symptoms are gone, if they have been vomiting or have had a fever in excess of 99.6 degrees.

## Communicable Diseases

To avoid endangering the health of other students, a student with a communicable or contagious disease will be required to remain at home until the disease is no longer contagious and fever free for 24 hours.

Diseases requiring exclusion from school include but not limited to chicken pox, measles, conjunctivitis, untreated ringworm, impetigo, hepatitis, meningitis, mumps, scabies, salmonellas, shigellosis, streptococcal infections (including scarlet fever), tuberculosis and typhoid. Students may return to school when recovered and/or released by a licensed physician and the student should report to the school office accompanied by a parent or guardian.

## Medicine at school

In most cases, the medication time can be adjusted so that medicine does not need to be taken during school hours. This is especially true of medicines labeled "to be taken two or three times daily". In instances when it is necessary, the school is required to have on file, a written request to administer the medication from the parent or legal guardian.

### Prescription medication must be:

- Issued by a United States pharmacy
- Current
- In the original container
- Properly labeled

The medication must be taken to the office. It is best to have only daily doses in the school and, it is recommended that there should not be more than one week's supply.

**\*\*\*No medications, even vitamins, may be kept in the possession of a student.  
All medications, herbal or otherwise, must be registered and kept in the school office.\*\*\***

Students disregarding the above restrictions may be held in violation of Faith Christian Academy's policy and shall be subject to appropriate disciplinary action.

## Immunization Policy

All students must be immunized according to state law and must provide verification. (Check with your pediatrician or your local county health agency for the current requirements)

A student entering from another school shall be allowed to enroll pending receipt of immunization records. A grace period of no more than five (5) days shall be allowed for the school to receive such records.

### **Proof of Immunization**

Proof of the above immunizations shall consist of personal records by a licensed physician or public health clinic with a signature or rubber-stamp validation. A properly validated record of polio or diphtheria/tetanus booster shall serve as proof that the initial series has been received.

Exceptions from compliance may be permitted on an individual basis for medical contraindications and religious conflicts. Students falling into these categories must admit a certificate of affidavit as specified in the law.

The school reserves the right to refuse the enrollment of any student claiming either of the above conditions if in the judgment of the Pastor or Administrator it is in the best interest of the school.

### **Pediculosis (head lice)**

A maximum of three days is allowed for the effective treatment of each occurrence. Students with lice may return to school when free of live organisms and nits (eggs), and must report first to the school office.

## **RESOLVING PROBLEMS**

Occasionally, misunderstandings and disagreements may arise between home and school. A phone call or conference is frequently all that is necessary to resolve the problem. The office personnel will assist parents in arranging for a teacher to call or in setting up a conference. When a problem cannot be resolved through a phone call or a conference, a complaint needs to first be lodged with the teacher or school staff member involved. If a satisfactory solution is not worked out, the parents may appeal to the next level of authority - the Principal (when applicable), the Administrator, then the Pastor, and ultimately the Church Board. (A more detailed copy of the complaint procedure can be requested from the office personnel at the school.)

### **LUNCHES**

Lunches will be pre-paid weekly, bi-weekly, or monthly. An email will be sent out as a reminder to add money to your lunch account.