Faith-Covenant Christian Academy
Student/Parent Handbook

828-573-4397

PO Box 6852
Hendersonville, NC 28793

Physical Address:
#1 Summit Circle Drive
Hendersonville, NC 28739

Statement of Faith:

1. We believe the Bible to be divinely inspired, the only infallible, authoritative, inerrant, and all sufficient Word of God. (2 Timothy 3:16, 2 Peter 1:21).

2. We believe there is one God, eternally coexistent in three distinct persons: Father, Son, and Holy Spirit. (Genesis I: 1, Matthew 28: 19, John 10:30).

3. We believe in the deity of Christ (John I 0:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke I :35), His sinless life (Hebrews 4: 15, Hebrews 7:26), His miracles (John 2: 11), His vicarious and atoning death (I Corinthians 15:3, Ephesians I :7, Hebrews 2:9), His resurrection(John 1 1:25, I Corinthians 15:4), His ascension to the right hand of God, the Father, where He rules and reigns, presently and forevern1ore (Mark 16: 19), and His personal return in power and glory.(Acts I: 1 1, Revelation 19:11).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).

5. We believe in the resurrection of both the saved and the lost: the saved to the resurrection of life, and the lost to the resection of condemnation. (John 5:28-29).

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

7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3: 16, I Corinthians 6: 19-20, Ephesians 4:30, Ephesians 5:1

Educational Philosophy:

The Objectives of Faith-Covenant Christian Academy are as follows:

1. To see students come to a saving knowledge of Jesus Christ as Lord and Saviour

2. To instill in the students a love for the Lord Jesus Christ and His Word.

3. To prepare students to serve God effectively.

4. To challenge students to think clearly, logically, and independently.

5. To offer an instructional program that meets the needs of each student.

6. To develop within each student an understanding of the world in which he lives and an ability to appreciate and contribute to the community in which he lives.

7. To help students master the tools of learning and communication.

8. To help each student develop a sense of personal responsibility as an involved educated citizen.

9. To develop in students a moral, ethical, and spiritual discernment which will aid them in decision making and the edifying of others.

10. To provide students with opportunities to develop an understanding of and an appreciation for the arts.

11. To offer opportunities for students to participate in wholesome forms of recreation, community service, and social development.

Admissions:

Admissions Process
The admission process is intended to proceed through the following steps:

Step 1: Initial contact is made with the school
- If the contact is made in person, an application packet is given to the prospective student/parent.
- If contact is made via mail, phone, or e-mail, the prospective parent is directed to the school website so that they may download an application, tuition rate form, calendar, etc.
- The recommendation is made for the prospective parent of the student to contact the office to set up an interview and tour.
- During the school year, the prospective student is encouraged to visit the school for part of the day, if such a visit is possible

Step 2: When the application form is completed and returned, a file will be started for the student containing the following items:
- Completed/signed application ,
- Application fee,
- Completed and signed health forms,
- Copies of previous school records,
- One passport- size color photo.

A submitted application does not mean approval. If an interview has not already been scheduled, one will be set up at this poi n t.

Step 3: Initial interview with the administration.
- References, space availability, and academic requirements will be considered during this interview.

Step 4: If the student has successfully completed each step of the application process, grade level testing maybe required. Additional costs will be involved when testing is required.

Step 5: Acceptance to FCCA
- If all qualifications have been met, the student is admitted to FCCA.
- Enrollment Fees are payable immediately.
- All new students are on academic probation for the 1st semester.*

Step 6: Financial arrangements must be made with the office within five days of admission.

*Must maintain at least a C average and cannot fail more than one class. If this is not met, the student may be asked to leave the school.

Academic Offerings:

Upper School Offerings

At FCCA beginning classes for Middle School (grades 7 & 8) are designed to meet the requirements students need to be successful in high school.

All Upper School classes are taught on a "college preparatory" track and it is anticipated that a student attending FCCA does so with the intention of preparing for a college education. For those students in grades 9-12 who desire to take their education to a higher level, FCCA offers Honors in certain courses.

At the beginning of the year, each student will sign a contract with the teacher if he/she wishes to take an Honors course. The student has until the first progress report time to decide if the extra work can be accomplished within his/her limitations. After this point, the student must accept the grade based on the higher scale.

Upper School Courses:

7th Grade required:	Math 7	Language Arts 7	History 7	Science 7
8th Grade required:	Pre-Algebra	Language Arts 8	American History	Earth Science
9th Grade required:	Algebra I	Language Arts 9	Geography	Physical Science
10th Grade required:	Algebra II	Language Arts 10	World History	Biology
11th Grade required:	Geometry	Language Arts 11	United States History	Chemistry
12th Grade required:	Consumer Math	Language Arts 12	Government & Economics	Advanced Science

Other Classes offered:

Bible (required)
Spanish I & II
Sign Language
Physical Education
Music
Journalism
Speech & Drama
Yearbook

Grading Scale:

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

Kindergarten Grading Scale

4 = Exceeding Standards

3 = Meeting Standards

2 = Making Progress Toward Standards

1 = Lacking Adequate Progress Toward Standards

S = Satisfactory

Academic Expectation and Evaluations:

Homework:

Students will be assigned homework for most courses at FCCA, particularly at the Upper School level. Students are required to keep up with their assignments, which will involve preparedness, faithfulness, and good stewardship of one's time and resources. Teachers will give sufficient notification for special assignments as early as possible.

Assessment Criteria:

Performance in each course may be measured by attendance, attentiveness, behavior, discussion, participation, individual homework, written papers, quizzes, test results, etc.

Late Work:

Assignments will not be accepted after the due date. Any work not turned in on time will result in a zero.

Final Examinations:

Final examinations will generally be given at the end of each semester in all one-credit classes, particularly in grades 9 –12. Students in grades 6 - 8 will have quarterly tests during the exam dates. Teachers may give final exams in one-credit classes but are not required to do so. Several days at the end of each semester are designated as exam days. Parents should make sure their family's travel plans do not interfere with the final examination schedule.

The final examination will comprise no more than 20% of the total grade for all students who take the examination.

Progress Reports:

Progress reports will be distributed midway through each quarter or at any subsequent time when . . .

- A student has a grade of D or F in a class;
- A student has incomplete or missing assignments; or
- A student has made notable progress.

Progress reports are sent home to parents. Parents may contact teachers via email at any time during the school year to ask about the progress of their children.

Report Cards:

The academic year at FCCA is divided into four quarters, which generally are nine weeks in length. First semester is shorter than the second semester to accommodate semester exams before the Christmas holidays. At the end of each quarter, a student's academic achievement is reported to parents on report cards that are sent home.

Course Completion:

Students in the Lower School may not miss more than 10 days of any given school year (for any reason). Excessive Tardies will result in a lower grade in the class the student is tardy. This policy will be strictly enforced.

For extended sicknesses, a homebound tutor must be provided (paid for by the parent) for the entire time of the absence. If a student misses more than the required numbers of school days and arrangements have not been made to have a tutor, the student will receive an incomplete in that course. Arrangements are required to be made in order for the student to be considered in receiving credit for the course.

Academic Probation:

FCCA maintains an academic probation policy to help students focus on their academic responsibilities, particularly those students who are having difficulty in their course work. A student will be placed on academic probation if the student earns below a 2.0 grade point average (GPA) for any semester, or if the student receives one "F" in major academic subjects that are required for graduation. Students falling into this category will be required to have their teachers complete weekly progress reports that will be sent home with the student's agenda each Friday. The administration reserves the right to ask a student to withdraw from school if he or she remains on academic probation for two consecutive grading periods.

Students on academic probation are not eligible for extra-curricular activities at the school. Extracurricular activities are defined as any activity that does not regularly occur in the normal course of the school day.

Honor Roll:

In an effort to encourage students to do their best academically, an honor roll will be determined and announced at the end of each quarter.

The honor roll will be determined as follows:

- Students who receive all A's will be placed on the A Honor Roll.
- Students who receive A's and B's will be placed on the A-B Honor Roll.
- Non-core classes meeting less than five days per week will be excluded for Honor Roll calculations.

Standardized Testing:

The Stanford Achievement Test 10 Series is administered annually in order to help measure achievement and to provide help in assessing student academic progress, potential, and/or problems. This test series generally involves students in grades K – 11. The test results are shared with parents.

Requirements for Graduation:

We require all graduates to have a minimum of 26 credit hours in order to graduate from FCCA.
A student completes 200 hours of community service in those 4 years; the student will receive an extra credit. This will be discussed in a later subsection.

Valedictorian and Salutatorian:

Each year at graduation, FCCA honors the graduating seniors who have earned the highest grade point average while attending FCCA. The selection of the valedictorian and salutatorian will be made from the last progress report of the third quarter of the senior year and is based upon only those grades earned at FCCA. To be considered for valedictorian and salutatorian, a student must have attended FCCA for at least three consecutive semesters. If a tie occurs in grade point average, co-valedictorians will be named. Students must be on the College Prep track to be considered for valedictorian and salutatorian.

Community Service Requirement:

High school students are required to complete 25 hours of community service for each year of attendance at FCCA. This requirement is a prerequisite to graduation .An elective credit may be earned if 200 documented hours are served over the 4 years of high school. The administration must pre-approve all service hours in writing. These hours should be in addition to the school and church hours that are regularly served. Mission trips are encouraged and will count as a maximum of 15 hours per week of service regardless of how many hours were actually served.

Attendance Policies:

"LET ALL THINGS BE DONE DECENTLY AND IN ORDER."I CORINTHIANS 14:40

Regular attendance and promptness are expected of all students. Students are to demonstrate responsibility and dependability through their attendance.
Attendance/tardies are recorded each day and are kept on file.

Tardy Policy:

Tardy to School

If a student arrives to school after 7:50 a.m., he or she will be considered tardy to school. If a student accumulates 10 unexcused tardies in grading period, the student will be required to attend a lunch recovery session to make up the time. Tardies will not be carried over from one grading period to another.

If a student arrives after **8:15** a.m., he or she will be considered as having been absent from first period on that day. The absence policies described in the following subsection will then apply.

Excused Tardies:

Some tardies are beyond an individual's control and will be excused with no penalty (e.g., extreme weather conditions, accidents, transportation breakdowns, etc.). However, these types of tardies will not be excused if the administration sees a pattern developing.

Being tardy to school will also be excused under the following conditions:
A student is late to school because of a doctor, dentist, or other such appointment as long as the student brings a note from the doctor/dentist.
A student is late to school because of participation in a school-approved activity as long as appropriate steps were taken prior to the activities to notify the administration and teachers.

Unexcused Tardies:

Some tardies are avoidable (e.g., missing your ride by 'cutting it too closely', not getting up on time, or not leaving home early enough). We strongly encourage students and parents to come to school on time. Excessive tardies are detrimental to the students continued learning process.

Tardy to Class:

Middle and Upper School teachers will record when a student is late to class. Five (5) unexcused tardies within a 9-week period will result in the student spending 30 minutes in detention after school at the parent's cost of $5 per session. The amount is to be paid on the day the student attends the required session.

Early Dismissal Policy:

If a student needs to leave school during the school day (e.g., for a doctor's appointment), the parent notify the school via handwritten note or messaging utilizing the Remind system, explaining the reason for early dismissal. At the designated time, the student will be dismissed to the office where he/she will be signed out by the parent. During emergency situations, parents are expected to come to the school to sign their student out.

Absence Policy:

A student who arrives later than 8:15 a.m. will be considered absent from first period. Likewise, any student who misses 15 minutes or more of any other class will be considered absent from that class. All such absences will be recorded by the teacher and reported to the school office.

Consistent class attendance is necessary if a student is to be successful in FCCA's strong academic program. Therefore, Middle and Upper School students will be allowed to be absent no more than 10 days from any given class during the school year. This total will include all parent-requested absences, unexpected absences, and unexcused absences, which are described later.

- After accumulating 7 absences in any given class, a message will be sent to the parent reminding them the student can miss no more than 10 days.

If a student exceeds the allowed limit in a given class or classes, the student and his or her parent will be asked to meet with the school administration to explain their circumstances. Correspondence from teachers, doctors, and/or parents may be presented at this time. The administration will determine at this point whether the student will receive credit in the class(es). Make-up days may be assigned by the administration at the end of each grading period.

Make-up Work:

Because assignments are an important part of the learning process, students will be expected to make up for all work missed during an excused absence. One class day of make-up time is given every day when a student is absent. For example, if a student is absent on Tuesday and returns to school on Wednesday, he or she has until Thursday to hand in all make-up work. If a student does *not* make up work missed during an absence, the teacher will assign a zero for each assignment that was not completed. Teachers will provide missed assignment sheets for the first five excused days each semester. After 5 absences in one semester assignment sheets will no longer be given. It is the responsibility of the student to check for any missed assignments.

Late work will not be accepted. * The exception to this policy is a pre-planned trip or activity that has **prior approval** from the administration. All work is expected on the day of the student's return to class.

Parent-Requested Absences:

Students are allowed a limited number of absences, as requested by their parents, for activities such as family travel, mission trips, doctor or dentist appointments, or legal needs. Such absences will be considered excused under the following conditions:

- Parents request permission in writing for the absence at least five (5) days in advance; and
- Students get assignments from their teachers in advance and turn the assignments in at the time they are due or upon arrival back in class.

Such absences are very strongly discouraged during the last two (2) weeks of any semester.

Unexcused Absences:
Some reasons for being absent from a class are not acceptable. Examples of such unexcused absences would be oversleeping, tiredness, staying home to complete homework, leaving school to have hair done, or skipping class. These absences will result in a zero for any assignment due that day in class, including quiz, test, homework or paper due.

ANY ABSENCE WILL BE CONSIDERED UNEXCUSED UNLESS AND UNTIL ALL CONDITIONS DESCRIBED PREVIOUSLY HAVE BEEN SATISFIED.
For example:

- An absence will be considered unexcused if the student does not make all arrangements with the teacher prior to a school-related or a parent-requested absence; and
- An absence due to illness will be considered unexcused until a note from the parents has been sent. The student must bring a note the following day he or she returns to school. If a note has not been received, the absence will be recorded as unexcused and the student is subject to the corresponding consequences.

Withdrawal from School:
Students who wish to withdraw from FCCA or who do not intend to return to FCCA must fill out a Withdrawal from School Form and meet all conditions on the form before he/she will be considered officially withdrawn. FCCA withholds all report cards, transcripts, and/or other records until all financial accounts have been settled.

School Cancellations:
When school must be closed due to inclement weather such as snow, ice, or other severe weather, this closing will be announced by 6:15 a.m. via Remind App, Facebook, WLOS 13, and FOX 21.

Student Behavior:

Lifestyle Agreement/Code of Conduct:
As a Christian School, FCCA is concerned that the lifestyle of its students is a lifestyle that is above reproach

So Christ has truly set us free. Now make sure that you stay free, and don't get tied up again in slavery to the law. (Galatians 5:1) For you have been called to live in freedom, my brothers and sisters. But don't use your freedom to satisfy your sinful nature. Instead, use your freedom to serve one another in love. (Galatians 5:13) So I say, let the Holy Spirit guide your lives. Then you won't be doing what your sinful nature craves. (Galatians 5:16) But when you are directed by the Spirit, you are not under

obligation to the Law of Moses. When you follow the desires of your sinful nature, the results are very clear: sexual immorality, impurity, lustful pleasures, idolatry, sorcery, hostility, quarreling, jealousy, outbursts of anger, selfish ambition, dissension, division, envy, drunkenness, wild parties, and other sins like these. Let me tell you again, as I have before, that anyone living that sort of life will not inherit the Kingdom of God. But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things! (Galatians 5:18-23) (NLT)

Knowing that students at FCCA are at varying stages of spiritual growth and that outward conformity does not signify internal change of heart, the school board, administration, and faculty of FCCA covenant with parents and students to provide an environment where Godly values are taught and modeled in hopes that each student will more fully embrace these values. To that end, positive values (vs. 22-23) will be emphasized, acknowledged, and rewarded, and negative values (vs.19-21) will be appropriately corrected. (Gal 6:1)

Further, the administration, and faculty of FCCA acknowledge the primary authority for the student is given by God to every parent, and seek to partner with parents. Because FCCA is a community of many people of varying ages and values, the administration has established general guidelines of moral behavior. The faculty, in cooperation with parents, always encourage and expect a student enrolled at FCCA to follow, whether the student is on or off campus.

Therefore, we ask all students to be aware of and agree to the following statement:

I understand that as a student of FCCA I will behave and conduct myself in a way that promotes my physical well-being and my personal character development. I understand that as a member of the FCCA community, I contribute to those around me by the way I behave and the attitudes I display. Therefore, while enrolled at FCCA, I will refrain at all times from the following activities and from their promotion whether I am on or off the school campus:

- *the possession and/or use of alcohol*
- *the possession and/or use of tobacco or any drugs (unless prescribed by your primary doctor)*
- *the use of profane language or obscene gestures*
- *gambling*
- *sexual immorality*

Acceptable Internet Use Policy:

FCCA believes that the Internet has much to offer students with its wide variety of resources. Learning to use available information technologies is a valuable life skill. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. While these resources are recognizable assets, there are concerns that these powerful resources may be used irresponsibly. This document is considered a contractual agreement between students, parents and staff to provide guidelines for appropriate use of the school's Internet resources.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to insure that students access the resources appropriately. This includes providing:

1. A reliable connection that is protected by the best filtering software we can find.
2. Supervision of students while they are using the Internet. The Internet connection may be disabled whenever there will be not be adequate supervision.
3. Training for students that clearly spells out what is appropriate and what is not. Students will be given general instruction about what is available on the Internet and how they can find what they are looking for through searches, how to save, and how to print.

Occasionally, whole classes with their teachers will use the Internet as one of many tools in the research process. Students will be under the direct supervision of a teacher as much as possible. This policy is an extension of the FCCA Lifestyle Agreement. It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet whether I am on or off the school campus. I agree to follow FCCA's basic rules. I will strive to apply Philippians 4:8 to my electronic communications "Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things."

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

1. Using the network for any illegal activity.

2. Using the network for financial gain or initiating any financial transactions.

3. Degrading or disrupting the equipment or system performance. Any security problems must be reported to the supervising teacher and not shared with other users.

4. Vandalizing the data of another user.

5. Accessing or participating in dialogues on social media.

6. Wastefully using finite resources, after being warned and instructed as to proper use.

7. Gaining unauthorized access to resources, including attempting to get around the censor ware installed on a computer with Internet access.

8. Invading the privacy of individuals including reading mail that belongs to others without their permission.

9. Using an account owned by another user -with or without that user's permission.

10. Posting personal communications without the author's consent or posting information containing information not meant to be made public.

11. Posting rude or inappropriate messages.

12. Downloading viruses or attempting to circumvent virus protection programs.

13. Violating the spirit of the philosophy of Faith-Covenant Christian Academy.

By signing the consent and waiver form attached, the student agrees to abide by these restrictions. This form must be signed and returned to FCCA before a student is given access to the Internet.

The student and his/her parents must understand the student uses the Internet at his/her own risk. Considering the provisions mentioned above, FCCA cannot assume responsibility for:

1. The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. Costs that the students incur if they request a product or service for a fee.
3. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. Access by the student of inappropriate materials on the Internet.
5. Unauthorized use of the school's Internet access facility or the failure of the student to comply with the policy.

<u>General Guidelines for Student Behavior:</u>

Certain guidelines and rules have been established at FCCA for the purpose of:

- Creating and environment conductive to learning;
- Protecting the safety of students, staff members, and visitors; and
- Providing students with an opportunity to learn and to practice good manners.

At school and all school functions, students are expected to:

- Be courteous and respectful to adults and other students at all times
- Obey faculty and staff members at all times, recognizing that they are under school authority when school is in session or when they are involved in any school function;
- Address faculty and staff members as Mr., Mrs., Miss, and
- Stay in dress code while on campus

In the school building, students are expected to:

- Have faculty or staff supervision if they are in the building before or after school;
- Stay out of the storage areas, offices, and teachers' desks unless invited;
- Refrain from running and pushing, especially in the hallways and on stairs;
- Refrain from throwing, bouncing, or kicking balls or other such objects in the building or at another person.
- Refrain from yelling and talking loudly in the hallways, stairways, and locker areas, particularly when classes are in session.

In classrooms, students are expected to:

- Come to class prepared with textbook, notebook, paper, pens, and pencils, and assignment book;
- Be in the room before the class starts;
- Work on tasks as directed by the teacher; and
- Observe any other rules individual teachers may establish in their classrooms to insure a sound educational environment exists.

On the playground, students are expected to:

- Be under adult supervision at an all times! No student may play outside before, during, or after school without an adult present.
- Be conscious of the classroom windows that may be open and keep noise to a minimum outside these classrooms;
- Make an effort to keep balls on the playground and to keep them from hitting the building and/or parked cars;
- Return all balls and all sports equipment to their storage area/container at the end of the recess/lunch period;
- Stay off of playground equipment designed for elementary students; and
- Refrain from climbing in the trees.

At all times, students are expected to demonstrate proper manners by:

- Answering when someone speaks to them;
- Not interrupting when someone else is speaking;
- Not laughing at someone when he or she makes a mistake;
- Walking single file in the stairway, making room for people going in the opposite direction; and
- Cleaning up after themselves in the classroom and lunchroom.

<u>Other Guidelines for Student Behavior:</u>

Closed Campus

FCCA operates on a closed-campus basis

- All students must remain at school, on its grounds, or with their school group at all times, unless specifically authorized in writing by a teacher or administrator to leave. The campus of FCCA includes our property, the Henderson County Library and all field trip sites.
- Students are accountable for their behavior on the way to and from school and school activities and should maintain Christ-like standards of behavior.
- Students who drive a vehicle to school are not permitted to use it or return to it during the school day. It is to remain parked during school hours.
- Juniors and seniors may leave the school premises for classes being offered at Blue Ridge Community College.
- Students may not ride with other student drivers unless written parental permission is obtained from both sets of parents and is in the driver's file in the office.

- Gum is not allowed on campus.
- Students may eat and drink in designated areas and at designated times only.
- Students may not bring “Energy drinks” i.e Monster, Red Bull, or other highly caffeinated drinks to school.
- There is to be no eating during class time. Teachers may allow students to drink water during class time if they so desire.
- Teachers may make exceptions to the above guidelines for special occasions.

Public Display of Affection:

FCCA students are encouraged to form relationships based on friendship rather than romance. As a result, FCCA discourages hugging, kissing, and other displays of public affection.

Dress Code:

The primary objective of Faith-Covenant Christian Academy is to provide a learning environment that is Christ-centered. Students are expected to dress in the manner described below while on school property or representing the school.

The following minimum standards apply at FCCA and will be strictly enforced. The school reserves the right to make additions to these standards.

- Student dress and grooming will be neat and clean.
- No bare midriff or low-cut shirts or blouses will be permitted.
- No tank tops, spaghetti strap tops, halter-tops, vests without shirts or shirts with cut-out sleeves will be permitted.
- Tank tops/sleeveless shirts may be worn by themselves only when actually participating in an athletic event.
- Shirts must be worn at all times.
- No see-through or mesh garments may be worn.
- Hats, sunglasses, skullies, or other types of head gear may not be worn during school hours.
- No clothing or jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.

- Shorts may be worn; however, they must be properly fitted and in good taste and may not be shorter than two inches above the knee.

- Skirts should fit and be in good taste and not be shorter than two inches above the knee..

- Clothing worn under inappropriate length clothing to extend the length is prohibited.

- Clothing that inappropriately exposes body parts or underclothing is not permitted. Pants should not be torn or “stressed”.

- Tight-fitting skirts, pants or other clothing is not permitted.

- Females may not wear clothing items that allow undergarments to show, ex: low cut tops, tank tops, or thin shirts of any type that do not cover well.

- Clothing should be modest in nature and not tight or revealing.

- Leggings/Jeggings may be worn under a skirt or dress only. They may not be worn as “pants” with shirt or sweater.

- Pajama type clothing is not allowed except during special school sponsored activities, i.e. elementary pajama day.

- Trousers/slacks/shorts must be worn at waist level. Because of safety reasons, excessively baggy trousers and clothing are not permitted.

- Flip Flops are not to be worn, shoes should be closed toed, and if sandals are worn a strap across the back must be worn in its proper place.

- Non-human colored hair is not permitted. Hair should be styled neatly and not in such a way as to be a distraction to the learning environment.

- Clothing may not drag on the floor. Extraneous articles hanging from clothing, such as chains or other articles are considered inappropriate and will not be permitted. “Gothic” style clothing and/or make-up is not permitted.

- Body/Facial jewelry is not permitted except on the earlobes. Students may not have any other body part pierced. Students are not allowed to wear “spacers” or clear rings or other items deemed inappropriate by the administration.

Use of School Property

Guidelines Regarding the Use of School Property

Students are asked to take care of the resources available at FCCA by:

- Exercising care, neatness, and cleanliness in the use of FCCA facilities and equipment;
- Reporting damages or needed repairs to a staff member. Fines may be charged to the person responsible for the damage;
- Respecting the property of others by staying out of other's desks, lockers, and personal belongings; and
- Entering storage or faculty/staff areas with the permission of a staff member.

Copiers:

The photocopiers in the school are not to be used by students. Teachers or staff will make all copies.

Lockers:

Lockers are school property provided for use by the Middle and Upper school students. They may be checked periodically, without prior warning, by the school administration. The following guidelines should be observed:

- Lockers should be kept clean and orderly; the locker area should be kept clean;
- All personal property should be kept in the lockers or taken home after school. "Stray" items will be collected periodically;
- No items should be kept on top of lockers.

School Furniture:

School property and tables should be kept clean and orderly. School furniture is not to be marked on or defaced in any way.

Textbooks

The school provides certain textbooks for particular courses. Students are responsible for keeping their books in good condition and for removing any marks before returning them. When books are taken home they should be carried in school bags. Students may be charged for replacement or damage costs in case of loss, theft, or excessive wear.

TV/VCR/DVD/Laptops/Tablets

These pieces or equipment are only to be operated by a staff member or under the direct supervision of a staff member.

Use of Personal Property

Faith Covenant Christian Academy assumes no responsibility for lost, stolen, or damaged personal items brought to school by students.

Audio Devices

Any type of audio devices are not to be used in school between the hours of 7:30a.m. and 2:30p.m.

Video Devices

Cameras, camera cell phones, video cameras and any other video devices are not to be brought to school unless a faculty member has approved and is monitoring the use of such devices.

Electronic Devices

Any type of electronic devices are not to be brought to school.
Devices used for textbook usage are allowed only with preapproval of administration and should only be used for those purposes.

Cash

Students are asked not to bring large amounts of cash to school. Money and valuables should be kept with the student at all times. The school cannot be held responsible for money and valuable items brought to school.

Cell Phones

Cell phones are not to be brought to school at all. Cell phones brought to school must be turned before school begins and will be returned at the end of the day. If a student is caught with or using a cell phone during the school day it will be confiscated and returned based upon the discretion of the administration.

Weapons

Devices known as weapons, in any culture, are not permitted at FCCA. State and federal laws will govern violation.

Discipline:

Philosophy

FCCA desires that its philosophy of discipline be based on biblical principles. In particular, the following understandings guide the process of classroom management and discipline at FCCA:

- In its essence, discipline is closely related to training to be a disciple. Specifically, discipline is a process of loving, strengthening, protecting, training, and correcting a person with the goal of developing an individual who practices a self-disciplined lifestyle of obedience to God and sensitivity to the needs of others.

- Discipline is based upon a relationship of love and concern. In the same way God disciplines those He loves (Hebrews 12:6), parents are to discipline their children and teachers are to discipline their students.

- Though each person is born with the tendency toward sin, each individual is of value to God and each individual has the potential of being transformed by the Holy Spirit.

FCCA recognizes that God has given parents the primary responsibility for a child's growth and development. Nevertheless, parents have entrusted school faculty/staff

members with the responsibility to assist in the process of shaping a young person into someone able to love and respect both God and neighbor.

Together with the parents, the faculty/staff of FCCA is committed to the process of developing positive character qualities in the students, including:

• Fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control;

• Submission to authority;

• Respect for God, neighbor, and self;

• Perseverance, diligence, and endurance; and

• Enthusiasm, discretion, creativity, generosity, and humility.

Likewise, together with parents, the faculty/staff of FCCA seeks to correct negative habits and attitudes, including:

• Dishonesty in its various forms;

• Disrespect to authority; and

• Disobedience.

To accomplish this task it is important that communication between parents, faculty/staff, and students be given high priority. Ultimately the success in developing a self-disciplined child depends upon parents and faculty/staff who work together and who carefully model and teach submission to authority.

Disciplinary Process

Each classroom teacher will establish his or her own classroom management system based upon the philosophy stated earlier. Specific classroom expectations and the consequences for violating these expectations will be explained at the beginning of the school year. Teachers will integrate the “Disciplinary Actions” as outlined below into their classrooms management system. Reminders will be given periodically as needed to encourage appropriate behavior.

If the behavior expectations outlined earlier in this handbook or a teacher's classroom expectations are not followed and obeyed, a teacher is expected to follow through and apply the consequences. These consequences may include, but are not limited to, a warning, loss of student privileges, and extra work. Teachers will also contact parents. When correction is necessary, students will be confronted with the expectation or value they have violated and encouraged to recognize and repent of their error. In addition, students will be counseled to seek forgiveness and reconciliation where necessary.

The teacher will confer with the parents on discipline matters in the case of a flagrant violation or a pattern of continued misbehavior. The teacher and parents are encouraged to work together in resolving the problem.

Ideally, all infractions will be dealt with when the offense occurs and with only the people directly involved. When it is necessity to go beyond individual faculty/staff/student interaction, the matter will be referred to the Administration and Advisory Council for final resolution.

Possible Disciplinary Actions

FCCA recognizes that in maintaining an environment where effective learning can take place for all students, there will be instances where corrective discipline will be required to encourage an appropriate change in behavior or attitude. The teacher and Administration are empowered to apply a variety of discipline measures to bring about the desired change.

Disciplinary Probation

The principal may place a student on disciplinary probation when other disciplinary steps indicate this status is a necessity. Probationary status may precede a more severe form of correction such as suspension or expulsion.

Disciplinary probation is a period of time during which the student is expected to show improvement in behavior. To help the student successfully complete the probationary period, the following procedures are to be observed:

• The student is to report to the administration every two weeks to review his/her conduct and status. In the administration's absence, the student is to report to a designated teacher.

• The student shall bring to the administration a conduct progress report from each of his/her teachers. The student is to pick up the conduct progress report forms and take them to each teacher. The teacher is to complete the form and return it to the student.

Other requirements may be added should it appear that additional guidance is necessary.

Suspension

If a student's behavior continues to be unacceptable or if a major violation of school rules occurs the student may be suspended (removed from school) for a specified period of time.

The Administration has the authority to suspend a student for up to three (3) days for a first offense. Longer suspensions will be initiated in more severe cases or for repeat offenses.

Students will be expected to make up and receive credit for any schoolwork missed during a period of suspension. However, the student's quarter grade is to be reduced by 2 points for each class period missed during the time the suspension is served. For example, if the student misses two English classes and one Bible class while serving a suspension, the student's quarter grade in English is to be reduced by 4 points and the student's quarter grade in Bible is to be reduced by 2 points.

A student returning to school after serving a suspension will be placed on disciplinary probation for a period of time determined by the administration. Successful completion of the probationary period will result in readmission to the school as a "regular" student. Failure to successfully complete the probationary period may result in additional disciplinary action, including possible expulsion from the school and termination of enrollment at FCCA.

Expulsion

Expulsion is permanent removal from the FCCA student body and is the prerogative of the Administration. Normally this step will follow a period of suspension, allowing time for the Advisory Council to meet with the student and parents. However, suspension or probation is not a prerequisite to imposing expulsion.

All financial obligations to the school must be current. Complete references will be supplied to other schools requesting them after an expulsion.

Additional Measures

The administration reserves the right to give appropriate disciplinary measures outside of the normal procedure. Behavior that threatens the health or well-being of the student, other students, faculty or staff will bring about immediate disciplinary steps.

Steps to Appeal

If a parent has questions regarding an action taken by a teacher or staff member, that parent should first request a meeting with the individual involved (Matthew 18 principle). If, after meeting with the faculty or staff member, the issue has not been resolved, the parent should request a meeting with the administration and teacher. Only if the situation continues to feel unresolved by the parent or faculty, a meeting with the Advisory Council will be set up to further work through the issue. Prior to meeting with the Council, the parent must state in writing the issues they have with the initial action taken.

Student Drivers

Students may drive cars to school, but must park them in the designated student area and leave them unoccupied until the end of the day. Students are not allowed to return to their car during the day without permission. Drivers on school property must proceed cautiously following the proper traffic patterns and posted speed limit. Written permission must be given from both sets of parents allowing one student to ride with another. A Driver Form must be completed and turned in for each driver. A copy of his/her license must also be given to the office.

Drivers Education

Driver's Education is available when a student reaches the age of 14 ½. Parents are responsible for signing and paying for Driver's Education as the state no longer funds this course. If a parent chooses to set up a course during school operating hours either course work or driving, the student will be responsible for anything missed. All class work missed must be made up according to the guidelines for make-up work.

Cheating and Plagiarism

Cheating will not be tolerated at FCCA. Cheating on homework or examinations consists of directly copying answers from another person's assignment or exam. In contrast to cheating, peer tutoring is working together toward a solution where all students involved have major input. Some teachers allow peer tutoring; please check with teachers to see if it is permissible on specific assignments.

The consequences for cheating will be as follows:

- Copying homework will result in a zero on that work.

- Cheating on tests or exams will result in a zero and a call to the parent. A second incident may lead to suspension from school.

- Plagiarism on a written assignment will result in a zero on that assignment. Parents will be notified when incidents of cheating occur.

By dictionary definition, plagiarism is the "unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Often, plagiarism is not done intentionally or with malicious intentions (as in the case of cheating), yet, plagiarism is still a serious academic issue, and will be treated as such at FCCA. When completing written assignments or writing research papers, quotes and ideas taken from another person should be cited appropriately. Failure to do so constitutes plagiarism.

The consequences for plagiarism (whether intentional or not) will be as follows:

Middle School Grades 6th-8th

6th grade - Student must redo the entire assignment, which will be re-graded with a reduction in grade. If they do not redo the assignment, they will receive a zero on the assignment.

7th grade - Student must redo the entire assignment but will get no higher than a C. If they do not redo the assignment, they will receive a zero on the assignment.

8th grade - Student must redo the entire assignment but will get no higher than a C. If they do not redo the assignment, they will receive a zero on the assignment.

Upper School 9th – 12th

Plagiarism on a written assignment will result in a zero on that assignment. Parents will be notified by the teacher when incidents of plagiarism occur.

General Information:

Chapels

Chapels are an important part of our school program, setting the tone of the school providing an opportunity to focus on the Lord and worship Him together. Chapels are held once a week, typically on Mondays. All students attend chapels as it is required and participation is expected. Talking and disorderly conduct during chapel time is not appropriate behavior.

Child Protection Policy

FCCA values human life regardless of age, gender, or race. Desiring to reflect Christian philosophy and belief, FCCA expects every individual to be treated with dignity, respect, and care. The emotional and physical vulnerability of children under the care of FCCA should never be violated. Any suspicious activity will be reported (as required by NC law) to the North Carolina Department of Social Services.

Normal healthy human relationships between adults and students include expressions of proper care and affection. Adults working with children are encouraged to provide a warm, supportive, and nurturing environment. Supportive nurture is always to be guided by biblical standards of morality, ethics, and patience. FCCA expects proper moral and ethical conduct toward children.

Sexual Harassment Policy

No student or adult shall engage in any type of behavior that is verbally or physically abusive in a sexual nature. Inappropriate touching, intentional exposure of private body parts, verbal abuse of a sexual nature, any sexual activity involving willing or unwilling participants, or attempted sexual activity by force, threat or fear will not be tolerated. Any violations of this policy must be reported to the administration immediately and are subject to the general statutes of the State of North Carolina.

Emergency Drills

Appropriate safety information will be posted in each room. The teacher will go over emergency procedures with his or her class. At the sound of the signal, a designated person will lead the class out of the room single file to the designated area outside the building. There is to be NO talking during emergency drills.

Field Trips

Teachers are encouraged to enrich the classroom experience of their students by taking advantage of the rich resources available in Hendersonville and in nearby areas. Taking appropriate field trips is one way of exploring North Carolina culture or expanding the learning opportunities of students in other content areas.

At the beginning of each year, parents will be asked to complete and sign an Annual Field Trip Release/Emergency Medical Form. However, prior to any specific field trip, information and another permission slip will be sent home. Parents are asked to sign the pem1ission slip and return it as requested either to the teacher or school office before a student is a lowed to go on a trip.

If parents are asked to drive a personal vehicle the vehicle must be mechanically safe. Liability insurance must be current and a valid driver's license must be presented and copied by the school office. A Field Trip Driver form must be completed and kept in the school office prior to the trip. Students must use seatbelts for all trips according to North Carolina law.

Students may be required to pay for meals during certain field trips.

Health Care

Parents need to make sure a student’s health record is updated annually. Immunization records need to be submitted as well. Parents of students requiring medication during school hours should provide a current (within 30 days) doctors note and prescription to the administration. This should also include any necessary information as to dosage and times the medication needs to be administered. Prescription medications must be in the original prescription bottle or packaging.

Parents should notify the school of any further health concerns for the child(ren). It is imperative that teachers and the school administration is notified before school begins or any time thereafter of any severe health condition that could threaten the health of your child or other children who come into contact with them.

Special Request: For the sake of your child and others who come in contact with your child during the course of the school day - PLEASE KEEP YOU CHILD AT HOME if:

• He or she has had diarrhea within the last 24 hours;

• He or she has had pink eye within the last 24 hours;

• He or she has been treated for head lice within the last 24 hours;

• He or she has had a fever over 100 degrees within the last 24 hours;

• He or she has been vomiting within the last 24 hours.

Your child will be sent home if he or she vomits at school, has intestinal difficulty, is coughing continually during the day, has pink or bloodshot eyes, or lice are found on his or her head. Each of these circumstances is considered contagious.

Random Drug Testing

Random drug testing may be implemented at any time for the Upper School at the discretion of the administration in an effort to keep our students and facilities "drug free". Unannounced locker inspections may also be conducted with the same purpose in mind.

Lost and Found

Students should label all personal items. The school is not responsible for students' belongings. Unclaimed items, including those left at the end of the day, will be placed in "lost and found". Valuables will be kept by the school administration; other items will be placed in "lost and found". Lost and found items not claimed by designated times may be sold or given away to charity at the end of each quarter.

Bill Payment

FCCA cannot operate without sufficient funds each month. Salaries for our faculty and staff constitute the majority of all income and the school operates on the remaining funds. Each time tuition or fees are past due, the school suffers in paying bills in the community, thus damaging our reputation as a Christian ministry. All payments are non-refundable.

Collection Policy:

1. Tuition from the previous year must be paid before a student registers for the current year.
2. Tuition is considered a yearly fee payable on a ten month schedule of August – May.
3. Payments are due by the 10th of each month.
4. Payments not made by the 12th are considered past due and late fees will be assessed.
5. Parents are urged to maintain communication with the school administration when they fall behind in payment of tuition to avoid embarrassment to the child.
6. Accounts are not considered current if any payments are past due and late fees are assessed.
7. If an account becomes 30 days past due, a notice will be administered and arrangements to make the account current are mandatory.
8. Report cards and transcripts will not be issued and school records will not be released until all accounts are paid in full.
9. No student whose account is delinquent will be allowed to graduate, issued a diploma, or allowed to participate in graduation activities.
10. Students will not be eligible for quarterly honor roll/awards if their account is not current.
11. If an account continues to remain delinquent and is 60 days past due, the student will be temporarily suspended until the account is made current in its entirety.
    a. Students who have been suspended due to a delinquent account will be held to the same criteria as stated in the previous subsection.

<u>Physical Education Classes</u>

Students are required to participate in all physical education classes unless excused by the physical education teacher. A note from home will be considered but it does not automatically grant an excuse. Even if excused, students are expected to go with the class to watch or help the instructor. Students are not excused to go home.

Parental Involvement

Role of Parents

As stated in its purpose and educational philosophy, FCCA was established to assist parents in their God-given responsibility of educating their children within the framework of a sound Christian worldview. To best fulfill its purpose, FCCA seeks to develop a partnership relationship with parents.

The effective Christian school is one where there is a dynamic flow of activity, communication, and interaction between home and school. The Christian school teacher realizes the need to become subservient in assisting parents in their responsibility of training anddisciplining children. Parents must support the administration and the teacher. Parents who assume biblical responsibility of training their children, and who work in harmony with a church and Christian school that support their values; will develop "a strong cord of three strands that cannot be easily broken." (Ecclesiastes 4:12). (Kienel, Gibbs, & Beny. 1995. Philosophy of Christian School Education, ACSI, p. 39 1).

In describing selected indicators of a healthy spiritual culture in a Christian school, Dr. Janet Lowrie Nason encourages parents to:

- Maintain strong Christian homes, understanding that Christian schools cannot compensate for weak ones, but work best with healthy ones;
- Love and esteem their spouses, modeling Christ's love for the church by practicing sexual purity;
- Pay school bills on time, demonstrating biblical responsibility;
- Refuse to unde1mine the authority of teachers and administrators by criticizing them in front of children;
- Pray daily for teachers, staff, and coaches who interact with children;
- Follow the Matthew 18 principle by talking directly with the one who has caused the perceived problem as soon as possible;
- Be diligent and consistent in disciplining children in order to teach parental obedience, the prerequisite for obeying God;
- Be courageous in facing and intervening in the destructive behavior of hurting children;
- Discipline yourself to ask how Christ would have us behave as His people and act accordingly;
- Practice the same patience Jesus did while repeatedly answering the same questions from his disciples.
- Model and teach support of the school dress code by avoiding gray areas or the "appearance" of questionable clothing;
- Ask forgiveness when you have wronged others;
- Seek ways to demonstrate a generous spi1it in practicing true religion by helping single parents with such matters as transportation and child care;

- Refuse to participate in any activity, or associate with any group that undermines the school's authority structure;
- Demonstrate to children how Christians move out of comfort zones to share the Gospel of Jesus Christ;
- Teach children that God answers prayer according to His timing and His will;
- Instruct children that sexual abstinence before marriage is biblical and builds the strongest manages;
- Look for ways to show children how to care for others in practical ways;
- Define success not by how much money a person can spend, but by how one uses their God- given talents, time, and treasure for His Kingdom;
- Articulate to children that God will provides the means for His will to be accomplished in their lives; and
- Refuse to be drawn into "roots of bitterness" whereby many are defiled.

Whenever parents leave town for an extended period of time, they must inform the school administration and make arrangements for their children to have full-time adult supervision and a legal guardian (for discipline issues, forms that need signing, medical emergencies, etc.). Parents may not leave their children to care for themselves or simply be "checked-up on" by a neighbor or friend.

If a family's residence or contact information changes during the course of the year, the school office must be notified to update the student and family records. Further, any changes in court-ordered custody awards must be reported to the school office as soon as possible.

Communication with Parents

Parent/Student Orientation

This orientation session is held before the start of each new school year. At least one parent and the student are required to attend this meeting.

School Calendar

A copy of the school's yearly calendar is available upon request. The calendar will also be posted on the school website.

Website

Please visit the school website at www.faithcovenantchristianacademy.org for information on upcoming events.

Parent/Grandparent Volunteers

Parents and grandparents are encouraged to get involved in the school program. Possible areas of involvement include:

- Serving as a room mother/father;
- Volunteering as an assistant for a teacher
- Being available as a substitute teacher;
- Sharing your talents, skills, and expertise as a guest presenter in the classroom;
- Using your skills and expertise in the area of building maintenance; or
- Coordinating or assisting with other areas of the school. Parents interested in helping should contact the school office.

Asbestos Note

Since the building we use is a school, asbestos testing was required and completed. After careful examination by the NC department of human resources, asbestos was discovered in the kitchen area of the main building under the linoleum. It is sealed under the linoleum and is not considered hazardous in any way according to the inspector who verified it. It is also of no concern in years to come unless some structural changes occur to the building itself.

Photograph Permission

Because the school needs to publish promotional literature and advertisements about the school, your child’s image may be used from time to time. Your signature under the "Parent/Student Agreement" authorizes the free use of your child’s first name and image in telecasts, advertising, website, newspaper, or brochure as needed by the school. Occasionally, we will need to put both first and last name in print due to an accomplishment or award.

The FCCA curriculum is committed to being:

- Biblically-based, where faith is integrated with learning;
- Student-centered, where effort is made to meet the individual needs of students; and
- Missions-focused, where contribution s of various cultures are valued and studied.

Faith-Covenant
Christian Academy Acceptable
Internet Use Policy Consent
and Waiver Form

Student Section

I have read FCCA's Acceptable Internet Use policy for the Internet. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary measures. I agree to use the Internet according to the code of ethics contained in the Acceptable Internet Use Policy.

User Name_____(please print) Grade: _____

User Signature_____

Parent Section

Please read and sign the following waiver:

As a parent or legal guardian of the student signing above, I have read this Acceptable Internet Use Policy and grant permission for my son or daughter to access the Internet. I understand that the school's computing resources are designed for educational purposes. I also understand that there is unacceptable and controversial material on the Internet that might be accessed despite all the precautions. I understand that my son or daughter will be held liable for violations of this policy.

Parent's Name_____(please print)

Parent's Signature_____ Date_____

Parent/Student Agreement

I have read this Faith-Covenant Christian Academy Parent/Student Handbook and agree to uphold the policies and procedures that are contained within.

Parent's Signature_____ Date _____

Student's Signature_____ Date _____

This signed agreement must be returned to the school office and kept on file for the entire school year. A new form and set of signatures are required each year.