



2551 West Orange Grove Road, Tucson AZ 85741  
T (520)742-4189 F(520)297-2073 fca@fcatuson.org

Dear Parent,

Welcome to Faith Community Academy! We're glad you've chosen us to partner with you in the education of your child. Here at FCA, we believe that you, the parent, are accountable to God for your child's education and therefore need to choose wisely as to who will partner with you to impart truth to your child. We value your trust.

Enclosed is our updated Parent Handbook for Kindergarten – 6<sup>th</sup> grade students. Please keep this book handy throughout the school year as we will refer to policies and procedures outlined here.

Once again, we appreciate and value our families. Each one of you makes a valuable contribution in making FCA the quality school that we have today. Your participation and support is making a difference in the way we are able to raise up our children to know and honor God every day. We are passionate about our mission to educate our children in Christ-centered faith, service, and academics for the glory of God.

If you have any questions or concerns regarding the policies outlined here, please call for clarification. We want everyone to understand and thus be able to support the efforts of FCA on behalf of your child.

Many blessings,

A handwritten signature in blue ink that reads "Royce Nelsestuen". The signature is fluid and cursive.

Mrs. Royce Nelsestuen, M.Ed.  
Principal

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# Faith Community Church

## STATEMENT OF FAITH

We believe in one God who is made up of three co-equal, co-eternal persons, namely, the Father, the Son, and the Holy Spirit.

We believe that God created man in His own image, and has called him to manifest and reflect holiness through obedience to His commandments. Because man has failed in this responsibility, and refused to honor God as God, man has fallen into a state of moral corruption, and has become alienated from his creator.

But God, being rich in mercy, because of His great love, has initiated a plan of redemption and reconciliation for mankind. The pinnacle of which is found in the life, death, and resurrection of Jesus of Nazareth, the incarnation of God. He was conceived by the Holy Spirit, and born of the Virgin Mary, being at the same time fully God and fully man. He lived a sinless life, was crucified, died, and was buried. On the third day after His death, He rose again, and ascended into heaven, and now sits at the right hand of God the Father Almighty, and He will come again to judge the living and the dead.

We believe, Jesus Christ, through His substitutionary, atoning death and bodily resurrection, has provided the basis of our justification, which, by God's grace we receive by faith alone. God initiates this reconciliation through the regeneration of our hearts, which is witnessed by our repentance and confession of faith in the Lord Jesus Christ. Our great hope is the redemption of our bodies through resurrection to eternal life, which will complete our adoptions as sons.

As the supernatural and sovereign Agent in regeneration, the Holy Spirit baptizes all believers into the Body of Christ at the moment of salvation. He dwells in the hearts of every believer, effecting their regeneration, operating in their sanctification, instructing them into all truth, and sealing them until the day of redemption. In addition to this, the supernatural gifts of the Holy Spirit are for the church today, including the gift of speaking in other tongues.

We believe that the Bible, in its entirety, is divine revelation, and we submit to the authority of Holy Scripture, acknowledging it to be inherently inspired by God and carrying the full weight of His authority, and therefore it alone is the standard for faith and practice.

Note: The statement of faith does not exhaust the extent of our beliefs. The Bible itself is the sole and final source of all that we believe. For purposes of FCA's faith, doctrine, practice, policy, and discipline, our Senior Pastor and Elder Board is FCA's final interpretive authority on the Bible's meaning and application.

# FAITH COMMUNITY ACADEMY

## FAMILY LIFESTYLE STATEMENT

### We agree:

- Family is defined by the Word of God as one man and one woman committing to a lifetime covenant of marriage.
  - *Genesis 2:18-25, Genesis 3:21-24, Matthew 19:4-6, Ephesians 5:22-31, 1 Timothy 5:4, 1 Timothy 3:4, 11, 12, 1 Corinthians 7:10-11*
- The unique roles of male and female are clearly defined in Scripture. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
  - *Romans 1:21-24, 1 Corinthians 6:9-20*
- God's design for covenant marriage includes children and they are a gift from Him. We believe in the sanctity of human life.
  - *Malachi 2:15-16, Genesis 1:28, Psalm 127:1-5*
- We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. God calls the marriage covenant to remain pure. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
  - *Hebrews 13:4, Proverbs 5:15-20*
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. Divorce and remarriage are not God's perfect plan.
  - *Matthew 19:8, Malachi 2:16, 1 John 1:9, Romans 1:24-27, 1 Corinthians 6:9-11*
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
  - *Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11*
- Parents are responsible for the training, admonition, and discipline of children who are born with a sin nature. Disciplining is a necessary part of parenting; however child abuse is a sin that is reported according to the law. The church and school partner with the parents to encourage training and education, but do not replace the parent.
  - *Romans 3:23, Proverbs 22:6, Deuteronomy 6:4-8, Proverbs 23:22-25, Ephesians 6:1-4, Proverbs 13:24, Hebrews 12:9, Proverbs 22:15*
- God's plan is for families to be strong in unity and relationship – this is a picture in the natural of Christ and the Church spiritually. The family is God's expression of covenant.
  - *Ephesians 5:32, Psalms 68:5-6, Psalms 27:10*
- Jesus shows us many examples of the God's heart to children during Jesus' time on earth.
  - *Matthew 18:1-10, Matthew 19:13-15, Matthew 14:13-21, Mark 10:13-16, Luke 15:11-31*

\* Spanking is encouraged in the book of Proverbs, known for its statements of Biblical wisdom.

Spanking, or chastisement, has been termed "the most intense and humbling form of corrective discipline" by authors Gary and Anne Marie Ezzo, founders of **Growing Families, International**. Parents who use spanking without giving equal attention to the development of the child's character misuse this training tool. If a parent spans a child to the point of injury, the line into child abuse is crossed.

Spanking is defined by *The American Heritage® Dictionary of the English Language, Fourth Edition. Copyright © 2000 by Houghton Mifflin Company* as:

- ☐ A number of slaps on the buttocks delivered in rapid succession, as for punishment,
- ☐ To slap on the buttocks with a flat object or with the open hand, as for punishment.

It is important to remember that multiple methods of disciplining are available to parents and effective discipline will employ a variety of those methods, based on the ultimate goal of "training for righteousness sake." Exclusive use of any one method may exasperate a child, which is warned against in Ephesians 6:4 and Colossians 3:21.

## MISSION STATEMENT

At Faith Community Academy, we are educating children in Christ-centered Faith, Service, and Academics for the glory of God.

## PROGRAM DESCRIPTION

**THE KINDERGARTEN** is a full day program designed to transition your preschooler into an elementary student. Academics such as phonics, reading, arithmetic, and cursive handwriting are primarily taught using the A Beka curriculum. Kindergarten students also participate in our music, Spanish, Art and PE programs each week. Weekly chapel time, daily Bible lessons, and Bible verse memorization complement the Biblically integrated curriculum.\*

**THE ELEMENTARY** school is designed to educate the student by meeting academic, social, spiritual, and physical needs at each level. The A Beka textbooks are used for all academic subjects and help the teacher integrate a Biblical worldview into every aspect of the student's school day. Some classes may be a combination of grades depending upon enrollment.

"Bible" as an academic discipline is taught each day through verse memorization, thematic study, and practical application of concepts. The "Bible" grade for assessment purposes is based on verse memorization and the student's demonstration of conceptual knowledge appropriate to the student's grade level. Bible study is supported by weekly chapel services.

Field trips, combined classroom lessons and events, science and art fairs, and other school wide events (ACSI student activities, Christmas program, year-end program, guest speakers, assemblies, etc.) are also used as a part of the elementary student's education in order to enrich classroom instruction. Students also participate in general music, art and PE programs.\*

*\* for more information, see **ADDITIONAL CURRICULUM AREAS**.*

**EXTENDED CARE** is a before and after school service provided to families with childcare needs outside of classroom hours. Planned activities are centered on the fun and social times of learning in a safe environment. As a part of Faith Community Academy, every student is automatically enrolled in this program, and the fee is billed according to use.

### TUTORING DURING EXTENDED CARE

Extended Care teachers are not available for tutoring. Extended Care teachers are not authorized to sign students' pink sheets (homework assignment sheets) or planners. To ensure good communication between the classroom teacher and the parent, signing is the parent's responsibility. Extended Care teachers may facilitate homework time and may offer assistance, but their first priority is the supervision of all students, not just those doing homework.

### EARLY DISMISSAL DAYS – EXTENDED CARE

On Early Dismissal days, Elementary and Kindergarten students will join the preschool students. Rest time in a separate, supervised room will be made available, but not required, to all children following lunch. Children must bring a lunch\* from home. They are allowed to use their drink ticket.

Refer to the school calendar for the days the afternoon program may be closed.

*\*See **ARIZONA STATE RULES REGARDING BREAKFAST AND LUNCH** for more information*

*\*See **Appendix A, MEAL PATTERN REQUIREMENTS FOR CHILDREN**, for more information*

## ADDITIONAL CURRICULUM AREAS

### BIBLICAL TEACHING & CHAPEL

Bible is an academic discipline and taught as absolute truth. All teaching is consistent with the

tenets of the Christian faith and the Statement of Faith for Faith Community Church. Biblical truth and instructions for living are integrated into daily school life and help instill a Biblical worldview. Bible verse memorization is a big part of what the children are required to learn. Our Bible curriculum uses resources from Veritas Press (2<sup>nd</sup> – 6<sup>th</sup> grades), ACSI (1<sup>st</sup> grade), The Young Peacemakers (1<sup>st</sup> grade), and A Beka (Kindergarten).

Chapel is a weekly time set aside specifically to enjoy God. This time includes singing, Bible verse recitation as a class, and a lesson. One of our objectives for Chapel is developing a generous heart in each child. To encourage that development, we allow children to bring a non-perishable food item to donate to the Alms Ministry. The Alms Ministry of Faith Community Church then distributes the goods to families in our community. We encourage your children to earn the item by doing a chore or good deed at home.

### **COMPUTERS IN THE CLASSROOM**

Computers are available for student use under teacher supervision. Availability and use are determined by the classroom teacher. For students in grades 2 – 6, computer class is given once a week for one semester during the school year. All students must sign our Computer Usage Agreement at the beginning of the year stating that they understand the rules, restrictions, and appropriate conduct of both the computer and internet.

### **MUSIC**

Kindergarten and Elementary students receive music classes weekly. Each class learns general music education and skill development through a variety of teacher directed activities. The music program is highlighted through our Christmas program and Academy Showcase at the end of the school year. Students in fourth grade begin learning instrumental music through recorders. Students in fifth – sixth grade begin wind band instruction.

### **PHYSICAL EDUCATION**

Physical Education is taught at age appropriate levels, developing small and large muscle coordination. Individual activities stress the importance of self-improvement and respect for individual strengths and weaknesses. Group activities emphasize cooperation, teamwork and positive communication. Research that demonstrates the connection between mind and body helps our school to emphasize physical exercises and activities that ultimately help the child's mind develop to greater potential.

Each student is required to participate in physical education activities planned by the physical education teacher. If the student needs to be excused from P.E., a written note with the reason for exemption is required. If the child is to be excused for less than four days, the note may be signed by the parent or guardian. For permanent exemption or exemptions for five or more days, the note must be signed by the attending physician. Girls must wear shorts or leggings underneath jumpers, skirts or skorts on their assigned P.E. day and at all times. Parents will be notified of the student's scheduled PE days the first week of the school year.

See **P.E. DRESS CODE** in the **DRESS CODE** section of this handbook.

### **ART**

Art activities include creative art as well as teacher directed activities at all grade levels. Formal art instruction is offered once a week. Additional art may be used in the classroom to complement instruction and to continue the young student's motor skill development and to reinforce academic instruction.

### **AFTER SCHOOL ENRICHMENT PROGRAMS**

Every child has unique gifts and talents. Our faculty desires to see these gifts and talents developed and expressed in an environment with our school's high standards, yet requiring a less formal assessment. Therefore, teachers may offer programs after school. In order to cover materials and staff compensation, there are separate fees for after school programs. Information regarding registration for these programs, and grade levels for which the programs are available, is sent home

as needed with Tuesday Newsday packets. After school programs in the past have included sports, drama, choir, chess, tae kwan do, drawing and painting.

## **LIBRARY**

Students are given access to our library on campus and are allowed to check out two books (age appropriate) that they choose per library visit. They are allowed to have those books for two weeks at a time. If those books are not returned they are not given the opportunity to check out any additional books. At the end of the year inventory will be taken and the family will be billed for any books that are still not returned or damaged. At the beginning of each school year, upon the first library visit by the class, students will bring home a Parent Consent Form. Your signature indicates that your child has permission to check out books from our library.

## **SCHEDULE AND HOURS**

### **OFFICE SCHEDULE AND HOURS:**

8:00 – 4:00 normal school days

Office hours may vary during summer or on staff workdays, early dismissal days, and during staff meetings.

The office is closed during school holiday vacations.

### **KINDERGARTEN AND ELEMENTARY HOURS AND SCHEDULE**

School begins promptly at 8:30 a.m. and concludes at 3:00 p.m. Please see morning drop-off and afternoon pick-up procedures for more information. There is a 10 minute "grace" window before and after school where extended care rates do not apply.

There may be occasional shortened days due to field trips, special events, or teacher workdays. Shortened days will be announced no less than five (5) days in advance. Parents should plan accordingly.

### **EARLY DISMISSAL DAYS**

The calendar has published specific early dismissal days. On these days, children are dismissed from class at 12:00 p.m.

No lunch will be needed on Early Dismissal days unless your child will be attending the extended care class. Students in Extended Care on Early Dismissal Days with No Lunch will be fed by 12:30. Parents will be billed according to the no lunch fee. See **FEE AND REFUND POLICIES** for more details.

### **EXTENDED CARE CLASS SCHEDULE AND HOURS**

The Extended Care Class is available to enrolled students on their regular days of attendance. It opens at 7:00 a.m. and closes at 5:30 p.m. It is available at 12:00 p.m. for Preschool students and for full day students on Early Dismissal days.

There are EARLY DISMISSAL days in which Extended Care is not offered in the afternoon. Please refer to the school calendar for dates.

### **LATE ENROLLMENT**

Transfer students will not be accepted after September 15th of the current school year. Exceptions may be made but are extremely rare and are not recommended. FCA's program is most successful with students beginning the school year with the rest of the students.

In the case of a child transferring after school has started, FCA is not responsible for making sure the child catches up with the class regarding content or skill development. The parent accepts that responsibility.

## ATTENDANCE REQUIREMENTS

### DAILY ATTENDANCE

Regular attendance is essential to a proper education. Absences and late arrival affect a child's performance in school. This applies to all students whether they are in preschool or college. It is important to bring your child to school and be on time. Daily records are maintained and are reported on progress reports.

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction given by the classroom teacher. The instructional program is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class will be seen as a serious problem.

Attendance is a primary factor in a child's promotion to the next grade level. Excessive absences and tardies, whether excused or unexcused, will be addressed by conferences with the classroom teacher and/or the administrator. In cases of continued absences or tardies, the Academy reserves the right to contact State truancy officials. **Many School Tuition Organizations (STOs that award scholarships for private school tuition) also receive attendance records and student performance information as a condition for their scholarship awards.**

### STATE LAW REGARDING ABSENTEEISM

Students absent without parent notification are considered truant. State law A.R.S. §15-802 (D), §15-901 (A) (2) (i), and §15-803 (B) C(1) C(2) requires that a person having custody of a child between six (6) and sixteen (16) years of age must send the child to school full time when the school is in session, unless statutorily excused pursuant.

Unless otherwise exempted in this section of section §15-803, a parent of a child between six and sixteen years of age or a person who has custody of a child, who does not provide instruction in a home school and who fails to enroll or fails to ensure that the child attends a public or private school pursuant to this section is guilty of a class 3 misdemeanor. A parent who fails to comply with the duty to file an affidavit of intent to provide instruction in a home school is guilty of a petty offense.

### ABSENCES

All parents must contact the school when their child(ren) will be absent. If a student will be absent, parents must call the Academy office, 742-4189, EACH DAY of the child's absence.

Students are counted absent if not present for four (4) hours of each six and a half (6.5) hour day; two (2) hours per scheduled half-day.

Each absence will be considered excused or unexcused. An excused absence is an absence due to a personal illness, serious illness in the family, death in the family, school-approved trips (student activities), medical or dental appointments, court appearances, or absences due to providential hindrance. Parents must notify the school for the absence to be excused. An absence with the knowledge and consent of the parents and school staff for any reason other than those listed above will be considered "unexcused."

When excessive absences are adversely affecting a student's academic performance, a special meeting may be called with the student, the student's parents, teachers and administrator to resolve the situation in the interest of the child's academic future.

**Family Vacations:** In the event that a student must miss school due to a family trip, the teacher will use his or her discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation must be completed and turned in the day the student returns to school, otherwise no credit will be given for assigned work. Further, if it is decided that no homework be given prior, then all work should be completed according to the timeline given under "**MAKE UP WORK**". It must be recognized that a student missing school for any reason is detrimental to his/her

progress in school. Home and family absences should be minimal. Family vacation absences are considered "unexcused".

### **ABSENCES FROM FIELD TRIPS**

Field Trips are a valuable part of your child's learning experience and education. We do not approve field trips for a "day off". However, field trips are a privilege, and students that are not able to maintain the FCA standard for behavior and classroom work may not be allowed to attend at the discretion of the teacher and the administration. If the parent or teacher chooses for the student to not attend a field trip, the parent agrees to keep the child at home and the child will be counted absent for the day. Field Trip work and assignments cannot be made up, and an absence may impact your child's grade. If a child/parent opts out of attending the field trip (for any reason other than illness) then an alternate assignment may be given. Choosing not to attend a field trip affects follow up class assignments as well and may affect the student's grade. We cannot guarantee that the alternate assignment will give the student a sufficient amount of credit.

### **MAKE UP WORK: KINDERGARTEN**

No make-up work will be sent home unless requested by the parent and at the teacher's discretion. Extended absenteeism will be handled on a case by case basis. In many cases there is little work that can be sent home as it is heavily reliant on teacher instruction and modeling.

### **MAKE UP WORK: GRADES 1 – 6**

Makeup work is limited to paperwork, tests and quizzes. Students who are absent miss the benefit of classroom instruction and test/quiz reviews.

Picking up makeup work must be arranged in advance with the Academy office by parental request only, and must be picked up in the Academy office by 4:00 p.m. Makeup work may be sent home with another student or family at parental request only. The parent of the absent child then assumes all responsibility for the child to acquire, complete, and return the work. The cooperating student/family or teacher is not responsible. Classroom teachers need time to put together your child's assignments for you; therefore, the required advance arrangement is respectful of their time and effort. The teacher may choose to email or fax the parent directly.

### **UNEXCUSED ABSENCES: ELEMENTARY (GRADES 1 – 6)**

Students having unexcused absences may not be allowed to make up school work for those days and may receive a zero for that work. If a student has more than five unexcused absences, it may be reported to the truancy board and may lead to dismissal from the school.

### **RETENTION DUE TO ABSENCES: ELEMENTARY (GRADES 1 – 6)**

Students who have twenty-one or more recorded absences, excused or unexcused, for the school year may not be allowed to promote to the next grade. For this reason, family vacations during school days are discouraged. Tardies are a factor in this policy.

## **ARRIVAL & DISMISSAL**

### **YOUR SIGNATURE MATTERS - EXTENDED CARE CLASS**

When signing your child in and out of class (all grade levels), your full legal signature must match the signature on your child's Emergency and Immunization Report Record Card (AKA the "Blue Card").

### **MORNING DROP-OFF**

Elementary students are dropped off at the east parking lot by the basketball court. The playground opens between 8:15 and 8:20 a.m. Do not leave your child until a staff person is on duty at the playground. Other parents are not responsible for your children unless it is a pre-planned carpool situation. The tardy bell rings at 8:30 a.m. At 8:30, all classes line up and prepare for morning pledges and prayer.

If the student arrives when the bell is done ringing and the gate is closed, the student is considered tardy and will be given a tardy slip by the playground monitor until 8:35. If the student arrives after 8:35, the student needs to be signed in at the office by the parent and escorted to his or her classroom.

#### **AFTERNOON PICK-UP LOCATIONS**

**1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades** are picked up along the sidewalk in the east parking lot outside of the basketball court.

**Kindergarten** will be picked up at the "grand staircase" to the main entrance of the church.

**2<sup>nd</sup> & 4<sup>th</sup> grades** will be picked up at the west lobby of the main building. Please stay in a designated parking spot until you see your child's class arrive at the sidewalk. Then pull up slowly and watch for others. A "drive through" is formed and is the quickest way to ease the traffic flow.

As you pull up to the sidewalk, please stay to the left of the line. Students will be sent by their teachers to stand in box 1, 2 or 3 as you are lined up accordingly. If you must meet your child and walk them to the car, please park in a spot accessible by a sidewalk. We will not send a child walking through the drive-through to meet you at your car. We take parking lot safety seriously.

After 3:10, students need to be signed out from Extended Care. Fees begin at 3:10 p.m. Extended Care will usually meet on the playground for the first 15-20 minutes after class. Extended Care will have snack in the multipurpose room on the west side of the building just to the right once entering the west lobby doors.

#### **PLAYGROUND USE**

Faith Community Church has given approval for children to use the playground before and after school, provided a parent or guardian remains with the child at all times. Parents and guardians must assume all liability for playtime before and after school hours.

Parents understand and participate under the following conditions:

- Adults must remain with the child(ren).
- The playground is not open if it is being used by the Extended Care program.
- Guard the safety and well-being of your child while using all equipment.
- School-hour playground rules must be followed.
- Faith Community Church and Faith Community Academy are released from all liability.
- If you release your child to the care of anyone other than Academy personnel, you assume all responsibility and liability for your child's safety and well-being.
- The Adult in charge will request specific information regarding proper use of equipment if needed.

#### **PARKING LOT SAFETY**

Safety in our parking lots is a priority to Faith Community Church and Academy.

- Driving speed is 10 miles per hour.
- When entering the west parking lot to park please stay to the right when you drive around.

#### **Parking**

- If you need to park your car, you must park in a designated parking space. Do not park along curbs or in drive-through areas.

#### **LATE ARRIVAL/TARDIES**

Late arrivals are disruptive to the classroom and disrespectful of the teacher and other students who arrived on time. Our school feels it is extremely important that you bring your child to school promptly.

Tardy slips are issued in the Academy office. An explanation for the tardy is required and the reason is noted on the tardy slip. Parents need to sign-in their student at the office. Kindergarten students must be accompanied to their class by the parent.

### **SYNCHRONIZED CLOCKS**

FCA uses an atomic clock that receives its signal similarly to cell phones and other atomic instruments. Our bell rings at 8:20 a.m. (the 10-minute bell), and again at 8:30 a.m. The 8:30 bell rings for a full minute. When the bell stops ringing, the gate is closed and students not lined up are considered tardy. Please plan to be early rather than arguing about the time differences when your student is marked tardy.

### **EXCESSIVE TARDIES FOR KINDERGARTEN-6<sup>TH</sup> GRADE**

Students are permitted three "grace" unexcused tardies per grading period (one school year consists of four grading periods). Beginning with the fourth tardy in a grading period, \$5 will be billed per child and each consecutive tardy thereafter. Excessive tardies are an unnecessary issue and should be avoided. However, should this type of unacceptable behavior continue, further consequences will be discussed in a conference with the Principal. Excessive tardiness in combination with excessive absences are factors affecting a student's promotion to the next grade level and/or ability to maintain scholarships. Doctor, dentist, and specialist appointments are excused and do not count against the student in this policy.

### **LATE PICK-UP AND ABANDONED CHILDREN POLICY**

All enrolled students join the Extended Care Class 10 minutes after their scheduled class concludes. The 10 minute grace period does not apply to the close of the Extended Care day and higher fees apply. Information regarding fees is listed in the current year's **TUITION, FEE AND DISCOUNT SCHEDULE**. If the student is participating in after school programs, the student will be taken to the Extended Care class if not picked up at the advertised ending time for the program.

Child Protective Services (CPS) will be contacted to pick up the child due to abandonment if not picked up by the close of the Extended Care Class and none of the provided emergency contacts are available to come pick up the child.

If a child who is routinely picked up well before the close of the Extended Care Class remains beyond a normal pickup time, the extended care staff will attempt to contact the parent or designated pickup person prior to the 5:30 p.m. closure. If a child routinely stays until the 5:30 p.m. close, staff will begin contacting the parent or emergency contacts at 5:30 p.m.

If the parent or emergency contacts have not been reached by 5:40, or arrangements with contacts cannot ensure pick up by 6:00 p.m., CPS will be contacted and a request will be made for them to come to the aid of the child.

**If a parent or designated pickup person knows in advance, by even a few minutes, they will be late, contacting the Extended Care Class at 520-288-3532, will help avoid unnecessary calls to emergency contacts or CPS.**

### **LATE PICK-UP**

Students left three times in Extended Care **after the published closing time** may not be permitted to attend the Extended Care class for the remainder of the school year. Parents are responsible for all fees that apply.

*\* See also **LATE PICK-UP FEE** under "**FEE & REFUND POLICIES**" and specific fee amounts on the separately published "**TUITION, FEE, & DISCOUNT SCHEDULE**".*

### **AUTHORIZED RELEASE OF CHILDREN**

Occasionally a parent may be unavoidably detained and will need a friend or family member to pick up their child. Without prior notice, only persons whose names have been recorded by the parent on the Emergency Information & Immunization Record Card, also known as the "Blue Card," may pick up a child. No exceptions will be made without prior arrangement and verification

through the Academy office. If advance notification is given, the office will inform the classroom teacher and the teacher will require a picture ID of the person picking up the child if unknown to any of the faculty or staff. If an older sibling routinely picks up the child then that sibling needs to be on the Emergency Card and must be at least 16 years of age.

#### **Early Release of a Student to Authorized Person**

The authorized person will sign for and pick up the student in the Academy office if leaving before regularly scheduled dismissal times.

#### **Authorization to Release a Child to Someone Not Listed on the “Blue Card”**

Any person who is not listed on the “Blue Card” and is picking up a student from school must present picture ID to the teacher or staff member before the student may be released. The ID must match the name of the person authorized to the school staff by the parent or guardian.

#### **Written Authorization**

If no authorized person is available to come for the child, the parent or guardian may send a written note with the child, giving detailed information of the person picking up the child.

The signature on the note will be compared to the “Blue Card” for verification.

#### **Telephone Authorization**

If no authorized person is available to come for the child, the parent or guardian may telephone the school as soon as possible giving detailed information of the person picking up the child.

The school will retain the option of calling the parent or guardian back to verify the phone call.

#### **If The Pick Up Time Is During Extended Care:**

The pick-up person must check in with the Extended Care staff and present picture identification information such as a driver's license before signing for a child.

## **DISCIPLINE**

### **PHILOSOPHY OF DISCIPLINE**

Attending Faith Community Academy is a privilege, not a right. When students and families fail to conform to our standards and ideals of work and life at FCA, the student's attendance privilege is forfeited. FCA expects full cooperation from both parents and students. Parental support is essential for validating school authority in the life and mind of the child.

Students are made fully aware of the classroom and Academy rules. These include rules specific to areas of frequent facility use. Students are expected to demonstrate self-control and self-discipline, respect others, respect authority, respect property (their own, others', and the school's), and grow in responsibility for themselves academically, socially, and spiritually. Students are expected to be orderly, both in and out of class. Teachers set specific guidelines per class, communicate these guidelines consistently, and then enforce them.

We desire to emphasize a positive approach to discipline. Students are rewarded individually as well as by groups or classes. Positive behavior is acknowledged through verbal and visual encouragement and reward systems. Our policies exist to help students take responsibility for their own actions and deal with problems in a Biblical manner.

All choices in life have positive and negative consequences. As our children grow, our goal is to develop inside them the internal motivation to make choices that bring positive consequences into their lives. Many times, discipline is necessary to illustrate to the child the magnitude of his/her choices. Discipline is a means of reminding the child of the pain or peace each choice in life brings

and then serves to guide the child to appropriate and respectful behavior, thus training the child in Godly character.

Discipline is administered in an age-appropriate manner. Consequences are designed to be natural and logical according to the infraction. Faith Community Academy does **NOT** administer corporal punishment.

Faith Community Academy reserves the right to search and seize all backpacks, book bags, lunch boxes, purses or other items brought onto the campus by a student. Unannounced searches may be made as a routine safety precaution.

If discipline for infractions is necessary, the following guidelines, individually or concurrently, will be followed:

- verbal warnings
- specific related consequences (i.e. restitution, additional assignments, time-out, writing sentences, running laps, chores, isolation from peers, etc.)
- teacher conference with the child
- redirection of activities or in-class time out
- in-class assignments or homework specifically designed for the infraction
- restriction in an alternate room, under supervision
- loss of playground or special activity privileges
- phone call to the parent/guardian
- parent - teacher conference
- principal conference with child
- a behavior contract for the student
- principal conference with teacher and parents with follow-through as agreed upon
- before school, lunch time, or after school detention including additional assignments made by the teacher or principal
- Probation based upon academic/behavior contract
- short-term suspension from school
- extended in-school suspension
- extended suspension from school
- non-renewal of application for the next school year
- permanent dismissal from school

#### **DETENTION**

Detention is a disciplinary consequence designed to deter the kindergarten and elementary student from unacceptable behaviors. Parents should be informed of any detention that is assigned either by phone call or written note (office slip). Detention may occur before or after school.

#### **LUNCH TIME-OUT:**

Students may also be assigned a lunch time-out for various infractions of school rules. Lunch time-out may also serve as a social time-out due to inappropriate interaction with others or as a time to finish incomplete assignments. This consequence involves, but is not limited to, the following:

- Isolation from the child's class while eating
- Missing lunch recess
- Cleaning the lunchroom, tables, etc.
- Sweeping the playground
- Written assignments
- Other work as assigned by the lunchroom monitor, classroom teacher, or administrator
- Reflective time-out

## **ACADEMIC/BEHAVIOR CONTRACT**

### **Reasons for probation/contract:**

#### Academic

- Insufficient academic progress
- Failure of the parents to get recommended professional help for exceptional children

#### Attitude

- A rebellious spirit which is unchanged after much effort by the teachers and staff
- A continued negative attitude and bad influence upon the other students

#### Disciplinary due to behavior

- Continued deliberate disobedience
- Committing a serious breach of conduct in school or outside of school that has an adverse effect upon the school's testimony
- Failure of the parents to comply with the disciplinary procedures of the school

### **Invoking Probation:**

The probation will take place after the staff has reviewed the student's behavior, attitude and or academic performance. A notice explaining the reason for and length of probation will be sent to the parents. A conference is held with the parents, student (if appropriate) and the administration to give explanation of probation and may be held after notice is given. Suggestions for parental action or disciplinary measures to correct the infraction or lack of academic progress will be addressed at this time. The purpose of probation is to take measures to bring the student to an acceptable rate of academic progress and/or to an acceptable behavior standard. If probation does not bring about the required changes then the student may face suspension or expulsion.

### **The Probation Period:**

The period of probation will be determined by the administration. Student activities will be limited, and all positions of trust and responsibility must be relinquished during this time.

## **DRUGS AND ALCOHOL**

Possession of illegal narcotic drugs or alcohol is strictly forbidden on school, church property or during any school related event. Upon discovery of students in possession of these substances parents will be summoned to the school and legal authorities will be notified.

## **TRANSMITTAL DEVICES/CELL PHONES**

No student may carry a pager, cellular phone, any other transmittal device, and any other personal electronic devices (see policy concerning Toys/books from home (in the Misc. section.)). These items will be confiscated upon discovery and may be claimed only by the parent or guardian.

Students that use devices in a manner that is inconsistent with the values and teachings of FCA (cyberbullying) whether on campus or off campus will be disciplined accordingly and the anti-harrasment policy enacted.

## **LASER PENS**

No student may bring a laser pen on campus. It will be confiscated upon discovery and may be claimed only by the parent or guardian.

## **WEAPONS**

Any item in the possession of a student that is considered dangerous or unnecessary by the administration due to the item's potential to be a weapon will be confiscated and secured until the student's parent or guardian can come to the office and claim the item.

Any illegal weapon will be confiscated and turned over to the authorities.

Any student carrying a weapon or ammunition will be reported to the appropriate authorities.

## ENROLLMENT REQUIREMENTS AND INFORMATION

### EQUAL OPPORTUNITY POLICY

Faith Community Academy (FCA) does not discriminate on the basis of race, ethnicity or biological gender. FCA admits the students of any race, ethnicity and biological gender to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. FCA does not discriminate on the basis of race, ethnicity or biological gender in the administration of its educational policies, admissions policies, financial aid programs, and other school-administered programs.

### ADMISSIONS POLICIES AND PROCEDURES

Please see the "Directions for Enrollment" that came with the Enrollment Packet.

### KINDERGARTEN

Children may apply for Kindergarten if they meet the following requirements:

1. Be of age 5 before September 1 of the current school year.
2. Complete Readiness Testing. This assessment includes readiness skills, self-discipline, the ability to follow directions, maturity evidenced in social situations, appropriate kindergarten level small and large muscle skills and a basic knowledge of preschool level academic material.
3. The alternative to Readiness Testing is a reference from FCA's preschool and prekindergarten program teachers.

### 1ST GRADE

Students must have the following:

1. Completed an approved Kindergarten program
2. Be of age 6 by September 1 of the current school year.
3. Include a Kindergarten progress report with all application and enrollment forms if one is available.
4. Placement testing is required prior to acceptance.

### 2ND GRADE AND UP

1. Students must have satisfactorily completed the prior grade level.
2. Progress Reports for the prior year are required with the application for enrollment.
3. Placement testing is administered prior to acceptance.

### DOCUMENTATION REQUIREMENTS

In addition to the online forms, the following documents must be on file before a child will be allowed to enter the classroom:

- ~ documentation of current immunizations (update as needed).
  - ~ Family Statement of Commitment Form\*\* (part of the online enrollment)
  - ~ Emergency Information
  - ~ Criminal History Affidavit (for the parent, must be signed)
  - \* a photocopy of the birth certificate
  - \* a current photo of your child (close-up/facial)
  - \* documentation regarding legal guardianship (if applicable)
  - \* proof of custody documentation attached to custody issues form (if applicable)
  - \* Reference form (church or personal)
  - \* Affidavit of Intent (notarized), 1<sup>st</sup> grade & up
- ~ These documents are completed on an annual basis and are required by new and returning students.
- \* These documents and forms are for NEW students only.

## **\*\*PERSONAL INFORMATION RELEASE INCLUDED WITH FAMILY STATEMENT OF COMMITMENT**

Included with your Family Statement of Commitment is your agreement to follow our Personal Information Policy as outlined in this Handbook. If for any reason you disagree or need to be exempted from this release, please contact the Academy office so that we can take care of you and your student. Please see "**PERSONAL INFORMATION RELEASE**" under "**PARENT COMMUNICATION AND INVOLVEMENT**".

## **SPECIAL NEEDS**

All children are special, and all children have unique needs. Each teacher will make every effort to provide for each child. However, we are not a "Special Education" program, nor are we able to provide a "Special Education" program for our students. Children who are not able to mainstream into the classroom will not be accepted for enrollment. For special requests and accommodations, please see the Principal.

## **EARLY WITHDRAWAL**

Early withdrawal from Faith Community Academy requires a two-week prior written notice. A **Withdrawal Form** is available in the Academy office\*.

Students will not be allowed to take any workbooks or textbooks. They are the property of the Academy.

Personal items not taken by the student will be held for one week after withdrawing from the Academy. After one (1) week usable items will be donated to an appropriate organization. All other items will be discarded.

*\*See the **FEE AND REFUND POLICIES** section of this Handbook*

## **DRESS CODE**

A uniform dress code has been adopted for students in grades Kindergarten and up. All students must dress in conformance with one's biological sex.

For information regarding ordering logo clothing, please contact the Academy office.

### **OUR PURPOSE FOR REQUIRING UNIFORM DRESS CODE**

Uniform dress:

1. tends to instill in students **a sense of loyalty and belonging** to the community.
2. helps to **de-emphasize socio-economic differences** and excessive fashion consciousness.
3. can **save families money** and time and decrease conflicts over wardrobe choices.
4. can promote **safety** on field trips and on campus where **students are easily identifiable**.
5. helps to create **a positive impression of our students** and our school within the community.
6. allows students to dress modestly and comfortably in order to **focus on learning, not looking**.
7. emphasizes **modesty and safety**.

The school reserves the right to place restrictions on specific garments, as well as make individual requirements, should the need arise. Modesty and acceptability will be defined at the school's discretion. The school also reserves the right to require children to return home to change their appearance if the attire, grooming, etc. is not acceptable by the school's standards.

Teachers are required to check the children for dress code requirements. For example, girls may be asked if they have shorts beneath their skirt or students wearing high-top shoes may be asked if they are wearing socks.

### **CHAPEL UNIFORM – BURGUNDY & BLUE DAY – EVERY THURSDAY**

Students participate in chapel every Thursday. Every Thursday all students must wear these garments:

- One pair of navy blue twill slacks or shorts, or a navy blue skirt or skort (no jumpers).

- One burgundy polo shirt (long or short sleeved) or burgundy sweatshirt bearing the Faith Community Academy logo.

This "chapel uniform" is also required for field trips, representing FCA at regional academic competitions, and other occasions as notified.

**DAILY UNIFORM** - All other days of the week require the following dress code:

### Top

- Plain (no other logo of any kind) button-up polo shirts (long or short-sleeved) of any solid color.
- Any approved garment with the FCA logo.
- Appropriate coats or jackets should be worn when outside the buildings during the appropriate season. Indoor wear of coats or jackets will be limited so that they do not interfere with productivity.

Any symbols or adornments must be appropriate for school.

~For winter items being worn all day as their regular top.~

- Unadorned turtle neck shirts of any solid color.
- Unadorned sweatshirts of any solid color without hoods or pockets.
- Unadorned crew-neck or v-neck sweaters of any solid color.
- Any combination of two (i.e. a turtle neck shirt underneath a sweatshirt).

### Bottom

- Girls may wear skirts, skorts, Capri-style pants, or jumpers (length must be at three inches above the middle of the kneecap when standing or longer). These garments must be black, navy blue or khaki\* colored. These garments must also match the material requirements of slacks and shorts – twill or corduroy without excessive pockets or decoration.
- Girls may also wear polo-style dresses of a solid color.
- Boys and girls may wear twill or corduroy slacks without excessive pockets. These garments must be black, navy blue or khaki\* colored.
- Boys and girls may wear twill style shorts, no more than three inches above the middle of the kneecap when standing, without excessive pockets. These garments must be black, navy blue or khaki\* colored.

\*The khaki color is defined as tan or deep beige.

### GENERAL UNIFORM REQUIREMENTS:

- Girls must wear shorts underneath skirts, dresses, or jumpers **at all times**. Leggings and stretch shorts, such as exercise shorts, are acceptable only when worn underneath a skirt or shorts. These shorts or leggings must be mid-thigh length or longer.
- Shirts must remain tucked into slacks, shorts and skirts.
- Slacks must fit appropriately, length not above the ankles and not touching the floor, and fitted for the waist.
- Garments should be replaced when faded, discolored, or threadbare (no patches).
- Shoes:
  - ☺ All students must wear plain tennis shoes with socks. Shoes may be any color with no cartoon characters or radical symbols, i.e. flames, skulls, ying-yang, etc.
  - ☺ Shoes must have plain shoestrings that match the shoe or velcro straps. Slip-on tennis shoes that cover the whole foot are okay. Shoes must stay on the foot and provide adequate support.
  - ☺ Shoestrings must remain tied at all times. If round shoestrings will not stay tied we will request you change the shoestrings.
  - ☺ Platform, radical style tennis shoes, shoes with rollers on them, shoes with a cut out heel, rubber soled sandals, "dress" shoes with rubber soles, etc. are not acceptable.
- Socks may be any color.
- Hats or caps may not be worn inside the building. Plain caps without a logo or Christian hats may be worn outside. They must be worn properly.
- Jewelry must be modest in size and coloring. Students may lose the privilege of wearing jewelry if it interferes with their productivity or the productivity of others.
- Jewelry common to body piercing (except single ear piercing for girls) must not be worn.

- Boys may not wear earrings.
- Boys' hairstyles should be above the eyebrows, trimmed neatly on the sides and not touching the collar.
- Girls' hairstyles should be worn in a manner that does not limit vision.
- No extreme fad hairstyles are allowed including, but not limited to, tails, shaved looks and artificial coloring. Hair color reflecting a natural color is acceptable.
- Cosmetic makeup may not be worn, including temporary tattoos and body glitter.
- Permanent tattoos must be covered.

Some accessories are acceptable for girls at the parent's discretion provided that there is no interference with the student's productivity, positive behavior, or tasteful demeanor. The school administration reserves the right to refuse these accessories should problems arise - fake fingernails, decorative belts, hair pieces matching natural coloring, and other hair accessories.

Students may **NOT** wear:

- Zippered or pullover shirts or T-shirts.
- Regular dress shirts or blouses (anything that buttons all the way down).
- Sweat pants.
- Slouched or baggy slacks or shorts.
- Oversized, extra-long shorts that fail to stay secured around the waist.
- Denim garments (including khaki colored jeans).
- Slacks with patches or frayed hems.
- Slacks or shorts with excessive pockets.

#### **JEANS DAY**

Jeans can be worn on Friday if the student pays \$1. Long or short jeans that are in good repair (free of fraying, rips, or stains) are allowed. No jeggings or extreme stretch "denim" can be worn.

#### **VIOLATIONS OF DRESS CODE**

Any FCA staff member may issue a dress code violation. When issued, the office receives a copy and records the violation. When the sixth dress code violation is issued, the Administrator will conference with the parent. Dress code privileges may be suspended for students that misuse the dress code (i.e. a student with side pockets hides toys or weapons in them, that student is no longer allowed to wear uniform bottoms with what we would term "excessive pockets").

#### **P.E. DRESS REQUIREMENTS**

Students must wear supportive athletic tennis shoes and slacks or shorts. Girls must wear shorts or leggings under jumpers, skirts or skorts on their regularly scheduled P.E. day. "Tights" or any type of "see-through" hosiery is not acceptable. A violation of this dress code receives a notice sent home, and will be reflected in the child's physical education grade on the quarterly progress report due to the child's inability to appropriately participate in P.E. class. Parents will be notified of their child's P.E. days no later than the first week of school.

#### **SPECIAL DRESS DAYS**

There will be designated days when dress code is suspended or altered, such as school picture day and celebration days (Rodeo, for example). These days will be announced in advance and standards of modesty and safety apply on these days. If the student chooses not to dress up for the event, then regular dress code is required.

### **HEALTH AND EMERGENCY POLICIES**

#### **IMMUNIZATIONS**

Every child enrolled must have full immunizations for his/her age. Verifiable documentation from the attending clinic or physician must be presented. It must be kept updated at all times. The documentation will provide us with the information required by the Pima County Health Department

state law and will be recorded by Academy staff. Students without proper updated documentation will not be allowed to enter the school. Notices will be sent home and class attendance may be restricted if a child is in need of an update.

## **ILLNESS**

Your child should not come to school when sick. This exposes both children and staff to unnecessary health risks. Please be considerate of others and follow the guidelines outlined under **EXCLUSION FROM SCHOOL DUE TO ILLNESS** on the next page.

Should your child show symptoms of illness during school hours you will be notified immediately. It will be your responsibility to pick up the child or arrange for an authorized person to come to the school within thirty (30) minutes of notification. Your child will be kept in a supervised isolation area until your arrival.

## **ABSENCES DUE TO ILLNESS**

All absences due to illness must be called in to the Academy office for documentation. Please email the office as soon as the decision to remain home has been made. Please specify the nature of the illness when calling. If you haven't contacted the office by 9am you will be receiving a call from us checking in on your child.

## **MEDICATIONS**

When medication is prescribed for your child, please advise your physician so the dosage may be adjusted to not include a dose during school hours. However, if this is not possible, please adhere to the following guidelines for dispensing medication during the school day.

### **ADMINISTERING MEDICATIONS TO STUDENTS**

Faith Community Academy has designated certain staff members to be available to act as your agent in the administration of your child's medication. In so doing, Faith Community Academy is not approving of these staff members to perform nursing functions and is not authorizing those persons to perform any of the duties of a health care professional. In so doing, Faith Community Academy is merely attempting to assist you in your administration of your child's medicine to your child. By appointing these staff members as your agent, you are permitting them to act in your place. In the event that the administration of your child's medicine requires the exercise of nursing judgment, as determined by our health aide, then the Academy cannot allow you to appoint these staff members as your agent and you will have to make arrangements to administer the medicine yourself. Medications include vitamins.

Medications provided by a parent or guardian may be dispensed during the school day only if the following conditions exist:

- the medication requires a dose during school hours
- the medication is in a current, dated medication prescription bottle
- over-the-counter products must be in their original packaging which provides dosage information, including medicated creams/lotions or cough drops and throat lozenges. They must be clearly marked with the child's name
- all forms have been completed in full and are on file
- the medication should be administered during the lunch break; see the health aide for exceptions

If properly labeled, the following items may remain with a student:

- chapstick
- sun screen
- hand cream - unscented

## **EXCLUSION FROM SCHOOL DUE TO ILLNESS**

### **DO NOT BRING YOUR CHILD IF (S)HE HAS:**

- a fever of 100° or has had one during the previous 24 hours
- been taking an antibiotic for less than 24 hours
- had a cold that is less than three days old
- heavy, opaque nasal discharge
- a congested cough
- symptoms of a possible communicable disease (sniffles, red eyes, sore throat, headache, earache, flushed skin or abdominal pain plus a fever, or skin eruptions) Please contact the school if the child does have a communicable disease.
- tired or cranky, (s)he may need the rest to avoid further complications
- any form of diarrhea or vomiting
- or is suspected of having, head lice
- (any nits remaining in the hair due to lice

## **ADMITTANCE AFTER ILLNESS**

You may bring your child if:

- the cold is over, but (s)he is left with a minor nasal drip, clear in color
- the school has determined the incubation period has expired and the child may be accepted back into the classroom
- his/her fever has remained below 100°, without the use of medication, for 24 hours
- (s)he has been treated for lice with a product such as "Nix" and all nits have been removed

## **EMERGENCIES**

In case of an injury the person designated on the "Blue Card" will be notified immediately if possible. If that person cannot be reached, we will attempt to call the child's physician. If necessary, we will call 911 for assistance. Until you, the physician, paramedics or ambulance arrives, the School Administrator (or designated attendant) will assume charge of the child, making all decisions regarding the care of the child. The school will have a trained CPR/First Aid certified person on the school premises at all times. It is expected you will assume financial responsibility for expenses.

## **EXCESS MEDICAL INSURANCE**

Faith Community Academy carries limited medical insurance for enrolled students. Coverage is provided on an excess basis. Detailed information regarding benefits and limitations is available in the Academy office.

## **FEDERAL AND STATE COMPLIANCE STANDARDS**

### **STATE LICENSED**

Faith Community Academy is licensed for Full Day Care, Part Day Care and School Age Child Care by the State of Arizona Office of Child Care Licensure. For specific information, please contact the Academy office. There is no state licensing agency regulating school-hour care for kindergarten and grade school children.

State of Arizona, Office of Child Care Licensure  
400 W. Congress, Suite 100  
Tucson, Arizona 85701  
(520) 628-6540

### **ARIZONA STATE RULES REGARDING BREAKFAST AND LUNCH**

According to Arizona Department of Health Services, Child Care Facilities Rules, R9-5-508 and R9-5-509:

- If a student states he/she is hungry we must serve breakfast for the student. It will consist of cereal and milk, plus a juice. The cereal will be chosen from those available on the current month's snack menu.

- If a student brings breakfast without milk or juice, we must serve milk or juice.

There is a charge for each supplement given to a student in order to comply with the Rules.

*\*See also Appendix A, MEAL PATTERN REQUIREMENTS FOR CHILDREN.*

#### **LIABILITY INSURANCE**

Faith Community Academy is covered by liability insurance.

#### **INSPECTION REPORTS**

All inspection reports are available upon request in the office.

#### **STANDARDS FOR EDUCATIONAL HOURS**

Although Faith Community Academy K – 6<sup>th</sup> grade is not regulated by the State of Arizona, the number of the instructional hours complies with, or exceeds, the minimum number of instructional hours as required by the State of Arizona. Arizona requires 180 days each school year, or the equivalent in “instructional hours”. FCA’s educational program is in compliance.

#### **TAX INFORMATION**

Please retain all statements and canceled checks or cash receipts. Office staff members may issue a receipt of payments when requested at the time of payment. A printed financial statement will be sent to the financially responsible person in January to reflect payments made the prior calendar year. The tax I.D. number will be provided on the statement. You should consult your financial advisor concerning the deductibility of expenses.

#### **FEDERAL ISSUES – ENVIRONMENTAL**

##### **1986 SAFE DRINKING WATER ACT AMENDMENTS (42 USC 300f, 300g)**

Faith Community Church, Inc. does not own water wells.

##### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (PL 99-519; 15 USC 2641, ET SEQ.)**

The existing building of Faith Community Church, its additions and the Youth Building (AKA Harrington Hall) was designed and constructed without asbestos containing materials. The architect’s letter stating this is on file in the Academy office and is available for inspection.

**The annual management plan:** Constituents will receive annual notification of this information through the inclusion of the above statement in our annual Parent Handbook.

#### **PEST CONTROL**

According to Arizona Revised Statutes (A.R.S. 32-2307), pest management professionals are required to notify child-care facilities at least 48 hours before a pesticide application. In compliance, these notices are posted on our facility doors at least 48 hours before application with the date of expected application and the exact pesticides that are being applied. These posted notices serve as FCA’s notice to parents.

#### **THE EMPOWER PROGRAM**

As a state licensed preschool and extended care program, Faith Community Academy has adopted policies in compliance with the Empower Program ([www.theempowerpack.org](http://www.theempowerpack.org)). The policies are outlined in our Preschool Parent Handbook and apply for our preschool and extended care programs. The elementary program is a school-age day program and is not required to comply. For more information, please see the Preschool Parent Handbook.

### **SNACKS, PARTIES, AND LUNCH**

#### **SNACKS – KINDERGARTEN THROUGH 6<sup>TH</sup> GRADE**

Snack time is a necessary part of the academic day. We provide time for a morning snack break at

all grade levels. Along with lunch, please pack a nutritious and healthy snack that will help students focus and continue their learning. For our younger students, we recommend identifying or packing their snack separately so that they can find it easily. Suggestions for healthy snacks will come home at the beginning of the school year.

## **CLASSROOM PARTIES**

Birthday parties and holiday parties present a wonderful social experience for the children. In keeping with Pima County Health guidelines, we must insist that food items brought from home be prepared in a licensed kitchen. Examples of licensed kitchens include local grocery store bakeries, and pre-packaged items such as Keebler or Nabisco. Fresh foods such as carrots or fruits must be in the original purchase condition. The children, under the supervision of the teacher, will do all preparations in the classroom. At no time will the school serve homemade items to the class. If a homemade item is brought, it may be sent home with the children allowing each parent the opportunity to approve it (or not) for consumption.

Exceptions may be made only by request of the classroom teacher. Parents should be aware that these guidelines are in place because of significant incidents in which the lives of children have been endangered, intentionally or unintentionally.

Please give teachers 2 days advance notice if you plan to bring treats to celebrate a child's birthday. In order to protect classroom instructional time, birthday parties may be celebrated either during lunch time or at the end of the school day. The time of day is determined by the classroom teacher.

If there is a documented allergy plan for any child then extra caution will be taken for that child to avoid certain foods. It is the responsibility of the parent to supply an alternate snack on any day a special snack is given.

## **BIRTHDAY PARTIES AND OTHER CELEBRATIONS**

Parents will be given the opportunity to place their name on a class list that can be used by parents to invite students to any parties that are being held outside of school time. That class list (with contact information) will be distributed to participating families. The office, faculty and staff will not give out contact information to parents for this purpose outside of this special directory. Students may not distribute birthday party invitations on campus. Invitations should be distributed off campus – parent to parent. Class gift exchanges like Christmas and Valentine's Day should include all students in the class. Individual gifts (student to student) may NOT be given in the classroom unless all students are included. Halloween is not celebrated and students may not wear costumes.

## **LUNCH**

The school does have a hot lunch program but only on certain days. Parents will need to provide a nutritious sack lunch daily unless they have ordered hot lunch. Be certain to include necessary straws, cups, forks, spoons and plastic knives. Do not send table knives or steak knives. Refrigeration is not available for lunches and staff may not microwave meals for children. Students may not bring soda and are not allowed to purchase soda from the machine. Drink tickets are available for purchase in the school office. Students with a drink ticket have a choice of 100% juice or 1% milk.

### **Lunch Foods Guidelines:**

- ~ Provide a good variety of protein, fruit and vegetables in each day's lunch
- ~ Easy-Open containers/packaging
- ~ No glass, no soft drinks
- ~ Make sure hard to eat foods such as apples are pre-cut.
- ~ Choose Lunchables® that do not require extensive preparation after opening (nachos and pizza are not recommended)
- ~ Think about loose teeth when choosing foods
- ~ Teach your child how to hold and open packages and juices to avoid spills

## **FORGOTTEN LUNCH**

Should a child arrive in the lunchroom without a lunch for that day, lunchroom staff will provide a prepackaged lunch, milk or juice, and a small dessert. There is a fee for the lunch. Please see the current **TUITION, FEE AND DISCOUNT SCHEDULE** for the exact fee amount.

## **PARENT COMMUNICATION AND INVOLVEMENT**

### **ROOM PARENTS – A CLASSROOM EFFORT**

We believe that we must work together as partners to provide the optimal learning environment for our children. With parent, grandparent, and other family support, we can make a memorable school experience for your child.

“Room Parents” take the leadership for coordinating events and volunteer time for both the classroom and school-wide events. The objectives for each classroom partnership group include the following:

- Developing a sense of community among the parents within that class – getting to know one-another and supporting each other through these precious years.
- Supporting the teacher and his/her efforts on behalf of the class.
- Developing a system of efficient communication for classroom and school-wide events (phone tree, email lists, etc.)

Faith Community Academy believes that parents are accountable to God for their child's education. Parents ought to be participants in the educational process. The school is a cooperating partner with the parent; therefore, parents should be involved in their child's education at school. Children benefit greatly in seeing their family involved in their classrooms. Teachers often need parent volunteers for a variety of activities, and many of the special activities cannot be held if there are not enough adult volunteers.

### **PARENT EMAIL GROUPS AND SOCIAL NETWORKING**

As email and social networking become a more prevalent means of communication, we have had to develop a school policy in the best interest of the school and the families we serve.

1. All group emails sent by the Room Parent on behalf of FCA must be copied to the classroom teacher and/or the school office ([fca@fcataucson.org](mailto:fca@fcataucson.org)). This is to ensure accuracy in the information being shared and is respectful of the teacher's role in the life of your children.
2. Some students do not allow us to publish photos. Therefore, before posting any photos on any social networking sites (facebook, twitter, my space, etc.), please check with the families of any students included in the photos as a courtesy.

We understand that we cannot completely regulate the activities on social networking sites, but our faculty and staff must follow very clear guidelines to appropriately represent FCA in cyberspace and we respectfully ask that our families take the same consideration for the sake of our students.

### **SCHOOL TO PARENT COMMUNICATION**

Communication between the parent and the school is vital. Please read everything that comes home, and check your child's backpack daily. Anything school related, such as newsletters, health notices, dress code violations, special activities, field trips, etc. will be sent home with the student. Please remember that our teachers have up to twenty (20) families to communicate with on a regular basis. Mail communication is reserved for special notices.

Please ensure that the school office and your child's teacher have your most current and correct email address.

### **Students with Joint Custody (two homes)**

Parents are expected to communicate with each other for the benefit of the student. It is not the school's responsibility to duplicate notices or be involved in successful communication between a student's parents.

## **Tuesday Newsday**

The week's notices and information will be sent out via email. It will also be available to view online at [fcacucson.org](http://fcacucson.org).

## **Grade 1 – Grade 6**

Pink sheets go home every day with homework assignments. Many times the teacher will use the pink sheet as an opportunity to update the parent on behavior, activities, missing supplies, etc. Grades 4 – 6 may alternate pink sheets with a weekly assignment sheet.

## **PERSONAL INFORMATION RELEASE**

### **Photo and Video Release Policy**

The parent understands that no compensation will be offered by FCA for the use of students' photos or videos. Photos and Videos may be used in the following manner:

- photos for display in the classroom or for the teacher's use
- photos for the purpose of publicizing the school and its activities to the church or to the community
- photos for archival purposes, including a yearbook
- personal video for use by the classroom teacher
- videos used for archival purposes, i.e. the current year school activities to be made available for parents personal memories, including the Christmas program and Academy Awards Night.
- photos or videos may be included on the Academy web site
- photos published in FCA marketing brochures, ads, pamphlets or publications
- videos produced for FCA marketing purposes

### **Personal Information Release Policy**

It is the policy of FCA to release personal email, home/cell telephone number and/or address information to non-staff designated persons as necessary for the advancement of school programs. Reasons may include, but are not limited to:

- involvement in school activities
- information about school fundraisers
- Room Parent or designated classroom representative
- field trip information
- classroom parties
- special classroom events

### **E-Mail Policy**

Because email addresses are included in our online enrollment process, you may get email notices regarding your child's school activities. If you would like additional email addresses added to our list, please let us know. FCA may use email to notify parents about:

- no school days
- early release days
- special events
- Parent Meetings
- individual notes from the teacher
- homework/class work issues as arranged by the teacher
- classroom specific information
- Room parent information

**If at any time you, the parent, feels that personal information, photographs, videos or email are not being handled in a manner consistent with the standards of Faith Community Academy or in a less than Biblical manner, we urge you to bring this information to the attention of the school office so that we can better serve you.**

## **VOLUNTEERS**

A notarized **Criminal History Affidavit** is required for a parent/guardian or other adult spending

consistent time participating in the school classrooms or on field trips.

#### **INFORMAL CONFERENCES AT THE OPEN OR CLOSE OF THE SCHOOL DAY**

Please schedule all conferences through the Academy office. Impromptu conferences often cause miscommunication and are not appropriate when the teacher has responsibility for receiving and dismissing children. The teacher is better able to prepare and provide answers to your questions when a conference has been scheduled. Students may not roam campus unsupervised, so please make arrangements for childcare during any conference time.

#### **PARENTS AS ROLE MODELS ON AND OFF THE CAMPUS**

Parents should model great attitudes and support for all students, their families and Academy staff. Language should be positive and uplifting to both the children and Academy staff. Parents should model proper methods for conflict resolution with other parents and the staff.

Parents should respect confidentiality of staff, students and families when assisting in any activity. Conflict with any student, family or staff member should be dealt with in a loving manner, going to the other party first, before including any other person in the resolution process. Gossiping about students and their families or staff members is not tolerated. Children will repeat the habits and lifestyles modeled by the parent, including gossiping and backbiting.

Proper grammar and age appropriate vocabulary is important for successful and profitable time with the students. When assisting in an on or off campus activity, adults are required to dress modestly. There is no smoking, alcohol or profanity allowed in the presence of the students, staff or on the property.

#### **INFORMATION REGARDING SPECIALIZED DOCUMENTATION**

##### **FIELD TRIP DOCUMENTATION**

Certain specialized documentation is required for participation in field trips or extended participation in classrooms. It is available in the Academy office. This includes:

- A **Criminal History Affidavit** form is required before participation in a field trip is allowed.
- A completed **Volunteer Driver Application Form** explains the responsibility of being a field trip driver. It also specifies the necessary legal and insurance information you must supply to the school.
- Field Trip Drivers also act as responsible **Chaperones** for field trips. **Chaperone Instructions** are also provided with the Volunteer Driver Application form.

##### **FIELD TRIPS**

Field trip fees have been included in our fee schedule this year and all trips that fall within the standard trips approved by the school will have the cost covered for the students. Some field trips will result in a shortened school day. Parents should be prepared to pick up their children at the specified return time.

For the safety of the students on the trip, students are required to wear their burgundy "chapel shirt" on most field trips. If this shirt is not worn then the office will provide one for them and bill the parent a \$20 fee to pay for the shirt.

Siblings or guests may not accompany the classes on field trips unless it is planned as a special family event. Chaperones on a field trip must be able to give their full attention to the students and a maximum number of chaperones are invited to attend.

Attendance is limited to the number of drivers requested by the teacher and will be filled on a first-come basis. No changes will be made except in the case of a scheduled driver's inability to attend.

##### **OPTIONAL DOCUMENTATION FOR ADULTS WHO PARTICIPATE ON CAMPUS**

Adults, parents, and other family members who desire to volunteer on a consistent basis may not be alone with the children unless a complete volunteer file has been set up for him or her in the school office. Information concerning the requirements of the file is available in the school office. There

are fees associated with the completion of the file, and these fees are the responsibility of the parent or volunteer.

#### **PARENT TEACHER CONFERENCES**

Twice a year teachers offer formal parent-teacher conferences in an effort to ensure accurate communication regarding your student's performance.

During this time, students may not be in the classroom with the parents and teachers. It is difficult to talk candidly about a child's performance and problem solve on their behalf when he or she is listening and may not have an accurate impression of the conversation.

Students may not be on campus unsupervised. Extended care is available for conference times, and if unsupervised children are found on campus, they will be sent to extended care. Extended Care fees will be waived for 30 minutes per child to allow adequate time for parents to conference during these two times per year. Students must be signed in and out of extended care.

#### **MISCELLANEOUS**

##### **VISITORS**

Adult visitors are welcome to view the school and visit the classroom. However, unless prior arrangements are made, visits will be limited to 30 minutes or less. Children are not allowed to visit through the day as a guest of a Preschool through Grade 2 student. Students in Grades 3 – 6 may have a child visit if a 2-day prior arrangement is made with the Principal and the classroom teacher. All visitors must sign in at the Academy office and will be required to wear a visitor's tag. Parent volunteers must sign in at the office as well. Anyone who is not a Faith Community employee is a visitor.

##### **TRANSPORTATION**

With the exception of designated field trips, the school will not provide any transportation of children.

##### **HANDBOOK POLICY CHANGES**

This handbook is written in accordance with the policies and fees for the current school year. Policies are subject to change if deemed necessary by the school administration in order to provide quality education and care for children enrolled. Procedures may change due to church activities. FCA will do its best to communicate regularly regarding changes. Handbook policy changes will be given in writing. This handbook does NOT serve to contractually bind the school in any way.

##### **LOST AND FOUND ITEMS**

Because of limited storage and the goal of teaching students to be responsible with their property, students need to claim lost and found items in a timely fashion. After a limited time, items may be donated to an appropriate organization or discarded. The lost and found items may be claimed in the Academy office.

##### **TEXTBOOKS**

Textbooks and workbooks are the property of Faith Community Academy. They may not be taken in cases of early withdrawal. Damaged or lost books must be purchased by the student to whom the book was issued.

Parents wishing to have extra copies of textbooks at home may purchase them through the Academy office.

##### **DAILY SCHOOL SUPPLIES / EQUIPMENT**

Classroom supplies should be plain, without secular advertising (tv/movie personalities, secular icons, etc.), including, but not limited to, backpacks, lunch boxes, pencils, art supplies or folders.

Water bottles are recommended – they provide an easy, safe, and accessible way for students to get a drink at any time during the day. Water is always available for your student at all times. Because we request a water bottle to come with your student, we also require that it contain only

water – no juice, Gatorade, milk, or other beverages are permitted outside of the lunch time except according to medical need.

### **Extended Care Students – Lunch – all ages**

Children must bring a lunch\* if they will be attending the afternoon session of Extended Care on Early Dismissal days.

\*See **FEDERAL AND STATE COMPLIANCE STANDARDS** for more information

### **TOYS/BOOKS FROM HOME**

Unless permitted for special occasions, toys and books are to stay at home or in your car. Each teacher will establish acceptable guidelines for the class. Please follow those guidelines. At all ages, toy guns or weapons are prohibited.

Electronic devices, handheld games, cell phones, pagers, PDA's, etc. are prohibited.

### **REST TIME AT SCHOOL**

Rest time for Kindergarten will be phased out after the Christmas Break. After Christmas the students will not lay down, but they may have a "quiet time" of more restful activities. At this point they are being prepared for the First Grade schedule.

**EARLY DISMISSAL EXTENDED CARE:** All students staying on Early Dismissal days for Extended Care are provided with the opportunity for a rest time if needed.

### **ASSEMBLIES**

Assemblies are an opportunity for the children to see that they are a part of something bigger than themselves by coming together to celebrate school spirit and hard work. We may take opportunities during these assembly times to recognize students for achievement, but the majority of the emphasis is on the school as a whole, school spirit, and how we make our school better together.

Whether awards are issued or not, parents are always welcome to join us for assemblies. The office or classroom teachers may advertise assemblies in their newsletters.

### **ACADEMY SHOWCASE, KINDERGARTEN GRADUATION, AND ACADEMY AWARDS**

The children work hard all year and deserve a special recognition of their accomplishments. Children will participate in an end-of-the-year program celebrating their accomplishments. We encourage each student to bring family and other guests to this special evening event. A highlight of the event will be the cap and gown graduation ceremony of the Kindergarten class. Awards are given at the end of the year "Academy Awards" during the school day. Notices of this and all other special events will be sent home to remind families.

## **FEE AND REFUND POLICIES**

### **TUITION PAYMENT METHODS**

Families have payment options. Payment in full prior to July 15th, or the first monthly payment for late entry, will be made to the Academy. All other plans are arranged through FACTS Management Company. FACTS (through RenWeb) also manages our online enrollment and allows families to make online payments. For more information about tuition payments and using the tax credit program, please refer to our Scholarships Policies and Processes that came with your enrollment paperwork.

STOs also require notification of a change in grade level that is different from the typical grade progression (retention or accelerating).

## **CASH PAYMENT**

The office does not always keep cash on hand to make change. Payments made in cash should be in the exact amount. Any overpayment may be applied to the next payment due.

## **NON-REFUNDABLE APPLICATION FEE AND REGISTRATION FEE POLICY**

All fees are non-refundable for any reason. Submitting the application for enrollment and payment of the application fee indicates your request to enroll your child in Faith Community Academy. It does not guarantee a place for your child. Upon acceptance, your registration fee is due in order to guarantee placement on a class list. No child will be admitted to class until all applicable fees are paid in full.

See **ENROLLMENT REQUIREMENTS** for more information

## **EXTENDED CARE BILLING CYCLE**

All Extended Care Class fees will be billed on a monthly basis. The monthly billing cycle for this program begins the first day of school through the 1<sup>st</sup> of each month. The billing will remain on the 1<sup>st</sup> of each month for the remainder of the school year.

The invoice is due upon receipt and a 10% late payment fee will apply if payment has not been received within ten (10) calendar days of the billing date.

If no payment is received two months in a row, the student will not be admitted to extended care as of 10 days after the date of the second month's invoice.

## **LATE ENROLLMENT**

Students enrolled after the first day of school will be charged a prorated tuition. All fees apply and are NOT prorated. Students enrolling after March 1<sup>st</sup> of the current school year will pay a pro-rated enrollment fee.

## **VACATION AND ILLNESS**

Students are not charged for school-scheduled vacations, therefore no reductions will be made for months which may include extended vacation time. There is no reduction for absences, including extended sick leave for typical childhood illness or diseases such as chicken pox or head lice. No reduction is made for students who are denied admittance to class due to non-compliance with immunization regulations.

## **PRE-PAYMENT DISCOUNT AND MULTIPLE CHILDREN DISCOUNT**

Discounts are offered to parents to reward early payment or assist with the expense of having multiple students in our school. These discounts are based on the expectation the student(s) will complete the entire school year.

If student(s) are withdrawn from the school before the end of the school year, these discounts will be null and void and the discount amount(s) taken during the time of enrollment must be repaid to the school.

## **TUITION PREPAYMENT DISCOUNT**

A three percent (3%) discount is given for annual tuitions paid in full on or before July 15th prior to the start of the current school year. In the case of late enrollment, the discount is available if the prorated tuition is paid in full on or before the student's first day of school.

## **MULTIPLE CHILD DISCOUNT**

A discount is available for this school year for families with two (2) or more children enrolled. All discounts will be applied to the tuition of the lowest grade levels.

## **LATE PICK-UP FEE**

See the updated Tuition, Fee and Discount Schedule for current late pick-up fees.

Students left three times in Extended Care **after the published closing time** will not be permitted to

attend the Extended Care class for the remainder of the school year. Parents are responsible for all fees that apply.

#### **RETURNED CHECK FEE**

Checks returned for any reason by the issuing bank will be assessed a fee. Returned checks must be redeemed and associated fees paid upon receipt to prevent the student's exclusion from class.

In the event of two instances of returned check, FCA will be unable to accept any further checks. Future payments will be required in cash, cashier's check or money order.

#### **FIELD TRIP FEES**

Field trip fees have been included in our fee schedule this year and all trips that fall within the standard trips approved by the school will have the cost covered for the students. If the required shirt is not worn the office will provide the shirt and bill the parent to pay for said shirt.

#### **BOOK FEES**

In the event that a student loses or damages either a library book or classroom book beyond useable repair the family will be billed the cost to replace the book.

#### **MISSING LUNCH FEE**

If a student comes with no lunch, the student will be given a simple, prepackaged lunch and the family will be charged. FCA will allow the student to contact the parent if time allows.

#### **TARDY FEE**

Students are permitted three "grace" unexcused tardies per grading period (one school year consists of four grading periods). Each family will be billed \$5 per child for the fourth tardy in a grading period and each consecutive tardy thereafter.

#### **EXCLUSION FROM CLASS DUE TO UNPAID FEES**

Students will not be allowed to attend class if tuition payments or other applicable fees are not paid in full.

Students with unpaid tuitions and/or fees for more than 30 days will be dropped from the class enrollment list. Students will not be allowed to participate in school programs or field trips if monthly fees or tuitions are outstanding.

Progress reports will not be forwarded to parents until the final payment has been received.

This policy is not intended to penalize the child, but financial responsibility by the parent is expected.

#### **EARLY WITHDRAWAL**

Early withdrawal from Faith Community Academy requires a two-week advanced written notice. A Withdrawal Form is available in the Academy office.

Fees or any outstanding balance is due upon notice of withdrawal.

All other fees incurred during the period they were enrolled must be paid in full.

#### **REFUNDS OF TUITION**

In the case of a parent withdrawing their student before the end of the school year, refunds will be managed according to the following policy:

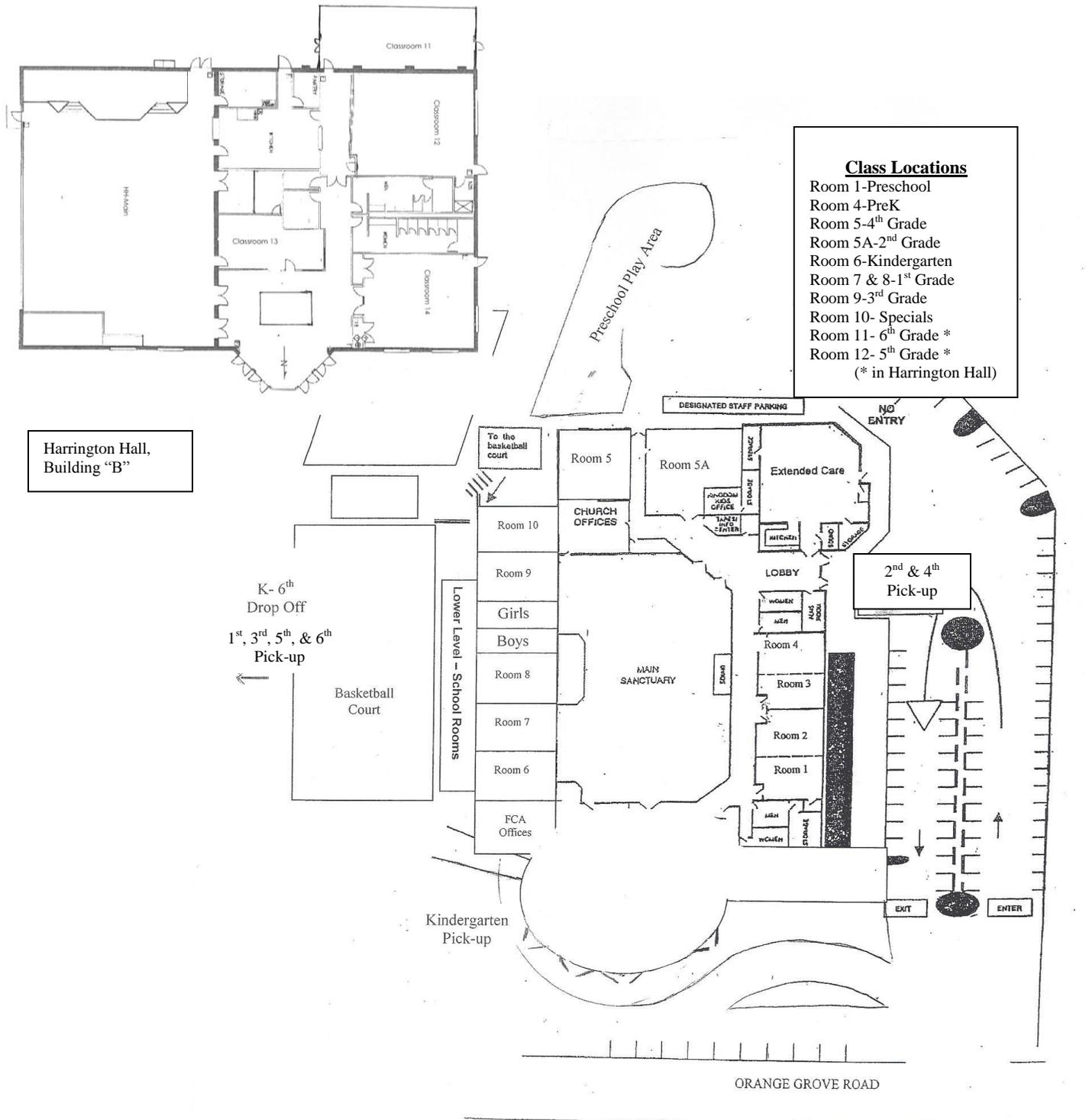
- Any type of discount which had been offered during the time of enrollment will be added back into the total tuition from the date of withdrawal forward and will be due if withdrawn before the end of the school year.
- If any portion of the two-week withdrawal notification period extends into the next month, **tuition will be due for that full month as well, even though tuition payments begin in July.** This applies whether the student is in attendance or not.

- Tuition paid in full with the prepayment discount will be refunded less the 2-week required notice and the prepayment discount.
- Tuition paid by the monthly payment plan will be adjusted through FACTS Management Company.
- Any fees not paid will be deducted from the amount refunded.
- Elementary Tuition refund is made on a quarterly basis.

In the case of a student being asked to withdraw by the school (expulsion):

- Elementary tuition will not be refunded for the current semester if they have already started school during that semester.
- Preschool tuition will not be refunded for the current month if they attended any days in that month.
- Any fees not paid or extended care used will be deducted from the amount refunded.

# MAP OF FACILITY



## AMENDMENTS

# Faith Community Academy Student Anti-Harassment, Bullying, or Intimidation Policy

### **Policy:**

At Faith Community Academy we strive to provide an academic environment that is free from harassment and where all individuals treat each other with dignity and respect. We believe that 1 John 2:9-11 calls us to hold the actions of administration, teachers, staff, parents, volunteers, and students accountable for their actions and so each will be subject to discipline if inappropriate conduct is found to be occurring.

### **Application of Anti-Harassment Policy:**

The policy applies to school hours, any school-sponsored activity or while on school property. The school has the right to expect and does expect that students and employees will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards is subject to appropriate action by the school.

### **Definitions and Prohibited Acts:**

- **Unwelcome and Offensive-**A student does not have to openly object to others' actions or words to prove that the actions or words were unwelcome. Acts or statements that may not offend some people may be highly offensive to others.
- **Verbal Harassment-**This could include derogatory or vulgar comments regarding a person's gender, race, physical anatomy or characteristics, dirty jokes, sexual innuendo, display of written or graphic materials, suggestive pictures, or statements that demean the opposite sex.
- **Physical and/or Sexual Harassment-**This could include touching a student in a sexually suggestive way or touching another so as to invade his or her personal privacy.
- **Electronic Harassment-**This could include unwanted pictures on social media, excessive or unwanted phone calls/texts/emails, or any other types of internet or electronic communication.
- **Bullying or Intimidation-**Any written, oral or physical act or gestures that a reasonable person under normal circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with school.

### **What to do if you experience or observe harassment, bullying, or intimidation?**

If you feel that the matter is something that you can address on your own using the Matthew 18 principal, then you are free to attempt that on your own. If any student, employee, or parent feels that they have either observed or been subject to any harassment, bullying, or intimidation beyond what they are comfortable confronting on your own then use the report form to inform the school. The matter will be investigated in a discrete and appropriate manner.

### **Where to report harassment, bullying or intimidation:**

Administrative Staff in the school office at 742-4189

Pastoral Staff in the church office at 575-0094

### **Confidentiality:**

Every effort will be made to reasonably protect the privacy of the parties involved. However, the school reserves the right to fully investigate every complaint as well as notify the appropriate parties involved.

### **Protection against retaliation:**

FCA will not allow discrimination or retaliation against any person who has filed a complaint. Any complaint found to be falsified will be reviewed and the school reserves the right to take appropriate action.

### **Procedure for investigation of complaint and taking corrective action:**

The Principal will direct an investigation and take corrective actions if the allegation is confirmed. The identified individual will be informed of the corrective action taken. The severity of the disciplinary action will be at the discretion of the Principal.

Faith Community Academy  
**Report Form-Harassment, Bullying, or Intimidation**

Complainant \_\_\_\_\_ Reporter \_\_\_\_\_

Contact Information \_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of the person(s) who you believe harassed or was violent toward you or another person:

\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person:

\_\_\_\_\_

Describe the incident(s) as clearly as possible: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where and what time of day did the incident occur? \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

I certify that the information I have provided in this report is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's handbook and understand the procedures that the school will follow.

Complainant signature \_\_\_\_\_ Date \_\_\_\_\_

Complaint received by (Name) \_\_\_\_\_ Date \_\_\_\_\_