

Flaming Sword International Ministries, Inc. DBA
Flaming Sword Christian Academy
Student Handbook

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**“UNLOCKING YOUR CHILD’S
FULL POTENTIAL,
When education alone is not enough.”**

**The premier educational leader in
Cumberland County for children with
autism or other developmental disabilities.**

Grades K-12

**FLAMING SWORD
CHRISTIAN
ACADEMY**



**910-764-3500
3230 Legion Rd
Hope Mills, NC 28348**

FlamingSwordCampus.org

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WELCOME LETTER FROM THE CHIEF EXECUTIVE OFFICER



Dear Parents and Students,

Welcome to another exciting and challenging school year! We believe the most important teaching begins at home and not in the classroom. But we also know that for many parents, their children's education is of utmost importance. We are here to assist parents in helping educate their children. Working together, the Academy and the home can develop and nurture your children's world view. This is not my Academy and it is not your Academy – it is our Academy, and it belongs to all of us. We are here to work together to find what works best for your child. In doing so, we will all be pleased.

This is your school handbook. Please read it and discuss it as a family and keep it readily available for reference. We want you to be completely familiar with school policies. If at any time you want to speak with me, please do not hesitate to call or visit me.

Our prayer is that Flaming Sword Christian Academy will become an exciting place with principles of love and success with challenging academics. In keeping with our motto, *"Unlocking your child's full potential, when education alone is not enough,"* we challenge each family to keep this foremost in all of your endeavors.

Thank you for allowing us to be a part of your family this year. We will do the best we possibly can for the good of your children.

Sincerely,

Wanda Hatmaker
Founder/Chief Executive Officer

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ADMINISTRATIVE POLICIES

ANNUAL NOTIFICATION - ASBESTOS MANAGEMENT PLAN

Each year we will notify everyone that all school buildings in our system have been inspected for friable and non-friable asbestos-containing building materials (ACBM). In accordance with the requirements of the Asbestos Hazard Emergency Response Act of 1988 (AHERA), a management plan was written for the school that identifies the location(s) of ACBM, if any, and the steps the school plans to take to ensure that no health risks develop because of the presence of these materials. The school has a copy of its management plan and it is available for review upon request. Questions regarding the AHERA Program in our school facility should be addressed to the AHERA Designee.

BOARD OF DIRECTORS

FSCA is governed by a Board of Directors consisting of community members. They are responsible for the financial and administrative policies of FSCA.

CRIMINAL BACKGROUND CHECKS

The school conducts criminal background checks on all of its employees, substitutes and volunteers and is a condition of employment or volunteering. The school will also request a finger print check from any employee and/or volunteer.

FINANCE COMMITTEE AND FINANCIAL POLICIES

The school has a Finance Committee which is comprised of members of the Board of Directors in making financial recommendations concerning the Academy's growth. The Committee also makes recommendations for students seeking scholarships from the Academy. The main source of income for the Academy comes from tuition payments. The school is seeking grants to help it expand to meet the ever increasing needs of the members of this community.

The school may contract for special instructors, such as performing arts, physical education, sports programs, security, or consultants for specific learning disabilities. Annual budgets are projected and approved by the Board of Directors in December for the upcoming school year.

HEALTH, SAFETY AND WELFARE

The school grants access to local Public Health Department - Environmental Division, Fire Marshall, Building Inspector, and NC Department of Education – Nonpublic Division, for inspection of its premises or operation of the school for purposes of ensuring the health, safety, education and welfare of students and employees.

INSTRUCTION

The school will provide a minimum of 180 days or 1,000 hours of instruction during an academic year.

LOCAL ACTION PLAN

FSCA works with the Fort Bragg School Liaison Office and its components in developing a local action plan to ease the transition challenges of students who are highly mobile. The approved Local Action Plan is included in your Handbook.

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LOGO NAME AND SYMBOL

"Knights"



Honor, courage, truth, integrity

MOTTO

"Unlocking your child's full potential, when education alone is not enough."

NON-DISCRIMINATION STATEMENT

It is the policy of Flaming Sword Christian Academy not to discriminate on the basis of race, ethnic origin, religion, or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).

FSIMI is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, disability, military or veteran status. Flaming Sword International Ministries, Inc. DBA as Flaming Sword Christian Academy is a 501-c (3) non-profit Christian ministry. The Equal Employment Act states, *"The Act does exempt religious organizations, including churches, from the prohibition against discrimination based on religion, and the United States Supreme Court upheld the constitutionality of this provision in 1987."*

OPERATION OF SCHOOL

This school shall at all times be operated by the Board of Directors of the religious non-profit corporation known as FLAMING SWORD INTERNATIONAL MINISTRIES, INC. {FSIMI} in accordance with all applicable federal and state laws and regulations, specifically NC General Statutes Subchapter X. Private and Proprietary Schools, Article 39. Nonpublic Schools; Excerpts from other NC General Statutes of Interest to Non-Public Schools; NC Non-Public Schools Student Driving Eligibility Certificate Requirements; and State of NC Private School Requirements.

FSCA is certified by the State of North Carolina Department of Education, Non-Public Education Division in providing a quality education for your students. Our courses and grades are accepted at other private schools, public schools, and the N.C. University system.

PARENT ADVISORY COMMITTEE

Flaming Sword Christian Academy has a Parent Advisory Committee, comprised of parents of students of the

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Academy. PAC is responsible for fundraising projects, prom decorations, fall festival, and many other events. If you would be interested in serving on the Parent Advisory Committee, please let the Chief Executive Officer know.

PHILOSOPHY

At Flaming Sword Christian Academy we believe that every student is an individual person who has been blessed with special gifts of personality, intellect, physical ability and individual talents. *Not all students have learning disabilities, but we accommodate students with special "gifts" or "needs" so they can succeed in their education and in life.* The environment and experiences provided at the Academy are designed to nurture these abilities, assisting each student in achieving academic excellence, while learning to live and work in harmony with others. For many, the Academy provides the only opportunity for exploring the intricate details of drama, theater, dance, music, photography, drawing, and digital design of the Arts Program. The Academy also provides a strong Digital Media Program, allowing students to become knowledgeable of the most advanced communication systems available in the world and technologically skilled at working with these systems. The programs provide students opportunities of education in these areas, but will also allow students to use their creative and cognitive abilities in problem solving. Students will learn how to create responses to each problem by utilizing and developing their critical thinking skills, following each problem through to its conclusion by answering the question of "what if..."

STUDENT/TEACHER RATIO

The student/teacher ratio is 10:1.

TAX EXEMPT STATUS

The school operates under the religious tax exempt status of FSIMI as a 501(c) 3 as an educational community outreach service.

TECHNICAL ASSISTANCE

The school, from time to time, may request technical assistance from Non-Public Department of Instruction.

TENETS OF FAITH

We believe:

The entire Bible is the infallible Word of God, is inspired by the Holy Spirit without error, and the authority by which we base our faith, doctrine, and conduct. (2 Timothy 3:16-17, 2 Peter 1:20-21, 1 Corinthians 2:13)

There is one God, existing in three persons: God the Father, God the Son, and God the Holy Spirit. - (Matthew 28:19, Colossians 2:9)

Man is created in the image of God and was created good and upright, but by voluntary disobedience was separated from God. (Genesis 1:26-31; 3:1-7, Romans 5:12-18; 6:23)

Jesus Christ is the Son of God. As a result of man's disobedience and sin, Jesus came to this earth as Savior of the world. (Luke 1:26-35, John 1:18; 3:16, Isaiah 9:6)

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Jesus' death on the cross has provided salvation, or deliverance from everlasting death, to those who choose to accept Him as Lord and Savior. By admitting that we have sinned and accepting Jesus as Lord, we can have a personal relationship with God now and spend eternity with God in Heaven. Salvation is not a result of what we do, but is a free gift from God through faith. (Ephesians 2:8-9, Romans 5:11; 10:8-13, 1 John 5:10-13, Hebrews 9:15)

Water baptism, as taught and demonstrated by Jesus, is symbolic of the cleansing power of the blood of Christ and a testimony to our faith in Jesus. (Matthew 28:19, Romans 6:3-4, Colossians 2:11-12)

The Baptism of the Holy Spirit with evidence of speaking in tongues is a gift from God. The Holy Spirit empowers the believer to develop the character of Christ and live every day in God's will.- (John 14:26-27; 16:8, Acts 2:1-4; 2:38; 8:14; 10:44-46, Romans 8:26-27)

The regular taking of Communion is an act of remembering the sacrifice of Jesus Christ on the cross. (1 Corinthians 11:23-32)

Every believer should grow in his/her relationship with God through obedience to God's Word, following the example of Christ, and an active prayer life. (Ephesians 5:8, 2 Corinthians 6:14; 7:1)

Divine physical, emotional, and mental healing and restoration is active today through the power of Jesus, our Healer. (Acts 4:30; Romans 8:11; 1 Corinthians 12:9; James 5:14; Matthew 8:17; 1 Peter 2:24; Mark 16:17-20)

Jesus will return and take all who have accepted Him as Lord and Savior to Heaven for eternity. The Bible describes hell as a real place of suffering and permanent separation from God for unbelievers. God sent Jesus to redeem us so that no one who has to endure this punishment. (Job 1:7, 2 Corinthians 11:14, Ephesians 4:27, James 4:7, Mark 9:43-48, 2 Thessalonians 1:9, Revelation 20:10-15, John 3:18, Romans 6:23)

Children are a gift from God and if raised in the admonition of the Lord, when they are old, they will return. Therefore, we also believe that to spare the rod is to spoil the child, so we do believe in corporal punishment as a consequence of rebellion. (Proverbs 13:24, 22:15; 23:13-14)

Marriage is between a man and one woman. Therefore, we believe in a heterosexual marriage that is monogamous. (Leviticus 20:13, 18:22, 20:13; Genesis 1:28, 2:24, 19:1-25; Matthew 5:17, 31-32, 9:1-6; Romans 1:24-27, 1 Corinthians 6:9-10, 1 Timothy 1:10)

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SCHOOL OPERATIONS

History

Flaming Sword Christian Academy is a Christian co-educational private day school for students in grades K–12, with mild to moderate learning disabilities. These disabilities include, but are not limited to, Attention Deficit Disorders (ADD/ADHD), CAPD, dyslexia, dysgraphia, memory retrieval problems, autism, etc. Some students have a difficult time in large classroom settings, or some just want a smaller classroom and school environment where education becomes personal. It's not about disabilities, but it is about an environment where a child is comfortable and can learn. ***FSCA is not a therapeutic day school and does not promise one-on-one assistance to students.***

Flaming Sword Christian Academy has been in existence since 2002, serving Cumberland and surrounding counties. FSCA is the first private school to serve students with neurological challenges affecting their learning.

Flaming Sword Christian Academy offers three academic programs - Gifted Student Program, Typical High School Program, and Bridges Program.

- *Gifted Academic Program* follows the UNC admittance requirements, earns a university ready diploma and students must have Honor Roll grades of A's and B's as a pre-requisite of this program;
- *Typical Academic Program* follows UNC admittance requirements for community college, military and/or university, students may have average grades, but could be lower than A's and B's, and earns a traditional diploma;
- *Bridges Program* is for those students who are two or more years behind academically, who may not be able to pass the typical high school exit exam, who have a public school IEP with needed accommodations and/or modifications. Students in the Bridges Program may take more than four (4) years to complete high school because of the modifications needed. The Bridges Program has two (2) components based upon student's needed level of academic support and cognitive development. They are as follows:
 - **Supportive Bridges Program (K -12th grades)**
For students who have only accommodations with documented average or above average cognitive development
 - **Intensive Bridges Program (K-12th grades)**
For students who have both accommodations and modifications with documented below average cognitive development

In many instances, intervention in a different kind of school program which provides more than just education becomes essential. The Academy is a school where excellence in education is emphasized in a climate of acceptance, nurturing and mentoring. It is the goal of the Academy to assist students in attaining values clarification, life-coping skills, acceptable social behavior, and academic excellence in a structured and nurturing environment.

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Mission

Our mission is *unlocking your child's full potential, when education alone is not enough.*

Goals

During a student's time at the Academy, a student will participate in a rigorous intervention model centered on five core components which are necessary in being successful. The goal of this academic intervention model is to help students become productive citizens of their school, communities and society in general. The five core components are:

- Developing life coping skills and becoming a responsible community member
- Serving our communities through leadership and service
- Achieving academic excellence and employability
- Pursuing physical fitness through exercise and nutrition
- Developing spiritual awareness of one's need of the power of God for daily living

The Academy provides a well structured program that includes the following:

- Individualized academic instruction
- Individual and group care and support
- Personal development and goal setting
- Daily behavior evaluations
- Daily physical fitness

Emphasis is placed on the following attributes every day: (2 Peter 1:5-8A)

- Restoring hope (Faith)
- Moral Values (Goodness)
- Knowledge (Education)
- Self-control (Discipline)
- Perseverance (Endurance)
- Integrity (Godliness)
- Teamwork (Brotherly kindness)
- Service (Love)

Flaming Sword Christian Academy works with each student and family in providing the friendship and support necessary to help get and keep these students on track and focused on succeeding in school and life.

Social Life Skills Development

Social/Life Skills Development is provided to help students recognize greater insight into their behavior or challenges. Social/Life Skills Development is an effective element that we utilize to accomplish our overall goals of helping students build self-worth, overcome emotional and behavioral problems and develop good communication and problem solving skills.

Social/Life Skills Development deals specifically with attention disorders, mild behavioral or emotional issues, depression, addictive behaviors such as self-injury, anger management, values clarification, dysfunctional families, and societal issues such as homelessness and peer pressure.

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Physical Fitness

Physical fitness and health classes help students learn about proper exercise and healthy eating. We know that once students begin to see positive physical results in the way they look and feel, they will find positive alternatives to their negative thoughts and behaviors. As students participate in activities, they begin to become more self-aware. This self-awareness leads the students to develop better life-coping skills. We understand many of our students may have negative outlooks concerning physical education programs because of past bad experiences. However, we expect every student to participate in the physical education program and for parents to support us so that students will begin to deal with their negative outlook on life. If a student feels they can complain to their parent and get out of physical education, they will continue to use this method in dealing with all of their personal issues. Therefore, it is vital we have parental support.

Vision

Our vision is to restore **HOPE** for students to excel in life by equipping them with values and life coping skills which will prepare them to become successful and productive members and leaders of our communities. Anyone can recommend a student for the program; however, the student and/or family must be motivated and committed to working towards higher goals for his/her life.

The physical fitness is hard; the academics are tough; the social/life skills development is challenging; but the rewards are great for students as they persevere, change and mature.

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POLICIES AND PROCEDURES

Accountability

All grades, assignments, and report cards are on Gradelink.com for parents and students daily review. Students are held accountable to check Gradelink daily for any homework assignments and parents are held accountable to check Gradelink daily so they know how their child is doing. A parent cannot seem shocked if their child doesn't turn in an assignment or makes a low grade if they have been doing their part and checking Gradelink. The final report card recognizing next year's grade assignment will be provided to students' parents. All parents are expected to attend annual parent-teacher conferences.

Behavior is also recorded on Gradelink. This will provide immediate positive reinforcement to students as they evaluate themselves, advising parents of positive and/or negative interactions a student may have had that day.

Admission

In accordance with G.S. 115C-366

(a4) When a student transfers into the private schools of a local school administrative unit, that principal shall require the student's parent, guardian, or custodian to provide a statement made under oath of affirmation before a qualified official indicating whether the student is, at the time, under suspension or expulsion from attendance at a private or public school in this or any other state or has been convicted of a felony in this or any other state. This subsection does not apply to the enrollment of a student who has never been enrolled in or attended a private or public school in this or any other state.

(a5) Notwithstanding any other law, the principal may deny admission to or place reasonable conditions on the admission of a student who has been suspended from a school under G.S. 115C-391 or who has been suspended from a school for conduct that could have led to a suspension from a school within the local school administrative unit where the student is seeking admission until the period of suspension has expired.

Also, a principal may deny admission to or place reasonable conditions on the admission of a student who has been expelled from a school under G.S. 115C-391 or who has been expelled from a school for behavior that indicated the student's continued presence in school constituted a clear threat to the safety of other students or employees or who has been convicted of a felony in this or any other state. If the principal denies admission to a student who has been expelled or convicted of a felony, the student may request the Board of Directors to reconsider that decision in accordance with G.S. 115C-391(d). ***Adopted by the Flaming Sword Christian Academy Board of Directors on December 11, 2008.***

The Academy is a family centered school which functions as a ministry to the community on behalf of Flaming Sword International Ministries, Inc. The hallmark of Flaming Sword Christian Academy is its commitment of restoring HOPE by developing students' full potential and preparing them to become productive members and leaders of our communities.

We encourage applications from all students who are seriously interested in the school's programs. In keeping with our Mission Statement, the Academy seeks excellence as well as diversity within its student body. Flaming Sword Christian Academy admits students of any race, color, national origin, or ethnicity to all the rights, privileges, programs, and activities made available at the Academy. Our admissions standards are as follows:

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- Students diagnosed with specific learning disabilities as documented in a current psychological evaluation such as LD/ADD/ADHD/autism/dyslexia/dysgraphia, etc.
- Cognitive abilities fall in the below average, low average, and above average range.
- Students with no learning challenges who want a more secure and smaller environment in which to learn
- Students who are gifted (above average cognitive ability)
- Students in transition, such as military moves

The following restrictions/requirements may hinder some students from admission to public or other private schools. However, the Academy was developed to help students who are having difficulties. We recognize extenuating circumstances may exist and ask that parents and students arrange for a telephone or personal interview with the CEO to discuss your situation. Because it is our desire to help and to give HOPE for your child's future, these restrictions/requirements are not "set in concrete" at the Academy. Because it is our job to nurture and protect all children coming to the school, we will assess each situation on an individual basis. This includes the following:

- Prospective students who have been expelled or suspended from other schools, whether private or public, within the previous twelve (12) months;
- Students with learning/disability challenges;
- Students who are involved with juvenile authorities;
- Students who are involved in counseling, individual or group, etc.
- Students who are in transition, such as homelessness or military connected movement

All Admissions Are Tentative until Approved by the Chief Executive Officer.

Parents will be notified of acceptance shortly after the interview with the Chief Executive Officer.

Appearance

The atmosphere at Flaming Sword Christian Academy is reflected in the appearance of the students and faculty. Cleanliness, neatness, appropriateness, and modesty are important guiding factors for appearance. It is the parents' and students' responsibility to ensure that students are clean, neat and appropriately dressed. Faculty will monitor student dress each day; however, final determination and discipline rests with the CEO. Dress code violations may necessitate a student remaining in the office until a parent brings suitable clothing for the student.

Because of our desire to reduce the cost of school attendance, we have chosen not to require uniforms. However, we do require that certain clothing be worn which is reflective of the philosophy of the Academy, the local standards of modesty and climatic conditions of the area. This dress code will enhance the orderly administration, operation and discipline at the Academy.

The dress code will be in effect when students are on school grounds during regular school hours and on field trips where students are representing the Academy in the community. The dress code is designed to avoid the fluctuations in fashion and controversy surrounding wearing apparel. The clothing standards are to serve as a tool in fostering the academic and character development of students. Our dress code is a means of building pride in the lives of our students. The school attire is as follows:

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Dress Code

- Girls may wear long pants, shorts, skirts, dresses, or jumpers of any kind. However, all pants or shorts must be cinched at the waist with a belt. **No pants of any kind will be left to hang below the waist line. No baggy, off the hip, or gang type apparel is acceptable.**
- Boys may wear long pants or shorts of any kind. However, all pants and shorts must be cinched at the waist. **No pants of any kind will be left to hang below the waist line. No baggy, off the hip, or gang type apparel is acceptable.**
- No clothing that is tight may be worn, top or bottom.
- No clothing may be worn that is spandex material.
- All shorts, skirts, jumpers, or dresses may not be more than three (3) inches above the knee.
- All tops must have sleeves, whether short-sleeve or long-sleeve. No tank tops or muscle shirts of any kind may be worn. Tops may be pullovers or button-up.
- No thin, fish net or see-through tops may be worn.
- No clothing may be worn which depicts symbols.
- Footwear may be low cut oxfords, boots, loafers, sandals, or tennis/athletic shoes. Students must have tennis shoes with them for physical education classes.
- Hair must be neat, clean and styled in good taste.
- Make-up for girls must be modestly worn.
- Jewelry may be modestly worn. We suggest stud earrings so as not to pose a safety hazard when using equipment or during physical education classes.
- Fragrances should be used lightly so as not to over power the room.
- All students are to use deodorant daily and bathe daily. Should there be a problem with body odors, faculty members will speak with the offending student privately.
- Boys must remain clean shaven.
- Faculty will also comply with the appearance and dress code to set the standard.

Students who do not adhere to the FSCA dress code will face disciplinary action, up to and including expulsion.

Attendance

Absence

Flaming Sword Christian Academy believes that regular and punctual attendance is very important for students to achieve academic excellence. Punctuality is a sign of respect for oneself and others, and is a sign of accountability. Excessive and/or unnecessary absences (tardiness and leaving early consistently) encourage poor work habits and make it difficult for students to keep up with their academic requirements. Therefore, all students should be in school and in class daily unless physically unable to attend and this is documented by a physician.

All absences must be substantiated with a written excuse from the parent or legal guardian. Notes should include the date of absence, reason for absence and the signature of parent or legal guardian.

Students who have unexcused absences will receive a grade of "0" in all classes for that day. This work

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cannot be made up and students will not receive credit.

When parents need to take students out of school for a family trip or other extended absence, they should send a note to the Chief Executive Officer at least one (1) week before the absence starts. The note should include the reason for the extended absence and the inclusive dates. Please discuss this absence with the student's teacher to see if there is any work to be completed. ***It is the student's responsibility to get a list of work missed from his/her teacher. Students need to check with the teacher for the due dates on missed assignments. This information is also on electronic gradebook for review by students and/or parents.***

When parents need to check out students for appointments, please go through the office and sign students out in the check-in/check-out log book.

Students who check-in before 11:30 a.m. are considered present for that day. Students who leave before 11:30 a.m. and do not return to school are considered absent for that day. To be eligible for promotion, students must not be absent more than 15 days per semester or a total of 30 days for the entire school year. This is the law!

Tardiness

Students should be in their classrooms ready and prepared for school on time, which is 8:15 am. It is disruptive to the class when students come in late. Being tardy is excusable but only in cases of illness or emergencies. Oversleeping, failures to set the alarm clock, traffic or running errands are not valid excuses for tardiness. Students who arrive late must bring a signed note from a parent and go through the office before going to class and sign-in with the office. Three (3) unexcused tardies constitute an absence.

Appeals

Students in jeopardy of class failure due to excessive absences may request an appeal of the teacher's decision if the student believes there are conditions which may justify a waiver of the rules. In the appeal, students are required to provide documentation or other written evidence. Any appeal to be considered must be made in writing no later than the last day of the grading period. The Appeals Committee will consist of the CEO, student's teacher, and a member of the Board of the Academy. The only acceptable reasons for an excused absence are:

- Illness or injury
- Quarantine
- Medical or dental appointments
- Death or serious illness of the immediate family

Behavior Management

FSCA uses the token economy for behavior management, which is positive behavior management. We want to make sure that we are in agreement that we reward behavior and effort, NOT grades. This insures that we are not punishing or treating anyone's disability differently, and in fact we will reward anyone's EFFORT who has a disability as fairly as we reward those who do not have a disability. The tokens (The Secondary Reinforcers to be exact) can be whatever staff wishes to use. When choosing what to use as tokens, staff will be creative and salient. They will be creative enough that their students will have a hard time counterfeiting, stealing, or extorting the tokens they choose to use. If staff uses some form of paper token (tickets, fake

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money) student's initials will be written on the back of the paper so that another child can't say that that token was originally theirs. All children/parents need to fill out a reinforcement survey. These surveys give teachers an idea of what your child likes, what it is they really want to earn. In the beginning when teachers first introduce the "Good Behavior Chart" and the token economy, teachers will be lavish with the tokens. Anything and everything they do that is a good behavior will be rewarded right away.

The following is a list of good behaviors that teachers may recognize and for which to give tokens:
"Everyone put your things away and have a seat quietly."

If the students listened to exactly what the teacher said, the teacher may say – **"Good job (and call the students out by name), you had quiet feet walking to your seat, and here is a token. You had good hands when you sat down, and here is a token."**

If everyone listened to the teacher and did exactly what they were told to do except one child, then the one child DOES NOT get a token and is NOT rewarded. There are no exceptions.

"Good job (call students out by name), you did awesome, here is a token. Johnny, you did not listen, you did not earn a token. Let's try harder next time."

We will never take tokens away. Once that child has earned them, negative behavior will not influence whether or not they keep those tokens. It will only allow or not allow them to earn more throughout the day.

Teacher will NEVER sell bathroom breaks or outside time.

Chapel & Honors to Country

Flaming Sword Christian Academy will begin each day with chapel, including proper honors to our nation. Chapel is a daily requirement for all students and faculty. The Pledge of Allegiance will be said by ALL students and faculty daily and all will demonstrate respect for the US flag and country through proper positions of standing. Students in middle and/or high school will lead the Pledge of Allegiance and Morning Prayer in the Name of Jesus Christ. Elementary students may have a bible story and prayer lead by their teacher daily for chapel. *There is not an opt-out option – this is a requirement of all who attend FSCA.*

Class Periods

The Academy operates on a regular 6x1 class period schedule; however, we also offer the 4x4 for high school students who are in transition from another school and we offer extended class time for students in the Bridges Program to help them catch up.

Students assigned to the first floor classrooms of the main building are released each afternoon beginning at 3:15 pm. Students assigned to the second floor classrooms of the main building are released each afternoon beginning at 3:30 pm.

After school programs of sports, clubs and driver's education will begin at the end of the school day.

Conduct Expected

Since educational citizenry is essential to teaching and learning, Flaming Sword Christian Academy requires the maintenance of good order in the school. Therefore, all students must comply with the Code of Conduct

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as set forth. This code applies to any student who is on school property, representing the school, or whose conduct at any time or place has a direct effect on maintaining order and discipline. Flaming Sword Christian Academy's acceptable behavior operates within the parameters of the Ten Commandments (Exodus 20:1-17 NIV).

The environment which Flaming Sword Christian Academy provides is nurturing and disciplined and reflects that Christianity is stronger than the many negative influences that challenge our students. The Ten Commandments provide the boundaries of acceptable behavior within the Academy for students, faculty, and parents. Respect for each other is necessary in maintaining an environment that is conducive to learning. ***Attendance at this school is a privilege and not an entitlement. Therefore, all students should perceive their education at Flaming Sword Christian Academy as a privilege and not something due them.***

Disruptive conditions and unrestrained behavior provoke a lack of respect for others and education and lead to disrespect for oneself. Should this behavior continue, the student will be removed from the Academy. Instilling a love for learning is a prime goal of faculty, parents and students. Flaming Sword Christian Academy provides an environment that is best suited for learning and attaining good habits to be used throughout our students' lives.

The Academy and its grounds have been declared a drug, tobacco, and alcohol free environment; therefore, their use and/or possession is strictly prohibited. Safety is of prime importance for all of our students. They have the right to work, play and learn in an environment that assures their families of their safety. No intimidation or horseplay will be tolerated. More specific instructions are listed in the Code of Conduct. The Code of Conduct and specific Classroom Rules will be displayed in each room.

CODE OF CONDUCT (It's the Law)

STATEMENT OF PURPOSE

An educated citizenry is essential to good government in this country and cannot exist without effective schools. A democracy is only as strong as the character of its individual citizens. The Board earnestly solicits the cooperation of every student, every parent, and the community at large in its effort to develop positive character and to maintain order and safety at Flaming Sword Christian Academy. Students are expected to treat others with respect, behave in a responsible manner and demonstrate high standards of integrity. Flaming Sword Christian Academy Board of Directors supports the policy that no student will continuously fail to comply with the rules of the school system or continuously engage in behavior that impedes the ability of others to learn. If this happens, that student will be removed from FSCA.

General Provisions

All students will comply with all rules governing behavior and conduct. It is the responsibility of the CEO to investigate fully the cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the principal such as corporal punishment.

Unless otherwise specified, this code shall apply to all students in the system before, during, and after school hours, at school, in any school building, and on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; bus stops; off school property at any school-sponsored or school-approved activity, event, or function; and during any

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period of time when students are subject to the authority of school personnel. This policy applies to all students.

During the period that a student is suspended, he/she is prohibited from entering the grounds of any building in the Flaming Sword Campus and from attending any school-related functions.

Violation of policies or regulations issued by FSCA may result in disciplinary action including suspension or expulsion of the student from Flaming Sword Christian Academy.

CODE OF CONDUCT

The Code of Conduct and associated disciplinary actions are provided to ensure that parents and students understand responsibilities and the policies of the Academy. Parent and Student must sign the form and return it with the application. Flaming Sword Christian Academy's acceptable behavior operates within the parameters of the Ten Commandments (Exodus 20:1-17 NIV).

THE FOLLOWING CONDUCT IS PROHIBITED:

1. Dress:
Deviation from handbook policy on acceptable dress appearance is prohibited.
2. Verbal Abuse/Disrespect:
Participation in any verbal action that prevents an orderly and peaceful learning environment is prohibited. Cursing, using vulgar, obscene, or abusive language including racial, gender, religious slurs or insults intended to mock another person are specifically prohibited. Per the Bible, the Lord's Name is not to be used in vain at any time.
3. Ungodly Speech:
Lying or deception of any type is prohibited. Gossip, slander, and any other unwholesome speech are prohibited.
4. Peer Relations:
Engaging in behavior which is immoral, indecent, overly affectionate, or sexually harassing while in the school setting or when on school trips and/or activities is prohibited.
5. Integrity:
Engaging or attempting to engage in cheating, plagiarism, falsification, violation of software copyright laws or violation of computer access is strictly prohibited.
6. Disruption:
Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the Academy, or urging other students to engage in such conduct is prohibited.
7. Disruptive Materials:
Possessing or distributing materials, illustrations, cartoons, websites or music that are obscene or that disrupt the classroom, are prohibited.
8. Electronic Devices:
Electronic devices such as cell phones, ipods, DVD players, radios, laptops, tablets, etc. are prohibited from being in student's possession during school hours. These items must be turned into the home room teacher in the morning when student gets to class. They will be returned at the end of the school day.
9. Skipping School:
Failure to attend or leaving the Academy grounds during the instructional day without prior

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- written consent from parents, faculty, or administration is prohibited.
10. **Fire Alarms:**
Setting off, attempting to set off, or abetting anyone setting off a fire alarm is prohibited. This is now considered an act of terrorism and will be treated as such. Pyrotechnics are prohibited. In addition, bomb threats or communicating a hoax of any kind is prohibited and is punishable by law as an act of terrorism by Homeland Security.
 11. **Assaulting Students:**
Hitting, shoving, scratching, biting, or throwing objects at another person or the threat to cause bodily harm in any way is prohibited.
 12. **Theft:**
Stealing, attempting to steal, or knowingly being in possession of stolen property is prohibited.
 13. **Damage to Property:**
Intentionally damaging or attempting to damage or deface the Academy's property or private property belonging to others is prohibited.
 14. **Possession of Weapons:**
Possession of any type of weapon is prohibited. Handling or transmitting any firearm, knife, razor, explosive or facsimile or other object that could be considered a weapon or dangerous instrument is prohibited and is punishable by law.
 15. **Drugs:**
Possessing, using, transmitting, selling, or being under the influence of alcohol, inhalants, tobacco, prescription drugs, or illegally controlled substances including paraphernalia possession is prohibited.
 16. **Assaulting Employee:**
Assaulting, causing or attempting to cause any physical injury or behaving in such a manner that could reasonably cause physical injury to any Academy employee is prohibited.
 17. **Bullying:**
The continued negative or intimidating actions or speech is deemed bullying and is prohibited. Someone just being mean to a student is not necessarily bullying.
 18. **False Accusations:**
Proven false accusations made against another student or employee is prohibited and is punishable by school disciplinary action and by law.

Disciplinary Actions: For violation of the above mentioned items, a student may be given any one of the following disciplinary actions:

- Verbal warning, verbal redirection
- Time-out or "thinking" chair
- Loss of free time, recess, etc.
- Student counseling with CEO/Director
- Parental counseling with teacher or CEO/Director
- Corporal punishment (see block below)
- Out of school suspension (1-3 days)
- Expulsion
- Contact of law enforcement
- Or any approved punishment the Academy deems necessary

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You will notice that FSCA's disciplinary actions are not as harsh as the public school's policy. ***It is a privilege to come to FSCA, not an entitlement, so rules and policies are expected to be followed by students and parents.*** Students or parents who are not in harmony with the policies, procedures, or rules of the Academy will be asked to leave the Academy.

Parents and students must acknowledge and understand the Director/CEO may deliver corporal punishment if it should become necessary in the Director's opinion. The parent will be notified through electronic means or written note by the end of the day of the incident.

Parents and students must acknowledge and agree that each day begins with honors to our country, the United States of America, through the saying of the Pledge of Allegiance and with morning prayer in the Name of Jesus Christ. Middle and High school students are expected to lead the Pledge and Prayer daily. Therefore, not honorably participating in either activity is not an option for any student. If parents do not wish their student to participate in either of these two activities, then FSCA is not the appropriate school for the student.

While open communication with parents and students is desired, there will not be a "bending" of the rules for any student or parent. While this may seem harsh, parents are placing their most precious possessions - their children - in our care and at no time will any student be subjected to inappropriate behavior or speech by another student or a parent that may influence them in a negative manner, when the offending student or parent will not comply with the rules of the Academy.

All parents are required to sign a statement on the application which states, "We have read, understand and agree to the Parent and Student Handbook, Code of Conduct and Prohibited Conduct. We understand that if we, parent or student, break the rules of conduct for FSCA, then my student may be subject to any and all of the disciplinary actions as described herein."

Communication

Open communication is needed by all parties concerned. If at any time, there is something which you do not understand and you want further clarification concerning your child, please contact their teacher for an appointment to discuss the matter. Should you and the teacher not be able to agree on any issue, or if you are still unclear on an item, please feel free to ask the CEO to hear from all parties and an appointment will be scheduled to hear your concerns, which will be investigated by the CEO/Director.

Any relationship will die if there is not open communication. While we may not always agree, we should be able to at least communicate one with the other. Please remember that the Academy is not designed for just your child, but it is here for all children. Because of its mission and outlook, the Academy enrolls children from Christian and non-Christian homes alike. As students come to the Academy, there will be many varied doctrines and beliefs. We must be balanced in our acceptance of one another and maintain the unity of the Spirit through the bond of peace and love.

There will be many times when a parent will not have all the information about various situations and the CEO/Director will make decisions on all the information available, without divulging the confidences and privacy of other students involved.

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When parents are dissatisfied about the decisions made, they may become derogatory in their attitude and speech about the CEO/Director and/or the school in general. Just as you would not want your child's issues or difficulties exposed to other parents, other parents feel the same way and the school may be prohibited from giving out all the information on occasion.

Please remember, doing something differently from you does not necessarily make someone else wrong. If at any time you feel your child is being influenced negatively, feel free to contact the CEO/Director for an appointment so that we may discuss the issue and come to a solution.

Course Offerings

The following courses are offered at the Academy for grades 9th - 12th:

Math:

- Algebra I (Math 1)
- Algebra II (Math 2)
- Geometry (Math 3)
- Integrated Math I
- Integrated Math 2
- Integrated Math 3
- Advanced Functions
- Pre-Calculus
- Trigonometry
- Algebra I H (Math 1 H)
- Algebra 2 H (Math 2 H)
- Geometry H (Math 3 H)
- Pre-Calculus H
- Trigonometry H

Science:

- Biology
- Chemistry
- Earth
- Physical
- Physics
- Environmental
- Biology H
- Chemistry H
- Earth H
- Environmental H

English:

- English I
- English 2
- English 3
- English 4
- English I H
- English 2 H
- English 3 H
- English 4 H

History:

- Psychology
- U.S. Government
- U.S. History
- World History
- Civics & Economics
- U.S. Government H
- U.S. History H
- World History H
- Civics & Economics H

Religion:

- Religion I
- Religion II
- Religion III
- Religion IV

Physical Education/Health:

- PE I/Health
- PE II/Health
- PE III/Health
- PE IV/Health

Electives:

- Chorus I -4
- Band 1-4

Electives:

- Drama I - 4
- Choreography 1-4

Electives:

- Life/Social Skills I -4
- Philosophy
- Digital Design 1-4

Electives:

- Journalism
- Culinary Arts 1-4
- Digital Media 1-4

Foreign Language:

- German 1-2
- Spanish 1-2
- Mandarin Chinese
- Latin 1-2
- Italian 1-2
- Russian 1-2

Curriculum

The curriculum used by Flaming Sword Christian Academy is a combination of Abeka, Saxon, and typical curriculum used by public schools. The materials are designed to be academically challenging and thought provoking.

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Students who cannot access typical curriculum may have specialized curriculum purchased for their use only. The types of curriculum needed will depend upon the student's abilities and cognitive development.

Driver's Education Certificate

The Academy works with the state and county public schools to provide driver's education training for all qualifying students. DEC's will be issued by the Academy as students qualify.

Driving Privileges

Some students may have their own transportation to school. Students are not allowed to leave school grounds unless they have checked out through the office with written permission from parents. Seniors may leave school grounds during lunch time as long as there is written permission from the parent in file. At the end of the school day, students may not ride with driving student unless there is appropriate documentation of parental permission on file.

Drug Testing

Students must be willing to submit to random drug testing by administration. These are urine tests and if the test comes in positive for marijuana the parent will be notified. If the drug test comes in positive for other drugs, the parent will be immediately contacted and will meet the CEO/Director and student at an Urgent Care to retake a drug test. On a positive drug test, the parent will be responsible for repayment of the drug test to FSCA and the student will be subject to disciplinary action as determined by the CEO/Director.

Emergency Procedures

Fire Drills/Severe Weather/Tornado Drills: Periodic emergency drills to include fire drills, severe weather and tornado drills, shelter-in-place and lockdowns are required by state law. FSCA will explain and practice all procedures to use in an emergency.

Shelter-in-place/Lockdown/Evacuation are in our Emergency Response Plan (ERP) procedures and emergency codes and contact information will be given to parents at the beginning of each school year. This information is of a sensitive nature and not made for just anyone to read. Please do not try to pick up your children when we are closed due to a shelter-in-place. We will not come to the door as this is unsafe. We are here to protect your children at all times.

If FSCA must evacuate the students from its location, the emergency and location codes provided will alert parents as to what is going on and where their children have been evacuated to and where parents may pick up their children.

Field Trips

Field trips are planned to enrich the curriculum as an extension of the classroom. All field trips will meet a teaching objective for a unit of study in the classroom. We will provide information on all field trips well in advance, and a more specific field trip release form. A permission slip signed by a parent must be on file for students to be allowed to go on field trips. **There will be no exception to this rule.**

If a field trip is scheduled which requires a charter bus, the fees for charter buses depend on the cost that is charged by the company. Charged fees will be equally divided among the students participating in the trip. An adequate number of adults will accompany each field trip.

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The Academy's students take field trips to enhance their learning experience. Field trips are a privilege and students who abuse this privilege due to unacceptable behavior will stay at school or home and miss the trip. Parents are notified when students lose their privilege before the trip is taken. Parents may be asked to assist in transportation and/or chaperoning trips.

Some of the planned field trips may include Exploris, museums in Raleigh and Fayetteville, Planetarium, Oceanography in Wilmington, etc. Should there be an additional costs involved for the trip, parents will be notified well in advance. If you are unable to pay the additional cost, please let the teacher and/or CEO/Director know.

Only Students in Good Standing Are Allowed to Participate in Any Student Activity

Grading Scale

K - Second Grade (10 point system)

E - Excellent

S - Satisfactory Performance

N- Needs Improvement

U- Unsatisfactory

Grades 3-12 (7 point system)

FSCA uses a 7 point system and not the 10 point system as the public schools do. We make this distinction on each student's transcript so there will not be any confusion. The points awarded per letter grade are as follows:

- A 93-100 4 points
- B 85-92 3 points
- C 77-84 2 points
- D 70-76 1 point
- F 69 and below 0 points

The Gifted Student Program provides several Honors Classes on a 5 point scale as follows:

- A 100-93 5 points
- B 92-85 4 points
- C 84-77 3 points
- D 76-70 2 points
- F 69-below 0 points

Dually enrolled students, who attend FSCA and the local community college will receive credit for the college courses on their high school transcript with the appropriate corresponding higher value.

FSCA gives your student what they really make, even if it is a -0-. We do not give points, modified grading, or adjust their grades. We also let you know what functioning grade level they are really working on and where they are successful. We will provide extra accommodations and help so students may be successful. However, students and parents, must also do their part.

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Grade Requirements

Grades K -5th grades make-up the elementary; grades 6th - 8th comprise the Middle School, and grades 9th- 12th make-up the high school at the Academy. The class requirements cover Language Arts, History & Geography, Science, Health, Mathematics (including Pre-Algebra), and Electives.

High School requirements, grades 9th - 12th, runs congruent with graduation requirements from the N.C. University System's requirements for completing high school and entering the next level of education or work. FSCA has established its requirements and the minimum courses needed for a North Carolina High School Diploma. FSCA has three (3) distinct diplomas: University Ready, Typical, and IEP Diplomas. FSCA requires 24 credit hours to graduate on all of its diplomas.

Graduation Requirements

Students graduating from Flaming Sword Christian Academy must be a student in good standing and have earned a total of the necessary hours as indicated by the graduation track chosen by each student. FSCA provides a seven (7) point system for grading and will continue with this scale. Each course is worth one (1) credit hour when passed with 70% or higher. The class may be retaken if germane to graduation. Students will need to take a minimum of 24 courses during the 9th - 12th grades to fulfill their educational obligation. An official transcript is available to all graduates of the Academy.

For students to earn the University Ready Diploma or the Typical Diploma, students will also need to pass the 11th Grade Exit Exam with a minimum of 70% composite score. If a student does not pass the exit exam the first time, it will be given again the next semester during the fall, and parents must pay for the second test. If a student fails the exit exam the second time, it may be given a third time (February or March) and the parent must pay for this test. If the student still doesn't pass the exit exam, the student may not graduate that year and must attend the 12th grade one more year. Some students in the Supportive Bridges Program may be able to pass the required exit exam; however, they may be in school a year or two longer so that they can gain all of the knowledge as students in the other two programs.

Students in the Intensive Bridges program may not be able to pass the exit exam and will receive an IEP Diploma. If this is the case, the student may be exempt from taking the exit exam.

Holidays

Flaming Sword Christian Academy observes the following holidays each year:

- Labor Day Monday
- Columbus Day
- Veteran's Day
- Thanksgiving Day – the Wednesday before and the Friday after
- Christmas Vacation – we are off for 3 weeks for Christmas and New Year holidays
- MLK Holiday
- Presidents' Day
- Good Friday and the week following Easter Sunday
- Memorial Day Monday

Please review the calendar each year for the list of dates the school will be closed.

Home Study Requirements

Home study or homework is an integral part of the school program and faculty members will make assignments to aid students in advancing their academic achievements. Students are expected to complete

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each and every assignment. Parents are asked to help their students, but to allow students to do their own work. Failure to do home study assignments will seriously affect the grades of the students. All assignments not completed in class are then assigned for homework and will be listed on the electronic gradebook so that parents and students may keep up with what work is required of them. This also allows parents to see if their student is not doing their work. The electronic grade book is the parents' responsibility to check. Teachers will not contact parents to let them know if a student is failing, not doing their work, or having behavioral issues in any other way, except through electronic grade book.

Gifted Student Program

To qualify for GSP, students must have all A's or all B's or a combination of both. No student qualifies for GSP if they have anything less than B's. The GSP consists of several honors classes for its students; therefore, the work load is more intense. GSP will be designated on the student's transcript.

Inclement Weather

Should we encounter inclement weather, please check the TV stations listed below. Should inclement weather occur while children are in school, parents will be contacted via email through Gradelink, the electronic gradebook. At no time will any child be left or put out of the building until parents arrive. Should you not be able to come and retrieve your child because of early closing, please call the school and let us know. At that time your next emergency contact available will be called and asked to pick up your child. Your child's safety and welfare are the most important factors to us and we will work with the family until you can pick-up your child. The Academy will call the local television stations **WRAL-5, WTVD-11**, and advise them of our status. It will also be posted on FSCA's Facebook page and on the school website. So if weather turns bad, please check at least one of the five options:

**WRAL, WTVD, email from Gradelink,
www.facebook.com/flamingswordcampus, or www.flamingswordcampus.org**

Identification Cards

School identification cards will be created at the beginning of school. School identification cards are maintained by students' homeroom teachers to be used in emergency situations and for field trips.

Individualized Educational Plan

As instructors notice learning challenges for students, parents will be notified. Instructors will develop individualized educational plans to help students compensate and overcome any challenges and succeed in school and life itself. Some learning challenges include ADD, ADHD, autism, reading difficulties, short term memory challenges, auditory command processing, societal adjustments to mobility caused by military/civilian moves, homelessness or dysfunctional families. We are here to help your student and in turn to help you at home. Learning challenges will not only be evident in school, but will also be evident in the home. Sometimes what we may consider to be rebellion or disobedience, could very well be a learning challenge that has never been recognized. We ask that all parents keep an open mind about these issues. We are not labeling your student; we are simply trying to help them feel good about themselves and succeed.

The State of North Carolina Public School System is required to provide a thorough evaluation of any student from age 3-21. A psychological-educational evaluation, speech, eye, and hearing evaluations must be completed by the public school within 90 days after you notify them of your desire to have your student

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tested. Please send your request in writing to them and have it dated and get a copy back with a signature and date of when they received it for your records. Some schools are fantastic and some schools are more difficult to work with, but it is still the law. If you run into opposition from any public school, please let us know and we will give you further guidance.

If your student has been prescribed medication by their physician for various learning disabilities, i.e., ADD, ADHD, mood regulation, etc. and you choose not to give it to your student, FSCA's instructors are not obligated to provide modifications or exceptions for assignments or behavioral issues.

Learning Resource Center

Flaming Sword Christian Academy is developing a Learning Resource Center. The goal is to grow into a fully equipped and electronically developed center. The LRC will contain a large variety of support curriculum and educational materials. We also have available a computer lab and tablets/chromebooks/computers in each classroom to help develop the expertise of the students. Parents may be asked to help us build our LRC with paper library books and our electronic library as we continue to grow.

Lost and Found

Lost and found articles will be brought to the office where they will be held for two (2) weeks. If items are not claimed by that time, we reserve the right to dispose of them. All items confiscated by faculty members will remain property of the Academy until the end of the school year.

Lunch Program

The Academy does not provide lunches. Therefore, students should bring lunches from home. Refrigerators are provided to keep lunches and drinks cold, along with microwaves to warm or cook foods. There will always be food and drinks on the premises in the event a student is unable to or forgets to bring a lunch. No child will ever go hungry and do without lunch. However, if a pattern is noticed of a child not bringing lunch, we will feed the child, but after three times, parents will be contacted to bring food for their student. If not bringing food continues, after five (5) times, administration will report this to *Child Protective Services* as this is considered neglect. Please make sure they eat so they can think.

Students are expected to use good table manners. Talking should be in a conversational tone and limited to the people at one's table. Each class is responsible for leaving the table and chairs clean. Trash or food dropped on the floor must be picked up and tables wiped with a damp cloth. Each class will also wipe out the microwaves before the class leaves the cafeteria. Each student must push his chair up to the table before leaving. Students who misbehave will be isolated from their class and have a silent lunch. Lunch boxes should be labeled with the child's name. Students who are on in-school suspension will sit and eat in the office.

The Warrior Café and Grill will provide a hot lunch once a month. The menu for what is being offered each month and the cost is posted in the cafeteria, on the website and sent home with the child. Please send in your order for these special lunches at the beginning of each month. Late orders will not be accepted. The café will also provide hot drinks, coffee, hot tea and hot chocolate for older students to purchase. Snacks, water and soft drinks are also available for purchase through the café during specific hours of the day for all children.

Make-Up Work

Students who are granted an excused absence will be responsible to make-up work. It is the student's

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responsibility to see that work is finished within FSCA's deadline. Students have 24 hours after they return to school to bring in missed work. If a student is out for an extended period of time, with a doctor's note, they will be given more time to make up work. This will be an agreement between the teacher and student. Parents and students may check electronic gradebook for missed assignments.

Medication

All medication must be registered and held in the office. It should be in an original pharmaceutical bottle, labeled with the student's name and directions for administering. Parents are responsible for keeping their medication log updated in their student's file. The school will not administer any medication (including Tylenol or aspirin) unless the medication permission form is filled out and signed by the parents. Students will not be permitted to give any medication to another student. This includes prescription medicine, vitamins, food supplements, aspirin, Tylenol, etc.

Methodology

While the Bible is not used as the textbook in every subject, it is the foundational handbook for every course and the standard for teaching. To accomplish this we must have a methodology that guarantees its biblical character. Therefore, the proper method is to use the Bible in every course, both directly and indirectly. It is applied directly when we derive our understanding of each topic from the actual statements of the Bible. It is applied indirectly as we work out the implications of biblical truth for the proper framework in understanding every subject.

Not only will students be taught to reason in a consistent, biblical, organized manner, but they will also be taught how to exercise proper discipline to reach their goals. The following is an overview of how biblical world view education is taught.

- *Language and Literature.* Because language is thought expressed, and thoughts are never neutral, all literature has a religious point of view. When reading any kind of literature, the following questions are asked: "Is the author Christian or non-Christian? If non-Christian, from what religious point of view is he/she writing? Most importantly, how does the author's message compare with what the Bible teaches?" Students learn to read and evaluate all human literature from the perspective of biblical truth.
- *Mathematics.* As students study the creation of the universe, they will begin to understand the unity and diversity in creation, which is the basis for unity and diversity in mathematics. Mathematic principles never vary; formulas and equations always exhibit flawless consistency. Mathematics helps discover God's creation laws and patterns and is a tool to help mankind rule over the earth. All callings in life demand planning, calculating, and evaluating in order to carry out our responsibilities. Mathematics play an important role, whether it is business, medicine, engineering, art, science, etc. Mathematics provides students the wonderful gift to master the natural realm.
- *Science.* Science is the study of God's creation. By studying science, students learn to see God's awesome power, the beauty of His handiwork and His design reflected in every creation. Early in the Bible, God commanded mankind to cultivate the soil, plant and dress the trees and vegetation, and study the animals. To have dominion over the earth, students must acquire organized and systematic scientific knowledge. By studying physical laws, students learn how to apply this knowledge for daily living and how to subdue the natural side of earth.

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- *Health and Physical Education.* The purpose of health and physical education is to care for our bodies. A healthy body enables one to serve others and to perform the duties required of oneself. Principles of proper diet, exercise, and rest are taught for maintaining good health.

Physical education helps prepare students for responsible leadership and effective work. Physical exercise and sports play an important role in developing self-discipline. Through competitive sports, students are taught the importance of playing by the rules, accepting direction from those in authority, using skills in harmony with others, and being gracious in victory as well as in defeat.

- *Geography.* For humanity to rule the earth, students must have a practical knowledge of geography. The study of geography consists of separate but interrelated parts which form a unified whole. Students learn about the great continents and oceans, their particular characteristics, their many natural resources, the variety of climates and weather patterns, and the ingenious ecological balance over all of the earth.

Students also learn about various nations, both ancient and modern. Students study their locations, natural resources, physical environments and general climates and they learn how these geographical traits affect the nations' economies, their position in world trade, their military defense capabilities, and their independence and/or dependence on other nations.

- *History.* History has been planned by God and proceeds according to His purposes. All history -- ancient, medieval, and modern -- is studied. History is more than a chronicle of dates, names, places, and events. History is the study of moral or covenant relationships in time. History study focuses on the unfolding of world history with special emphasis placed on the shaping of Europe and America.

- *Sociology (Social Studies).* The Bible stresses God's unity and plurality as equally ultimate and we find that it does not place the human individual or the corporate society above each other. Christianity provides the solutions to the problems of humanism in its careening between individualism and collectivism. Students will study the divine order of relationships instituted by God in the beginning. The fundamental social relationship is family. From the family all other social orders have developed. Each social sphere of the state, church and family has rights that must function within the sphere of authority given to it.

A biblical presentation of the social order is taught so that students may effectively address the current corruption of society. Biblical laws provide tools for analyzing various social structures of different nations and peoples.

After analyzing God's original divine order and the perversion of that social order, students are able to investigate and begin to restore proper relationships between men, women, children, races and nations. The Christian family and the Christian community -- the church -- are presented as an alternate society in the midst of chaos now exhibited in social orders.

Government (Political Science).

In studying civil law and government, students need an infallible standard to distinguish justice from injustice. Civil government enacts laws, which is concerned with deciding right and wrong, which

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have to do with morality and morality is religious. This means that by its very nature, civil government is a religious institution.

Students will study the Old Testament of the Bible, which reveals God's system of law for civil government. In this Decalogue is a complete system of law with due process, a federal system of government with three branches at each level, and separation of powers with a system of checks and balances.

Students learning this system have the proper criterion by which to analyze human governments of the past and present as to their structure, laws and policies. This knowledge provides students with the understanding necessary for intelligent voting, and will stimulate them to promote a responsible government.

- *Economics.* The Bible teaches that God owns all things, but He has ordained laws to govern human economics. He has given humanity the right to own private property, the right to choose an occupation, the right to make a profit, and the right to decide how earnings should be spent.

Students are taught that it is not the duty of the civil government to regulate the economy, except against stealing. The Bible provides guidelines for an economic system that is based upon hard work, competition, the risks of the marketplace, and shows charity towards the needs of others. These factors compel sellers to use their skills and economic resources more carefully, which produces a higher quality of goods and services at reasonable prices. The proper role of civil government is to serve as a referee, praising good and punishing evil in the marketplace.

Economic prosperity is possible because of the lawful use of labor and profit. Productive harmony in the marketplace is possible. Students learn how to respect each other's property, refuse to steal from or cheat one another, abide by contracts, and when in charge of a corporation or elected to public office, they will not use their power for their own selfish gain.

- *Culture, Art, and Technology.* Because the arts and technology create works that express thought and emotion, they exert a moral influence on one's behavior. The arts and technology can be powerful forms of religious fellowship because thoughts, emotions and actions are always moral and fellowship because of the sharing between artists and audience. This imposes serious responsibilities upon the students.

Course Overview

Language Arts

FSCA's Middle School Language Arts Program encompasses Reading Instruction and Written Language Instruction. These classes will be back to back. Students work at their current instructional reading level. Instruction emphasizes the study of word attack, vocabulary, comprehension and literature. Literal, inferential and critical thinking skills are addressed through multi-sensory exercises.

Students follow a planned program which emphasizes instruction for handwriting, spelling, grammar and composition. Spelling emphasizes a multi-sensory approach utilizing words that follow the phonetic patterns introduced in Reading.

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FSCA's High School Language Arts Program allows students the opportunity to move towards competence in vocabulary acquisition, reading comprehension, composition, literature study and other language skills by proceeding through an individually designed sequence of skills reinforcing development of independent readers and proficient writers.

Materials chosen are based on reading levels and student's interests, and exposure to a variety of genres and writing styles through class assignments and required independent reading are implemented.

Math

Middle school math skills are designed around a multi-sensory approach which includes numeration, whole number calculations, decimals, fractions, geometry, measurements, ratios, proportions, percents, graphing, basic equivalents, with some units extending basic operations and problems solving.

High school math students are introduced to a variety of courses including four levels of Integrated Math including Consumer Math, Geometry, Advanced Math Calculations, Algebra 1, Algebra 2, and Advanced Math with Trigonometry.

Science

Middle school science utilizes a combination of topical units to conduct review and development of concepts in the areas of Life Science, Earth Science and Physical Science. The units incorporate various text sources, including newspaper and magazine articles, library books and Internet printouts. Emphasizing content reading strategies as well as hands-on experiences and application projects reinforce connections between science and the everyday world. High school science courses include Physical Science, Biology, Earth and Environmental Science, Chemistry and Physics.

Social Studies

Our Middle and High schools' Social Studies Programs follow the North Carolina mandated curriculum, such as World History, US History, Economics, Legal and Political Systems, American Government, and current events. Primary social studies focuses on concepts of Geography, map skills, World History, US History, and NC state history.

Physical Education & Health

Middle school students attend physical education and health education classes five (5) times a week. High School students must have one (1) year of physical education and health. They will attend these classes five (5) times a week to fulfill North Carolina graduation requirements. Emphasis is placed on skill development, knowledge and understanding of the rules of various games, sportsmanship, and developing a level of wellness at all grade levels. Teamwork is emphasized throughout the program at all levels of participation.

Digital Media and Digital Design Education

Computer courses are taught at all grade levels, beginning with the fundamentals of computers and terminology to keyboarding skills and beyond. Our students are exposed to a variety of software programs including all of Microsoft Office, to include Word, Excel, Power point, etc.

Digital Media and Digital Design also include photography, drawing, film making and production, programming, coding, animation, etc.

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Computer Technology begins in the primary grades and continues through middle school. Students are expected to pass the computer technology test by the end of the 8th grade per state requirements.

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Performing Arts

Drama, chorus, band and choreography are offered through the Performing Arts. Students are exposed to a variety of performing arts scenarios.

Foreign Language

Spanish 1-2, German 1-2, Italian 1-2, Latin 1-2, Russian 1-2 and Mandarin Chinese are offered to our high school students who will be transitioning into college following their senior year.

Probation

Students who fail any two (2) subjects or fail one subject and do not maintain an overall average of 77, will be placed on academic probation on a quarterly basis until the problem is corrected. Part of the correction may be the requirement of tutoring after school.

Programs of Education for Elementary, Middle and High School Students

Gifted Student Program is geared for university bound middle/high school students. Most courses are honors classes. Students in this program must have a documented above average cognitive development. Students must have and maintain A's and B's.

Typical High School Program is a regular middle/high school program for students wanting university or community college, military, or to go into the work force immediately after high school. Students in this program may have A's and B's and some lower grades, but they have documented average cognitive development.

Bridges Program (Supportive and Intensive) is for elementary/middle/high school students. *Bridges Program* is for those students who are two or more years behind academically, who may not be able to pass the typical high school exit exam, who have a public school IEP with needed accommodations and/or modifications. Students in the Bridges Program may take more than four (4) years to complete high school because of the modifications needed. The Bridges Program has two (2) components based upon student's needed level of academic support and cognitive development. They are as follows:

Supportive Bridges Program (K -12th grades)

For students who have only accommodations with documented average or above average cognitive development

Intensive Bridges Program (K-12th grades)

For students who have both accommodations and modifications with documented below average cognitive development

Progress Reports

Progress reports are readily available to all parents and students through the student's Gradelink account. Since we have the electronic grade book, it is not necessary for FSCA to send home paper progress reports.

Promotion and Retention

Promotion or retention of a student is the decision of the teacher and CEO/Director. The classroom teacher will inform parents as early as possible about the possible retention of a student. The final decision to retain or promote a child rests with the CEO/Director. Retention is usually based on the following criteria:

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- Failing three or more subjects. The CEO/Director may grant exceptions to this; or
- Failure of two or more vital, required academic subjects, such as math, language arts, science, or history; or
- Two or more years academically behind their intended grade level. Retention at this point will provide the student intensive work so they can catch up. It would be unfair to the student to socially promote him as he will only get further behind and not be able to graduate on time. Normally when placed in Intensive Bridges for one year, a student can catch up about two years' worth of education and then can be promoted the following year.

Safe and Drug Free School

In an effort to create in each of our schools an environment highly conducive to learning and in compliance with Safe and Drug-Free Schools Act of 1994 – Title IV, Flaming Sword Christian Academy provides comprehensive, age-appropriate, developmentally based drug abuse and violence prevention education for all students from preschool level through grade 12.

Safety and Health

In case of injury, the teacher will contact the CEO/Director who will notify the parent. A student who becomes ill at school and is too ill to remain in class is to report to the teacher and the secretary will call the parents. If you are called by the school and advised that your child is sick, you must come within an hour and pick-up your child. Please check in through the school office.

Prior to administering any medication, the Academy must have on file a signed release form from the parent or guardian, authorizing administration of the medication. Detailed written instructions on the Academy's form must be submitted by the parents as to the proper administration of all medication for their child and all medication must be labeled with the student's name.

The Academy will not administer any medication, including Tylenol or aspirin, unless the medication permission form is filled out and signed by the parent. Students are not permitted to give any medication to another student. This includes prescription medicine, vitamins, food supplements, or over-the-counter drugs.

For the protection of other students and to facilitate prompt recovery of a sick student, parents of sick students are not to permit them to attend school because the school is not equipped to care for them. Please keep sick students at home. All students must be fever free for 24 hours, and/or free from vomiting or diarrhea for 24 hours before they may return to school.

All students are required to have health insurance coverage, whether it is private insurance, Medicare, or Medicaid. Please present a copy of the front and back of your insurance card with your application package.

School Arrival and Departure

The Academy building opens at 7:30 AM for faculty members only. Students may arrive no earlier than 8:00 AM without signing up for Before School Care. Classes begin promptly at 8:15 AM. **PLEASE MAKE SURE YOUR STUDENT IS ON TIME FOR SCHOOL. CONSTANT TARDINESS INDICATES A LACK OF RESPECT FOR MEMBERS OF FSCA AND OF ONE'S SELF.** As tardiness disrupts the entire classroom and if this type of behavior remains constant, the student may be removed from FSCA by CEO/Director.

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School dismissal is 3:15 PM for first floor students and 3:30 PM for second floor students. Students must be picked up no later than 15 minutes after the designated departure time each day, unless they are attending a school club meeting, sports program, or tutoring. At no time will students be allowed to stay in the building without faculty being present. Please make arrangements to car pool with other parents or take turns picking up students.

Should you allow your student to walk home, ride the city bus, or if they are allowed to ride with someone other than a parent, please indicate this in writing. We will contact you via phone or email to verify your written note.

Students with driving privileges need to notify the office and have parents complete the necessary paperwork allowing their student to have a vehicle on school premises. Other students may not ride with them unless there is written permission in the student's file.

School Property

It is important that we take good care of our buildings and grounds. When a student damages any part of the school building, equipment, etc., the repair costs will be added to the parents' account. Please walk on the sidewalks rather than taking shortcuts across the lawn. Keep your trash picked up at all times. Do not slam doors putting holes in the walls or other doors.

Security Issues

The premises are monitored by closed circuit television. Audio and visual surveillance are established in the school building. Premises are monitored for burglary and fire throughout the building. Classrooms are visually monitored and recorded.

Fire extinguishers are located throughout the building according to regulations. In the event of a fire beginning in the building, all people will follow fire evacuation exercises. Please help our students understand that the pull stations are not items with which they may play. False security threats now fall under Homeland Security and are serious federal offenses.

In the event of any threat or act of violence, the entire school will be locked down immediately! The proper authorities will be notified. Parents will be notified by either the office or by cell phone from the school. We will not release your children to you until the lockdown is lifted, so please do not come and try to get them. These security measures are for the safety of our children.

Student Activities

➤ Clubs

The Academy encourages students to form special interest and service organizations to complement academic and physical programs. Make sure you indicate your interest on your application for admission. The Academy offers the following student organizations:

- Lego Robotics
- Mechanical Robotics
- Arts & Crafts
- Foreign Language Club

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Sports

The Academy offers a variety of sports for students during the PE class. We do not offer intra-mural sports programs and we do not compete against other schools.

We have a karate instructor who provides karate instruction twice per week for a beginner class and upper belt class. This activity is sponsored by FSCA and there is an upcharge of \$50 per month to participate. There is a karate tournament at least once a year where FSCA students will compete against other karate students.

Telephone Use

Students will be allowed to use the Academy's phone only in the event of an emergency, not their cell phones. Key telephone numbers will be sent home at the beginning of the school year.

Many students have their own cell phones. Please do not call or text your student during the school day even in the event of an emergency, as they are not allowed to use their phone during class time. Please call the school office. All cell phones and other electronics must be turned into the instructor at the beginning of the day for the teacher to keep until the end of the day. If a student is caught with a cell phone or other electronic device, the phone/electronic will be taken and held by the CEO/Director until the end of the school year. Students may use their cell phones after school hours.

If a student's electronic item (cell phones, tablets, etc.) is taken by administration and the parent insists on retrieving the item before the end of the school year, there will be a \$50 administrative charge. Should the student bring the item to school a second time, the parent has a choice of leaving the item in the care of the school until the end of the year or moving their student to another school.

Testing

All students will be administered an annual end-of-grade test each spring for the grade levels required by the State of North Carolina, which are 3rd, 6th, 9th, and 11th for private schools. For all students who are receiving state grants, Opportunity Scholarship, Disabilities Grant and ESA, all students are required to be tested annually and their scores reported to NCSEAA. If your child is not required to take a year end test, but you would like for them to, please let the CEO/Director know as soon as possible so that it can be ordered. Parents must pay for the test if it is not required by the state. Parents will be provided a copy of the test results. All tests are scored by an outside agency to maintain the integrity and validity of testing results. FSCA also does evaluations at the end of the year for all other students to make sure they are ready to go to the next grade level.

Textbooks

All textbooks are the property of the Academy and are assigned to students for their use as rental property. Parents pay an annual rental fee for the textbooks, which is included in your annual tuition fees. Students are responsible for the care of their textbooks and will be held accountable for any that are damaged beyond normal wear and tear or lost. However, all workbooks are for the use of the students and no damages will be charged if the books are damaged.

Transferring Students

The Academy maintains an open enrollment policy so students may enroll at any time during the school year. We accommodate the needs of transferring students by making available any help they may need in order not to lose credits and to help them succeed. Please read the Local Action Plan with Fort Bragg concerning

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these issues for military dependents. Additional help also applies to all students who are in transition.

Transition/Catch-Up Labs (Tutoring)

These labs are provided after school to help students who have been in transition to catch up on any time or class work they may have missed or in which they are behind. CEO/Director will advise students and parents if your student needs this assistance.

Transportation

Students may drive their own vehicles to school with parental permission and approval by CEO/Director. Vehicles must be operated in a safe manner at all times. Students who fail to operate vehicles in an acceptable manner will lose the privilege of driving to campus. Students must park in the designated parking area. All vehicles must be parked within the confines of a single parking space. Students are not to enter the parking area during school hours unless they have received permission from the office or supervising teacher. Students are not to “hang out” in the parking lot at any time.

Parents, you are asked to maintain your composure and grace in the parking lines for drop-off or pick-up of your student. Please do not yell, curse or swing your vehicle into the road because someone is not moving fast enough for you. Also, do not drop your student off any place except in front of the school where teachers will be standing. This allows for 3-4 cars at a time to drop off and pick up children. If parents violate these safety procedures, you will be ordered off the property, a trespassing warrant issued by Cumberland County Sheriff’s Office, and your student will have to have another means of transportation.

Tuition/Additional Fees

Flaming Sword Christian Academy is dedicated to making quality education as affordable as possible for parents. We believe that we can offer a high quality education with extra activities for students with special needs, for less than \$10,000 per child annually, with help from our parents and the community.

Tuition payments are due the 1st of each month, with a deadline of the 3rd day of the month. All payments not in the school office by 5:00 PM on the 3rd of each month will be considered late for the purpose of collection and attachment of late fees. A late fee of \$25.00 will be added to your child’s account. Should any account still be delinquent by the 8th of the month, parents will be contacted and the child removed from the school. All deadlines must be met by parents. Should it become necessary to seek legal action to collect monies owed to the Academy; parents will be responsible for legal fees also. Payment programs are listed on the Financial Contract for your convenience.

Tuition cost from June – December will be the same amount. Any student enrolling from January – May, will receive a prorated amount. Tuition will be billed for the entire month regardless of when during the month a student actually enrolls and begins school. Tuition account must be paid prior to the first day of attendance.

Initial Application Fee for New Applicants:	\$250 (non-refundable) Due with application
Annual Registration Fee:	\$250 (non-refundable) Due during registration period
Typical or Gifted Program Tuition:	\$7000

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Supportive Bridges Program Tuition:	\$8000 (requires only accommodations and average or above average cognitive development)	
Intensive Bridges Program	\$8500 (accommodations and modifications with below average cognitive development)	
Early Termination Fee:	\$500 (If a student is removed by the administration or by you, there will be a \$500 early termination fee. However, if you receive military or civilian orders, please provide us a copy and the fee will be waived.)	
Before/After Care Fees:	Morning only	\$125
	Afternoon only	\$150
	Morning/Afternoon	\$250
Camps	Music Camp (monthly)	\$100
	Art Camp (monthly)	\$ 50
	STEM Camp (weekly)	\$ 20
Adaptive Physical Education (monthly)	\$ 50	
Karate (monthly)	\$ 50	
Tutoring (daily 1.5 hours)	\$ 25	
Specialized Curricula	Whatever the cost is when a student cannot access regular curricula offered at FSCA	
Assistive Technology	Exact Cost of approved item(s)	
Nationally Standardized Test	\$50 (students receiving grant who otherwise would not be tested)	
Credit Card Fees	Exact charge as indicated by Intuit	
Administrative Fee	\$100 (for all accounts annually)	

Refunds:

No partial or full refund of tuition of any month will be made for expulsion, withdrawal (whether by parent or administration, or for excessive absences). If student receives a grant from NCSEAA, refunds will be given to NCSEAA according to their schedule if there is early withdrawal.

Payments are due the 1st of each month, but no later than the 3rd of the month by 5:00 P.M. Should the account not be paid by this date and time, you will be charged a late fee of \$25. If the account is not current by the 8th of the month, your student will be removed from the Academy.

Flaming Sword Christian Academy participates in the Disabilities Grant, Opportunity Scholarship, and Education Savings Account Programs offered through NCSEAA. If you have applied, but have not yet received written approval, you will be responsible for the tuition payments until payment is received from

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NCSEAA. Once payment is received from NCSEAA, FSCA will reimburse what you have paid

If your student's name does not appear on the Certification List for FSCA, you will be responsible to continue payment for your child's account.. If we receive their name at a later date on our Certification List, you will be reimbursement any monies you have paid, once we receive the grant monies. We have a waiting list which we must try to fill for those already approved.

Visitors

All visitors must check in with the office before visiting any other area of the school and receive a visitor's pass. Parents and visitors to the school are asked to dress in a manner that complements the dress code of the school.

Withdrawal

Because FSCA contracts faculty members and outside resources based on the number of students enrolled each year, we have parents sign a financial contract with us. Should your student be withdrawn by you or terminated by the Administration before the end of the school year for any reason other than military or civilian orders, you will be charged a \$500 early withdrawal/termination fee.

Tuition is due for the complete month in which withdrawal/termination takes place. School records, including report cards and transcripts, will be held until financial obligations are met, and any annual testing results will be withheld until the fee is paid. If it becomes necessary to file legal action in order to obtain these monies, you will also be asked to cover court costs and any legal fees.

Any family planning to withdraw a student from the Academy should notify the Academy office in writing as soon as possible, but not later than one day prior to withdrawal. All tuition/fees must have been paid up to the time of withdrawal. In addition, all textbooks, library books, and school materials must be returned and lost book fees must be paid. Report cards and school records will be released only when all financial obligations to the Academy have been fulfilled. If you paid in advance, a refund will be mailed within 14 days of withdrawal/termination.

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CONTACT INFORMATION

Flaming Sword Christian Academy
3230 Legion Road
Hope Mills, NC 28348
School Email: admin@flamingswordcampus.org
CEO's Email: lhatmaker@nc.rr.com
Website: www.flamingswordcampus.org

School Office hours:

School year: 8:00 a.m. – 4:00 p.m. Monday-Friday
Summer: 9:00 a.m. – 4:00 p.m. Tuesday – Thursday

Elementary, Middle and High School Office910-764-3500

Administrative Team

All instructors must be contacted through their email address from Gradelink.com or you may leave a message with the office for them to return your call. The receptionist may be reached through the phone number listed above.

Terri Becker Executive Assistant
Mr. David Campbell.....Chief Financial Officer
Dr. Wanda HatmakerFounder/CEO/Director
Jaimie Sifford.....Daycare Director

“Unlocking your child’s full potential, when education alone is not enough.”