

Faith Training Christian Academy  
School Calendar 2018-2019

August 7 (Tues)	Elementary Orientation (Last names A-L 5:00pm; M-Z 6:30pm)
August 9 (Thurs)	Jr. High/High School Orientation (6:00pm)
<b>August 13 (Mon)</b>	<b>FIRST DAY OF SCHOOL</b> (Full day)
<b>September 3 (Mon)</b>	<b>LABOR DAY</b> (Student/Staff Holiday)
<b>September 7 (Fri)</b>	<b>SCHOOL DAY</b> following Monday Holiday
September 12 (Wed)	<i>PROGRESS REPORTS (Q1)</i>
<b>October 4 (Thurs)</b>	<b>½ Day</b> (Dismiss at 12:30-Rodeo Parade) - <i>Lunch will be served</i>
October 17 (Wed)	<i>REPORT CARDS (Q1)</i>
November 12 (Mon)	VETERANS DAY PROGRAM (School Day)
November 14 (Wed)	<i>PROGRESS REPORTS (Q2)</i>
<b>November 19-23 (Mon-Fri)</b>	<b>THANKSGIVING BREAK</b> (Student/Staff Holiday)
<b>December 21-Jan 4</b>	<b>CHRISTMAS BREAK</b> (Student/Staff Holiday)
<b>January 7 (Mon)</b>	<b>RETURN TO SCHOOL</b>
January 9 (Wed)	<i>REPORT CARDS (Q2)</i>
<b>January 21 (Mon)</b>	<b>MARTIN L. KING DAY</b> (Student/ Staff Holiday)
<b>January 25 (Fri)</b>	<b>SCHOOL DAY</b> following Monday Holiday
February 13 (Wed)	<i>PROGRESS REPORTS (Q3)</i>
February 18 (Mon)	PRESIDENTS' DAY PROGRAM (School Day)
March 20 (Wed)	<i>REPORT CARDS (Q3)</i>
April 10 (Wed)	<i>PROGRESS REPORTS (Q4)</i>
April 15-17 (Mon-Wed)	SAT testing (Grades 1 <sup>st</sup> -9 <sup>th</sup> )
April 22-26 (Mon-Fri)	<b>EASTER BREAK</b> (Student/Staff Holiday)
May 11 (Sat)	Senior Graduation 2pm
May 16 (Thur)	K4 Program/K5 Graduation
May 21 (Tues)	Elementary/High School Awards Day
<b>May 23(Thur)</b>	<b>LAST DAY OF SCHOOL- ½ Day</b>
<b>May 27 (Mon)</b>	<b>MEMORIAL DAY</b> – School Offices Closed
May 30 <sup>th</sup> (Thurs)	Final Report Cards mailed*/available for pickup
	<i>*Mailed only if student turned in self-addressed stamped envelope</i>

1<sup>st</sup> Semester ends Dec. 20, 2017 – 72 Student Days  
2<sup>nd</sup> Semester ends May 23, 2018 – 76 Student Days

1<sup>st</sup> Quarter – August 13-October 11 (36 days)  
2<sup>nd</sup> Quarter – October 15-December 20 (36 days)

3<sup>rd</sup> Quarter – January 7-March 14 (40 days)  
4<sup>th</sup> Quarter – March 18-May 23 (36 days)



## **Pledge of Allegiance**

*I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*

### **NON-DISCRIMINATORY POLICY**

Faith Training Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics, or other school administered programs.

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## **ABOUT OUR SCHOOL**

Faith Training Christian Academy opened its doors in the fall of 2003. The school started as a Pre-Kindergarten through grade seven and then added a grade each year. The 2008-2009 school year included the first senior class in the history of the school. The school is now divided into an elementary school, which serves Pre-K through grade 6, and a Jr/Sr High School which serves grades 7-12.

The Elementary and the Jr/Sr High Schools are operated under the direction of the Leesville Family Worship Center Church Board of Directors and the School Board of Council. This group of people determines policy, ensures that the vision, philosophy, and objectives of the school are maintained, and ensures financial stability. These individuals are committed to a relationship with home, church, and school in the growth and development of the child.

## **PHILOSOPHY OF EDUCATION**

The educational philosophy of FTCA is dependent upon the Bible to provide the viewpoint for interpreting any subject or school activity. The entire process of education is seen as a means used by God to bring the student to Himself through personal faith in Christ. The mandate for Christian education comes from God's command that children are to be taught to love God and to give Him supremacy in their lives, and from the Biblical teaching that parents are responsible for the total education of their children.

We believe the words of Jesus when He said that we are "the salt of the earth" and the "light of the world." (Matthew 5:13-14) Thus, we view FTCA as a lighthouse in this community. We desire to be evangelistic in nature, drawing people to our school in order that Jesus may transform lives.

We also desire to be an extension of the Christian home and educate children "in the nurture and admonition of the Lord." (Ephesians 6:4) At times, this will allow for the simple presentation of the gospel, while at other times "solid food for the mature, who because of practice have their senses trained to discern good and evil." (Hebrews 5:14) This will necessitate that we will have both saved and lost, mature and immature on our campus at the same time.

## **COMMON BELIEFS**

The core issues that FTCA is the best educational choice for your child are grounded in our common beliefs:

- 1) Education – The primary responsibility for training and equipping students is given by God to parents. (Deut. 6)
  - (A) FTCA exists to assist and partner with parents in the spiritual and academic training of their children.
  - (B) Parents should respond by working in cooperation with the school to meet educational and spiritual needs.
  
- 2) Truth – Scripture is the revealed Word of God and is taught as truth. All truth is God's truth. Students are taught:
  - (A) They are created in the image of God. (Genesis 1:26-27)
  - (B) They must confront the issue of sin and redemption. (1 John 1:9)
  - (C) They can know God revealed in Christ and made present through the Holy Spirit. (Luke 11:13, John 20:22)

- 3) Integration – Every element of the curriculum is permeated with God’s Word.  
Learning includes:
- (A) An understanding of human history and God’s activity in it.
  - (B) Humanity, its cultures, and its cultural contributions.
  - (C) How Christians are to live and impact the world.
  - (D) Understanding Christ as our Creator, Sustainer, and Lord.
- (4) Christian Educators – Our Board of Education, administration, faculty, and staff are Christians.
- (A) All school personnel know Jesus Christ as their personal Savior.
  - (B) All school personnel desire to model Christ in their teaching and leading (Matt. 10:24).
  - (C) All school personnel reflect and support the school’s core values.
- (5) Potential in Christ – Every learning experience aims to engage students toward their full potential in Christ. Learning well includes a focus on:
- (A) The individual’s relationship to society.
  - (B) Intellectual development through the academic disciplines.
  - (C) Making disciples. (Matthew 28:19)
  - (D) Preparing for works of service. (Ephesians 4:12)
  - (E) Developing an eternal view of life.
- (6) Operational Practice – Our practices are Biblically based. Biblical standards permeate governance, human resources, business/finance, governmental relations, developing/marketing and classroom management.

## **OBJECTIVES**

### **Spiritual**

To foster the Christian faith through the integration of faith with learning, living, and service.

### **Academic**

To provide a sound education, based on the biblical worldview.

### **Patriotic**

To encourage an understanding of American heritage, civic responsibilities, and love of country.

### **Social/Cultural**

To cultivate an appreciation of fine arts, an understanding of the world, and adherence to high personal standards.

### **Physical**

To encourage a healthy, balanced life-style and to promote Christ-like sportsmanship in every aspect of competition.

## IMPLEMENTATION PLAN

### Spiritual

Daily Bible classes provide students with knowledge of biblical facts and stories and encourage students to strive for higher moral standards within their school, family, and community. Weekly chapel services involve students in worship and inspire them to serve.

### Academic

A strong curriculum from a Christian perspective will be predominantly used and instruction will be based upon a Christian perspective and viewpoint. Annual assessment will ensure that students are provided a well-rounded education comparable to state and national standards. Faculty will be evaluated based upon performance and qualifications and will be positioned to best serve students.

### Patriotic

Daily students pledge their allegiance to our country and to God. The school has a special Veterans Day program. Occasionally, students interact with Army chaplains who are guest speakers at weekly chapel services.

### Social/Cultural

Various social/academic clubs are offered to encourage social interaction within the school and community and allow students to interact with people of different interests, races, and cultures. These clubs include, but are not limited to: 4-H, Jr. & Sr. Beta Club, Hispanic Honor Society, LEO, High School Banquet, and sports activities.

### Physical

Physical Education and Health courses will challenge and instruct students to become physically disciplined individuals. In sports, students will be trained to think from a Christian perspective and focus on self-confidence, teamwork, and self-discipline. Teachers and coaches will lead students in Christ-like sportsmanship and fair play.

## PARENTAL RESPONSIBILITIES

It is the God given responsibility of the parent to “raise up a child in the way he/she should go.” (Proverbs 22:6) It is our privilege at FTCA to partner with you in providing daily educational opportunities for your student. **The family, church, and school working together on behalf of the student is a union that is hard to break. (Ecc. 4:12) Becoming actively involved in your student’s educational, physical, and spiritual growth will become the most profitable investment of your life.** Here are some ways you can invest now to provide an education that is meaningful, challenging, purposeful, and relevant. You will optimize your student’s experience at FTCA if you:

1. Attend the scheduled orientation for new/returning students and parents at the beginning of each school year. **This is a mandatory requirement.**
2. Make a concerted effort to attend the school activities in which your student is involved. This lets your student know that you support him/her.
3. Support FTCA with your prayers, gifts, and volunteer service, assisting with fundraising and other school-related activities. Your prayerful support for our school is essential; this is a spiritual battleground, and the battle must be fought with spiritual weapons.
4. Support FTCA standards and policies. The heart-felt support from both parents is necessary if we are to have an effective ministry with your child.

5. When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office for an appointment. **\*Please do not contact a teacher on his/her cell phone during school hours or after school hours.** You may call the school office and make an appointment to meet with the teacher or have the teacher return your phone call. **If there is a change in transportation DO NOT contact the teacher; call the school office early in the day or send a note the morning of the change.**
6. Do not share problems you have concerning the school or its members with anyone not directly involved in or a part of the solution to your concern, e.g. other parents, or students. (Matthew 5:23-24, 18:15-16)
7. Refrain from taking your students out of school unnecessarily. If they **MUST** be picked up early, please do so before 3:00.
8. Parents are to be dressed appropriately (in the same spirit of the student dress code) while on campus for any school activity.
9. Field trips are regarded as an extension of the classroom. Parents will be notified well in advance of any field trip and given the appropriate information. Parents will sign a statement of cooperation upon registration, which includes permission for all school field trips. The teacher and administration will determine dress for field trips. Parents will be notified about dress requirements and fees for the field trip. The specified uniform must be worn, or the student will not be allowed to leave the campus.

### CODE OF CONDUCT

Each student is expected to behave in a manner that will be a credit to a Christian School and refrain from attitudes and actions that would:

1. Disrupt the activities of others
2. Show disrespect for parents, faculty, fellow students, country, or themselves
3. Show evidence of practices of dishonesty or slothfulness which would dishonor the name of Christ and FTCA.
4. Show evidence of being discourteous, unkind, or immoral

**SCHOOL RULES:** School rules are designed to foster a safe, nurturing academic and social environment, as well as promote the best spiritual welfare for our students. These rules are based on Biblical principles and in some cases, also State and Federal law. **ALL SCHOOL RULES APPLY TO BUS ALSO.**

FTCA, therefore, requests for each student --whether at home, school or elsewhere--

1. To refrain from the use, purchase, possession or distribution of alcohol, drugs, or drug related materials or tobacco. If there is reason to believe that a student has violated this rule, administration will contact the student's family. The school reserves the right, after consultation with the student's family, to require that he or she be tested. If laboratory tests indicate that the student has used illegal substances, then the student will be dismissed from school.
2. To refrain from unsafe practices or possessions. Students may not put themselves or others at risk by their actions or possessions. Open fires, fireworks, and weapons are forbidden on school grounds or any school function. Unauthorized entrance into classrooms, offices, file cabinets, computers, the kitchen or other school or church facilities is not allowed. Students are not permitted to tamper with fire extinguishers or any other emergency equipment.
3. To refrain from harassment, fighting, violence or threats of any kind regardless of provocation; public disruption or exhibitionism in any form.
4. To refrain from participating in worldly activities such as indecent language, vulgarity, involvement in the occult, gambling, stealing, pornography, premarital sex, or sexual perversions.

**CONCERN FOR PROPERTY:** As an expression of pride and respect toward their school, students are to assume responsibility for keeping all facilities clean and in good repair. Any student who defaces or destroys school property will be charged the full cost of repairs and will be subject to disciplinary action. All students are expected to treat school property as one would treat any other gift from God.

**PUBLIC DISPLAY OF AFFECTION:** FTCA holds to a “daylight” policy concerning boy/girl relations. Students are to maintain space between their bodies and may not hold hands, walk arm-in-arm, etc. This policy affects all school activities whether on or off campus. No frontal hugs between boys and girls. Young men are to act like gentlemen and young ladies are to be lady like. The consequence of teenage pregnancy will be immediate dismissal from FTCA, and the student will not be allowed to return to FTCA.

**MUSIC:** We are a Christian school; therefore, we will play ONLY Christian music on the school premises, school buses, vans, and at any school event. Unless otherwise approved through administration.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, **FTCA believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.**

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the FTCA ideals of work and life, any student who is violent to others in his actions or makes violent threats, and/or any student who has been arrested by authorities will be subject to administrative withdrawal.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

### **DRESS CODE**

It is the desire of FTCA that our students live and conduct themselves in a manner that will be pleasing to God, and glorifying to the name of Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The policy is NOT intended to measure spirituality but rather to **serve as a tool in fostering the academic and character development of the students as they participate in the process of education.**

**Dress affects attitudes toward learning and standards of behavior.** Uniforms are required Monday through Wednesday. On Thursday/Friday (whichever one is the last day of the week) students may wear their current year spirit shirt (school logo, this school year’s FTCA club logo, senior shirt, etc.) or a regular uniform shirt. Also on Thursdays, the student may wear solid BLUE jeans for \$1 or regular uniform bottoms. Field trip dress may differ as specified by the teacher and administration. All uniforms are specified in the FTCA Uniform Policy on page eight (8). Students not wearing proper uniforms or not wearing as prescribed will call home for a change of clothes. Students not wearing proper uniforms for field trips will not be allowed to participate in field trips, etc., unless a proper change of clothes is brought to the school in time.

Uniforms will be worn at all times while on school campus. Uniforms will also be worn for all off-campus trips, except as the administrator determines according to the activity.

**GENERAL:** Students may not wear hats or caps, hairnets, or other types of head coverings. They may not have picks or combs in hair.

**Note: Parents are expected to make sure that their students do not deviate from the uniform policy.** In all issues of dress, the administration reserves the privilege of final judgement as to appropriateness of dress. If an outfit is questionable, ask first.

#### **Girls and Boys**

- Khaki/navy **uniform** slacks; belts must be worn if slacks or shorts are constructed with belt loops. **No sagging pants, no corduroys, no gathered (elastic) bottoms, or jeggings.**
- Khaki/navy **uniform** shorts (also referred to as walking shorts), with belt if appropriate (no shorter than the top of the knee)



- Khaki/navy **uniform** skirts (no shorter than the top of the knee); the FTCA approved plaid skirt from Land's End catalog is also acceptable (School # 9000108259: Classic Navy Large Plaid); shorts underneath skirts and dresses are highly recommended.
- No **large** cargo pockets on jeans, shorts, or pants allowed
- Khaki/navy **loose fitting** Capri pants
- Holes, rips, tears, frayed edges, etc. (intentional or not) **will not** be allowed (This includes blue jeans)
- Solid red, white, or royal blue oxford or polo shirts with collar (long or short sleeves) neatly tucked in (short sleeve or long sleeve shirts worn under the school polo shirt must be **plain white**)
- Athletic shoes must be worn for PE. High school girls may wear open toed sandals with backs. High school boys or elementary students are not allowed to wear sandals. **Shoes that call attention to the student will not be allowed. Flip flops or Crocs are not allowed.**
- Socks must be worn. The pair must be the same color. If socks are higher than the ankle, they must be school approved colors. Leggings may be worn with skirts or jumpers but must be solid and school approved colors. **Socks/Leggings color: red, white, royal blue, navy, or black.**
- Jackets, sweaters, or sweatshirts **must be school colors with no markings.** Colors must be **SOLID** red, white, royal or navy blue.
- No black, gray, denim or camouflage (**this includes previous spirit shirts/sweatshirts**). No writing or pictures are allowed **except for the school name and logo.** The small manufacturer's symbol (no words) located on the upper left chest wall of the jacket is acceptable.

**Uniform shirts must be worn underneath all sweaters and sweatshirts.**

- Sweatshirts may not be oversized and sleeves may not hang below the wrist. Writing or pictures, including student name, are not allowed. **School name and logo are acceptable.**
- Shirts tucked in at all times except during recess and P.E.

**Spirit Day (The last day of the school week: Thursday/Friday)**

A Faith Training Christian Academy T-shirt with jeans (solid blue; no holes, rips, or tears), regular uniform bottoms, or regular uniform may be worn. Blue jeans may be worn for a fee of \$1.

**Dress Code Rules**

Administration and teachers have the prerogative and obligation of informing students when certain attire may not be in accordance with our standards of modesty and neatness, even though the attire does not specifically violate one of the points of the dress code. If a student comes to school improperly dressed, the parent will be called to make immediate arrangements for a change of clothing.

**Grooming Standards**

**Boys:** Hair must be worn out of the eyes and off the collar, and more than half the ear may not be covered. No hairstyles are permitted which would draw attention to the student or be a detriment to the testimony of the school (no ponytails, buns, rat tails, mo-hawks, faux hawks, etc.).

Male students are **NOT** allowed to change their hair color. Boys must be clean-shaven every day. No young men may wear an earring or earrings. No body piercing is allowed. Tattoos of any form are **NOT** allowed.

**Girls:** Avoid excessive makeup, excessive ear piercing, and excessive jewelry. **No** chokers allowed. Only **two** pair of earrings may be worn and **only** in the lobe of the ear. No hairstyles are permitted which would draw attention to the student or be a detriment to the testimony of the school. Girls may not shave their heads. There will be no extreme changes of hair color (only natural hair colors). **No** body piercings allowed. Tattoos of any form are **NOT** allowed.

## LOST AND FOUND

You may check with the school office if your child has misplaced something (clothing, books, etc). All jackets and lunchboxes **MUST** have your child's name in them.

## HONOR CODE

In all our programs and activities at Faith Training Christian Academy we encourage students to dedicate themselves to living Christ-centered lives governed by the values of honesty and personal integrity. Cheating, giving or receiving unacknowledged assistance in academic work, lying and stealing are unacceptable in this community. CHEATING or PLAGIARISM will not be tolerated. Immediate loss of total credit for the assignment or test will result and further disciplinary action will result at the discretion of the principal. **Buying and/or using the ABEKA tests in your home is one of the highest forms of cheating.**

## CLASSROOM STANDARDS OF BEHAVIOR

“All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work.” (II Timothy 3:16)

1. Upon entering the classroom, library, computer lab, or enrichment classroom the student will take his/her seat promptly and quietly.
2. Speaking out or expressing disapproval when another is speaking is both rude and unacceptable behavior.
3. Threat of any kind will not be tolerated (verbal, physical, written, electronic, social media, etc.) Expulsion will be the result of a threat. The immediate notification of local law enforcement will be initiated.
4. Cell phones, book bags, or purses are not allowed in the classroom. Students are to bring proper equipment to class: Bible, books, notebooks, homework, paper, pencil, or pen, etc.
5. The teacher will dismiss classes. Do not be discourteous by getting up before you are dismissed.
6. Students entering a class which is in progress should wait quietly to be recognized by the teacher before making a request.
7. Lights, cooling, heat, etc., are to be adjusted by **teachers only**.
8. Christ-like conduct is expected of all students attending FTCA. You may not speak against the Lord Jesus Christ or Christian viewpoints. You will be dismissed for this action.
9. Eating in class is strictly forbidden unless approved by administration. **Elementary students:** will be allowed to have **water**, spill proof bottles only, in class with teacher permission. **High School students:** may have bottled water in class with teacher permission. **NO** personal beverage containers allowed. WATER ONLY! Gum chewing is not allowed at anytime, anywhere on campus.
10. Toys are NOT to be brought to school. Exception: Show and Tell Days may be scheduled by the teacher.

11. MP3 players, smart watches, iPods, iPads/tablets, eReaders, cameras, electronic games, or any other electronic devices are **not** to be brought to school or any school function. Cellular phones or any other electronic device may **NOT** be used during the school day (**this means from the time they arrive until 3:45**). If these items are brought to class, the staff or administration will confiscate them and return **after 2 days** to: (1<sup>st</sup> offense: the student) and (2<sup>nd</sup> offense: the parent). If confiscated on a Thursday it will not be returned until the next school day (this includes holidays). **This applies to all students!!** In certain circumstances (with administrative permission) students may use their phones in the office, under faculty supervision.

NOTE: These standards also apply to field trips and other off campus activities.

## TECHNOLOGY GUIDELINES

Use of the Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to computers and the internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read and accept the following rules for acceptable behavior. General school rules for behavior and communications apply.

1. Computer storage areas may be treated like school lockers. Administrators may review files and communications to maintain computer system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
2. The following are **not permitted**:
  - a. Accessing the Internet without permission and supervision, whether it be a school computer or personal cell phone/tablet.
  - b. Accessing or using personal social media accounts (Facebook, Twitter, Instagram, Pinterest, etc.)
  - c. Accessing or using personal e-mail unless directed by your instructor.
  - d. Accessing or using personal auxiliary storage devices (i.e. USB's, DVD's, CD's) unless directed by the instructor.
  - e. Sending or displaying offensive messages or pictures regardless of delivery method.
  - f. Using obscene language, harassing, insulting, or attacking others.
  - g. Revealing the personal address or phone number of yourself or any other person online without permission from your instructor.
  - h. Damaging computers, computer systems, or computer networks.
  - i. Violating copyright laws.
  - j. Using another's password.
  - k. Trespassing in another's folders, work, or files including personal storage devices.
  - l. Excessive use of printer and paper.
3. Violations may result in a loss of access as well as other disciplinary or legal action.

Some material on the Internet may be objectionable, but as a parent you accept responsibility for providing guidance to your child on Internet use, both inside and outside of the school setting, and for conveying standards for your child to follow when selecting, sharing, or exploring information and media.

## SOCIAL MEDIA ON/OFF-CAMPUS

Because of the day we live in and the onslaught of social media, FTCA has a "no tolerance" policy for the sharing of illicit and/or sensual pictures (including the person taking the picture, sending the picture, or sharing the picture); this includes but is not limited to texting, snapping, tweeting and so on.

Once something is posted on social media, it becomes public knowledge. If it is reported to the school with tangible evidence, we will have no choice but to take action. (See Code of Conduct, Page 6)

## HOMECOMING DANCES & PROMS

Because of the close, physical contact that dancing encourages, FTCA does not endorse or host a homecoming or prom dance. FTCA's name, likeness, mascots, and images shall not be used to promote any event and convey or falsely portray events as official or sanctioned. This includes flyers, decorations, brochures, and electronic communications.

## ATHLETIC CODE OF CONDUCT

- 1) Students wishing to participate in athletics must commit to following the principles and philosophy of FTCA.
- 2) Student athletes must remember that participation in athletics is a privilege.
- 3) Student athletes must maintain a 2.0 GPA.
- 4) Student athletes must display Christian character and remember that honor, respect, effort, and intensity take precedent over winning an athletic event.
- 5) Student athletes must show proper respect for their coaches, sports officials, teammates, and spectators.
- 6) Student athletes will be held to a higher standard in the classroom and toward the teachers. Students should not expect special privileges. (Missed assignments, see Make-up Work on page 13)
- 7) Any athletic concerns will be directed to the school administrator for resolution.

## DISCIPLINARY ACTIONS

Detention after school or Friday school is the retention of students at school after school hours. Students will be strictly supervised and may have duties assigned. Students who are assigned to detention are required to bring all school textbooks or assigned books and assignments with pencils, pens and paper to complete work. Failure to do so will warrant additional time on another day in detention.

Suspension is removal of a student from participation in the normal course of school activities. In special cases, students can receive an indefinite suspension. We consider a suspension to be a serious disciplinary action. Parents will receive notification of the suspension and a copy of the action will be placed in the student's file. The administration will determine the length and conditions of the suspension. Students with a suspension must follow the same rules for make-up work as for unexcused absences. Students who are suspended from school may not attend games, or any school function on or off campus during the time of suspension. There will be a 50% reduction in the student's graded work for out of school suspension.

Expulsion represents the most extreme form of disciplinary action. Expulsion is the removal of the student as an enrolled member of FTCA. Expulsion will result when there has been a violation of law or a major infraction of the "Parent-Student Handbook." It is imposed in those rare instances when a student evidences a persistent and/or seriously inappropriate behavior that threatens the academic, social, or spiritual integrity of the school. Such behavior might include, but is not limited to, the following: stealing, lying, cheating, social misconduct, infliction of injury upon another person, damaging school or another student's property, possession and / or use of dangerous weapons, smoking tobacco, consuming alcohol, using illicit drugs, and / or the persistent evidence of a reluctance to behave in a manner that is consistent with the highest principles of Christian faith and practice as determined by the administration, faculty and staff.

Withdrawal: Students will be counseled to withdraw from school for unsatisfactory academic performance, a continued pattern of inappropriate behavior, or excessive class absences and tardiness.

## **SCHOOL POLICIES**

### **ADMISSION POLICY**

Attendance at FTCA is a privilege and admittance is by application only. Acceptance, including terms and conditions, is determined by administration. Applications are available from the school office and must be completed in full. The enrollment process is:

1. Submit a completed enrollment application, including a copy of the student's latest SAT or other basic skills test, most recent report card, current immunization record, copy of birth certificate, copy of social security card, along with the application and registration fees.
2. Administration will interview the applicant and his/her parents.
3. Following the interview with administration, the student may be scheduled for testing, if necessary, to determine the student's working grade level.
4. A child must be four by September 30<sup>th</sup> to enter K4, or five by September 30<sup>th</sup> to enter K5. Child must be potty trained before entering school.

### **ATTENDANCE POLICY**

Regular attendance in class is essential to the student's success in school. Good attendance by all students promotes learning without interruption. One can never make up or adequately compensate for absence from the classroom. All parents are asked to use good judgment and not allow their student to be absent unless it is necessary. A parent's attitude about regular attendance and punctuality will be transferred to the student. If the parent thinks these values are unimportant then the student will think they are unimportant. While it is not always possible, parents are asked to make all appointments, including doctor and dentist, outside of school hours.

1. School hours (Monday – Thursday) – 7:50 a.m. until 3:30 p.m.
2. Students are NOT to arrive on campus before 7:30 a.m. **Students are to be off the campus or checked into After-school Care by 3:45 p.m.** Students who have business with a teacher or other faculty member before or after school or who are engaged in a school-sponsored activity are the exception to this standard.
3. Tardiness is a form of “rudeness”. It demonstrates little or no esteem for another's time. When a student enters the classroom after the class has begun, it disrupts the class and steals time the other students' parents have paid for.

Students are considered tardy after 7:48 a.m. The school's clock determines this time. Classes begin at 7:50 a.m. Students should arrive on campus in time to be in their desks and ready to begin work at 7:50 a.m. When arriving after 7:50 a.m., parents and students **MUST** come to the school office, explain the reason for tardiness, and student will receive a tardy slip. **If a student is excessively tardy, it will be dealt with by the administration.**

#### **Elementary Tardy Policy:**

For every four (4) unexcused tardies in one quarter, the student will receive one (1) unexcused absence.

#### **High School Tardy Policy:**

Students who are tardy will be recorded/compiled by periods. Students arriving late to school must check in with the office before entering class.

Drivers will lose driving privileges after **three (3)** late arrivals to school (in one quarter), for an amount of time determined by the administrator.

**Class assignments missed or not turned in on time due to an unexcused absence or tardy will receive a ten percent (10%) reduction in grade when graded.**

Leaving the classroom repeatedly to get forgotten materials such as but not limited to textbooks, notebooks, study guides, paper(s), writing instruments, when documented by the teacher, may be classified as a class disruption and in-turn can be recorded as a tardy.

4. Absences:

Experience tells us that one of the best ways to SUCCEED in school is to be present every day.

**Call the office by 9:00 AM if you would like to pick up the student's work for that day.**

A. **Excused Absence**

Illness, medical appointments, funeral of a close friend or relative, court appearances, legal quarantine, inclement weather that is dangerous to life or health, or severe family emergency are acceptable excuses for absences. All other absences are unexcused.

**\*If a student is absent for an out of school function (i.e. college tours, Nutcracker/dance performances, etc.) the student will receive an absence, but it will be excused if decided so by administration before the event.**

B. **Make-up Work**

Work must be made up in a timely fashion (one day absence = one day to make up work). A student can make up work for full credit, when the absence is excused. If an absence is unexcused and a test is scheduled on the day or days missed, before the student's absence, and the student was made aware of this test, then the student will be responsible for making up said test on the day he or she returns to school. Any assignment due on the day missed must be completed and the student must be prepared to turn in the assignment on the day they return to school.

**Athletes:** In the event of an away game, all athletes will be responsible to get their missed assignments before they leave campus. Some away games may warrant a late arrival for the next school day. This will be determined by the administrator. Athletes will be held to the same make-up work policy as an excused absence.

**In all cases the STUDENT will be responsible to see that his/her work and tests are made up.**

C. **Unexcused Absence**

All absences not listed as excused above are considered unexcused. Students with unexcused absences must follow the same standards for make-up work as for excused absences. Students with unexcused absences, will receive a **10% reduction** in the grade received for the make up work given. In all cases the **STUDENT** has the responsibility to see that his/her work and tests are made up. Suspensions from school are unexcused, see section E.

D. **Readmission following an absence (Excuse Notes are due within 48 hours of return)**

Following an absence, students will present a note to the office, signed by a parent or guardian or an excuse from the doctor's office. If the parent or guardian writes the note it is to be specific as to the cause of the absence. Absences will only be marked excused when a valid excuse is turned in within 48 hours. "Please excuse John's absence" is not acceptable.

Junior/Senior high school students signing out and returning to school on the same day must present a parent or doctor note at the time of return.

E. **Suspension**

Assignments/tests made up after suspension will result in a 50% reduction on all grades earned.

- F. **High School absences** are counted per class period for possible non-credit in that class. **Four** or more absences (excused or unexcused) within one quarter may result in the student losing credit in that subject or grade for the quarter. The parent or guardian must submit an appeal letter to the principal explaining the absences. **Elementary Absences** are counted by half day or whole day and will be determined by the student's minutes attended. **Four unexcused** absences per quarter may result in failure for the year.
- G. Early Dismissals – All students who leave campus during the school day **MUST** be checked out in the office by a parent or guardian. Your child will not be called from class until you have arrived to sign them out, please arrive at the school allowing ample time for your child to prepare to leave.

**\*\*PLEASE DO NOT REQUEST AN EARLY DISMISSAL AFTER 3:00 P.M.\*\***

### **HOMEWORK POLICY**

HOMEWORK is an integral part of the school program. It is assigned to aid the student in learning discipline and to advance his or her studies. The work assigned to be done outside the classroom is not just "busy work" but is vital and necessary to the academic success of the student. Homework assignments will not be accepted by email unless requested by the teacher.

### **FINANCIAL POLICY**

TUITION IS CALCULATED BASED ON THE ENTIRE SCHOOL YEAR; THEREFORE, NO DEDUCTIONS ARE MADE FOR VACATIONS, SCHOOL HOLIDAYS, STUDENT'S ABSENCE DURING THE SCHOOL YEAR, OR GRADUATING SENIORS.

- Tuition, bus fee, and ASC are due on the first of each month and are late after the 10<sup>th</sup>.
- There is a \$25.00 late payment fee for **each child** if payment is not received by the 10<sup>th</sup>.
- If payments have not been received by the 10<sup>th</sup> of the month, or if you have not contacted the business office, the student(s) will be dismissed. If the 10<sup>th</sup> falls on a weekend or a holiday, payment is due by close of business on the last school day preceding the 10<sup>th</sup>.
- There is a \$30.00 service fee for each returned check. If the NSF makes the monthly payment fall after the 10<sup>th</sup> of the month then you will be responsible for the \$25.00 late fee as well. Any account that has two checks returned to the school for insufficient funds, will be on a cash or cashier check basis only.
- If a student attends school for any portion of the month, tuition is required for the full month.
- **If you choose not to ride the bus for a month and/or do not pay the Bus Fee, you will lose your spot if there is a waiting list. If you are suspended from the bus, you must still pay the Bus Fee or lose your spot.**
- Students are held accountable for lost or damaged textbooks, workbooks, and library books.
- Any student who withdraws must complete the necessary withdrawal forms with the school office. Prior to withdrawal all textbooks (belonging to the school), library books, sports uniforms and school property must be turned in or paid for in full. Report cards, records or transcripts will not be released until all accounts are settled.

## FUNDRAISERS

Because FTCA does not receive any government funding, we use fundraisers to help generate funds for our school. Parents are required to participate in one fundraiser per year. The income from these fundraisers are used to improve the quality of the school.

## HEALTH POLICY

1. **ILLNESS: DO NOT** send any student suspected of being ill to school. Students with communicable diseases are ineligible to attend school. The welfare of the rest of the class is not worth a perfect attendance certificate.
2. **EMERGENCY PHONE NUMBERS:** Please be sure that the office has current information on phone numbers and contacts. It is imperative that we are able to reach you in an emergency. Please **do not** list yourself as the emergency contact. Emergency contact is someone we can reach if we cannot reach you and it must be someone who lives here **locally**.
3. **TIMES WHEN CHILDREN ARE NOT ALLOWED IN SCHOOL:**

FEVER: With a temperature of 99 degrees or above, your child should remain home until he/she is fever free for **24** consecutive hours **WITHOUT MEDICATION**.

VOMITING: Your child should NOT return to school if he/she has vomited within the last **12** hours.

DIARRHEA: Your child should NOT return to school if he/she has had diarrhea within the last **12** hours.

UNDIAGNOSED RASH: Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox, or some other contagious disease. A readmit slip is required from your physician.

PINK EYE (conjunctivitis): Pink eye is very contagious. Your child must be treated and obtain a readmit slip from a physician before returning.

LICE: If your child is found to have lice/nits, the following procedure will occur:

1. The student will be sent home immediately and not allowed to be readmitted for a minimum of 72 hours.
2. The student must be treated and **MUST BE NIT FREE** before returning to school.
3. After 72 hours, the student must come to school with dry hair and be checked by the school nurse/administration.
4. If the student is found to have nits in his/her hair, the student will not be allowed to return for 48 hours. Upon return, the child must have dry hair and will be checked again.
5. Each successive time the student is found to have nits, he/she will not be allowed to return for 48 hours.
6. It is **imperative** the child is **nit free** before returning to school.
7. The sibling of the student and his/her classmates must be checked for lice and nits.

POISON IVY: Poison Ivy is very contagious. All areas must be covered (i.e. bandages, long sleeve shirts). If the area cannot be covered, the student must stay home until the poison ivy is cleared or small enough to be covered.



MONO: If your child is diagnosed with mono, you must obtain a readmit slip from a physician before returning.

***\*\*There are times when your child looks and feels too ill to study or learn at school. If so, there is no point in that child being at school. In such cases, it would be better to keep them at home.***

### FIRST AID

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent will be notified. THE SCHOOL OFFICE/NURSE CANNOT:

1. Treat old wounds, cuts, remove splinters, etc.
2. Treat skin diseases (itch, impetigo, poison oak, etc.)
3. Diagnose/treat pinkeye
4. Diagnose illness

### MEDICATION POLICY

Medication to be given at school requires written instructions from a physician, parent or guardian. The student's name, name of the medication, dosage amount, and time to be administered MUST be clearly stated and accompany ALL medications on the appropriate school medication form.

Medications to be administered during school hours must be brought to the school office by a parent or other responsible adult. Medications MAY NOT be administered in the classroom.

Prescription medications MUST be in pharmacy bottles. All the information must be correct. Doses will be administered exactly as written on the label.

If your child requires frequent medications of this nature, the parent must bring the medication in the **appropriate bottle** to the office, fill out and sign the school medication form giving permission to dispense medication to your child. (i.e.: Tylenol, Motrin, Pepto Bismol, cough drops, etc) **\*\*Medication MUST be in original bottle (Ziplocs or other containers WILL NOT be accepted).**

### SECURITY POLICY

FTCA has a **closed campus** policy. Once students arrive at school they may not leave until the school day is over, unless approved by administration and/or a parent. In addition, closed campus means that students may not leave to eat lunch or to purchase a lunch and return to campus. You as a parent, may check your child out for lunch, but they are not to return to campus.

- To maintain security concerns and to not interrupt instruction, unannounced visitors to FTCA are forbidden.
- Visitor's Pass: Anyone coming on campus for any reason MUST first come to the school office to sign in and get a pass. The visitor should sign out when leaving the campus. Parents are welcome to come on campus to eat lunch with their child(ren), outside food is allowed; parents **MUST** obtain a visitor's pass either from the office or the cafeteria. Other visitors, however, must have prior permission from the principal to visit the campus for lunch or any other reason.
- Student Check-out: To remove a child from school before dismissal time, a parent or other authorized adult must come to the office and sign the student out (exception: students who drive to school may be checked out by parent via phone call or written permission for appointments ONLY). If students will be returning to campus on the same day they must provide documentation of said appointment to be admitted to school. **STUDENTS MAY NOT BE CHECKED OUT AFTER 3:00 P.M.** (except in case of emergency). Not wanting to wait in car line is NOT considered an emergency.

- **FTCA STRICTLY ADHERES TO COURT ORDERS IN CASES OF CUSTODY DISPUTES.**

## **EMERGENCY PROCEDURES**

Each year our teachers are trained and receive a handbook on all our emergency procedures.

**Fire:** In case of a fire emergency or drill, the signal to evacuate the building will be given. Evacuation plans are posted in each classroom and other areas of the building. Each teacher will instruct students regarding specific procedures.

**Tornado:** In case of tornado emergency or drill, there will be an announcement for students and teachers to move into a place of safety and take precautionary positions. When students are asked to assume the “tornado position” they are to do the following:

- 1) Sit on the floor facing the wall.
- 2) Remain quiet until the “all clear” is sounded.

## **SEXUAL HARASSMENT POLICY**

Faith Training Christian Academy recognizes that harassment based on gender is a violation of both federal and state discrimination laws. The school is committed to providing learning and co-curricular environments that are free from sexual harassment where all students and employees can work together comfortably and productively.

Sexual harassment will not be tolerated from students, employees or non-employees or anyone else having contact with FTCA. All students are assured that they may file a complaint concerning sexual harassment without fear of retaliation by any employee, peer, or alleged harasser. Complaints of retaliation will be promptly investigated and perpetrators will be subject to disciplinary action.

Any student found guilty of sexual harassment, or to be in violation of this policy, shall be subject to disciplinary action according to the findings of the investigation. Disciplinary action may include: a written warning, suspension, or expulsion.

Forms of sexual harassment include:

1. Verbal harassment, such as derogatory comments, jokes, or slurs;
2. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement;
3. Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures

**Procedure:**

If any student perceives comments, gestures or actions from any student, employee, or non-employee, to be offensive the student should notify the principal or teacher. If a teacher is aware of the allegation (s), they should notify the principal. The principal who becomes aware of any allegation (s) of sexual harassment will immediately undertake investigation. After completing the investigation appropriate action will be taken.

## **SCHOOL PROCEDURES**

### **CAR POOL PROCEDURE**

1. Students will be permitted to leave school only with the parents or persons authorized by a parent on the enrollment form in the office, unless a parent sends WRITTEN notification that morning or permanently adds that person to the list of persons authorized to pick up his/her child(ren).

2. **TEMPORARY** car pool change: **The administration will not accept a student's word for alternate arrangements.** The child will be sent home with his/her regular ride unless the school is notified. Notify the change in carpool, by sending a note with your child, or you may call the school office as soon as you know a change should become necessary during the school day.  
**\*\*DO NOT TEXT FACULTY WITH CHANGE TO PARENT PICKUP. \*\***
3. Patience and courtesy are encouraged during the early days of school as the system improves. The system is designed to ensure safety and fair treatment of students and parents. We appreciate your cooperation. **IF YOU MUST HELP YOUR CHILD BUCKLE UP, PLEASE PULL FORWARD SO THAT THE LINE CAN PROCEED.**
4. Parents will have a sheet with their child's name on it to be displayed in the windshield. **It is important for the names to be displayed EVERY afternoon to speed up the pick-up process. KEEP THEM DISPLAYED UNTIL YOUR CHILD HAS BEEN PICKED UP.**
5. **STATE LAW PROHIBITS CELL PHONE USE INSIDE OF SCHOOL ZONES.**  
(School zone for elementary is from stop sign on Mechanic Street back around to same stop sign; high school from East Texas bridge to cut-off bridge).

#### **MORNING DROP-OFF PROCEDURE**

- A. Entrance for parents of children in grades Pre-K through 6<sup>th</sup> will be by East Mechanic Street. Please do not allow your child to exit the vehicle without a faculty member present to assist.
- B. Parents with children in grades Pre-K through 12<sup>th</sup> will be by East Texas Street. (Students in grades 7<sup>th</sup> through 12<sup>th</sup> will be dropped off at High School entrance and then parents will proceed to the elementary to drop off children in grades Pre-K through 6<sup>th</sup>.)
- C. **ALL elementary students must be dropped off at the FRONT entrance of the elementary building. This includes siblings of high school students.**
- D. **After the first 2 weeks of school, students MAY NOT be walked into the school building. They must be dropped off through the car line.**

#### **AFTERNOON PICK-UP PROCEDURE**

- A. Parents of children in **Pre-K through 6<sup>th</sup> grade only** will use East Mechanic Street entrance.
- B. Parents with children in elementary **and** high school will enter on East Texas Street and exit on North Street (the students in grades Pre-K through 6<sup>th</sup> with siblings in the high school building will be picked up in the high school loading area). High school student **MUST** walk to elementary and pick up younger siblings and escort them to loading area. If high school student is not in attendance during loading time, the younger sibling must be picked up in the elementary pickup line. No elementary students may be picked up in the high school line without an older sibling in Jr. high or High School.
- C. For security reasons, all students must be picked up through the car line. **You MAY NOT walk up to pick up your child.** If this happens you will wait until the last car has gone through the line.

## LATE PICK-UP PROCEDURE

1. "Late" is according to the school's clock.
2. Children not picked up by **3:45 P.M.** will be sent to After School Care, in which case appropriate fees will apply.
3. If a parent knows they will be late in picking up their child(ren) they may call the office in advance and the child(ren) will be sent to After School Care.

## STUDENT DRIVERS

Students who drive cars to school must park and leave them until school is dismissed and they are ready to go home. Students should vacate their cars within three minutes after arriving on campus. Student vehicles should be parked in front of the gym facing the creek or from the flag poles in front of the gym to the light pole in front of the high school. Student drivers will be held responsible for late arrival. See Tardy Policy page 12.

## SCHOOL RECORDS

1. Copies of student grading and testing records are available to parents upon request. **Allow 3 school days to get copies of your records upon your request** (this includes progress reports, report cards, transcripts, and other school records). Permanent records will be forwarded to the next school upon the new school's request.
2. A permanent cumulative record will be kept for each student.
3. Report cards will be issued every nine (9) weeks. Progress Reports will be sent out at the half way point of each nine-week period.
4. All graded items are entered in our Home Portal. You will be provided a login for yourself as well as your child. You can keep track of grades, attendance, and upcoming events that are posted.

## PARENT CONFERENCES

1. Conferences may be scheduled at the principal's, teacher's, or parent's request.
2. A parent may send a note requesting a conference or call the school office and make the request. Teacher/parent conferences will be scheduled during a teacher's break or at the convenience of the teacher and parent.
3. **It is inappropriate and unacceptable procedure for ANYONE to enter a classroom unannounced to confer with a teacher before school begins, to interrupt a teacher during school hours, or to enter a classroom unannounced after school.**
4. Teachers may not leave class during class time to confer on the phone. The office will be happy to take a message and have the teacher return your call at her/his earliest convenience. **Do not text a teacher, faculty member or secretary during school hours. Please call the office to relay any messages.**
5. Please use discretion when contacting teachers at home after school hours. Reserve this procedure for extreme emergencies only.
6. To avoid classroom interruptions, please come to the school office to deliver forgotten items or messages.

## CANCELLATION OF SCHOOL

In the event of weather-related emergency, the school will use local radio stations (93.5 or 105.7) to broadcast information about school closures. Closures will also be posted on the school Facebook page and sent out via Remind text app. As a rule, we will follow the Vernon Parish School Board's decision for all weather-related closures.

## GRADING SCALE

Students in grades K – 12 will be graded by employing the following numerical scale:

- A – 100-93
- B – 92-85
- C – 84-75
- D – 74-67
- F – 66-0

- .5 averages will be carried to the next number (example: 89.5 will become a 90.0).
- Grade point averages will be determined by the following:
  - A – four (4) quality points
  - B – three (3) quality points
  - C – two (2) quality points
  - D – one (1) quality point
  - F – zero (0) quality points
- Students must earn a minimum of four quality points for a 1.0 GPA, (based on the four quarters of the school year) in a subject to pass that subject for the year.
- **A student must earn a minimum of one half (2) of these quality points in the second semester of the school year to receive credit for a full year course.**
- **Quality points will be the same for college/dual credit classes as they are for a regular high school class.**
- **Students not performing at a satisfactory level academically (minimum of a D) in more than one class at the end of a grading period will be subject to be dismissed from FTCA. Students failing BIBLE class for the year will be subject for dismissal.**
- **Students who fail two major subjects in elementary may not promote to the next grade.**

## GRADUATION

Students in K5 and 12<sup>th</sup> grades will participate in a graduation ceremony in May. Twelfth (12<sup>th</sup>) grade students will graduate approximately ten (10) days prior to the last day of the school year.

The students are given special awards they have earned during the school year. The two most coveted academic honors recognized during senior graduation are class valedictorian and salutatorian. The two honors listed above are determined by the overall GPA of the student's 9<sup>th</sup> through 12<sup>th</sup> grades. A student must be present for the last two semesters to be eligible for these honors.

## LUNCH AND SNACKS

Hot lunches are available Monday through Thursday for \$4.00 a day, made payable to **Family Worship Center or FWC**. Students may bring a sack lunch (**no sodas for elementary students, please!**) and microwave ovens will be provided.

**Please note:** Hot lunch bills are separate from tuition and may not be paid together. **Put all lunch money in an envelope with student's name, lunch, and amount of payment.** (i.e. Jane Doe, Lunch, \$20.00)

**Each student's lunch account must be kept current. Students with an outstanding balance of \$20 must bring a lunch until the account is cleared. They will not be allowed to charge lunches or ala carte items.**

Cookies, cake, etc may be sent for the entire class for birthdays. Be sure to notify the teacher **at least 24 hours in advance.**

Forgotten lunches should be brought to the school office or to the cafeteria but **NOT** dropped off in the classroom.

## HOLIDAYS

We do not observe the following holidays: Halloween and Mardi Gras  
Do not send any candy or beads to school to celebrate either of these holidays.