

## **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 5, and a Jr/Sr High School which serves grades 6-12.

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.

## **MISSION STATEMENT**

The mission of Faith Training Christian Academy is to glorify God by assisting parents in the equipping of their children to fulfill God's purpose for their lives in a trusting, inspiring, and accepting environment based on a Biblical world view (Proverbs 22:6).

## **STATEMENT OF FAITH**

We believe the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct (2 Timothy 3:16).

We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit, Creator of all things (1 John 5:4-6).

We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal, future return to this earth in power and glory to rule a thousand years (1 Cor. 15:3; 1 Peter 2:21-24; John 3:16).

We believe in the resurrection of the dead, the eternal happiness of the saved, and eternal punishment of the lost (John 5:24, 28, 29).

We believe in personal salvation of believers through the shed blood of Jesus Christ.

We believe in the Christian's hope: the soon coming, personal return of the Lord Jesus Christ (1 Thessalonians 4:16-18).

## **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). As a result, 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.

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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 and academic training of their children.
- 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.

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### **VISION**

Increase the Kingdom of God

Teach from a Biblical-world view

Promote high academic standards

Develop a school culture that is edifying, nurturing and inspiring

Teach the morals and values of the Christian faith

### **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.

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## Patriotic

Daily, students pledge their allegiance to our country and to God. The school also promotes President's Day and has a special Veteran's 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, Junior & Senior High Beta Club, 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 students and parents or open house for 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.**
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.
8. Parents are to be dressed appropriately (in the same spirit of the student dress code) while on campus for any school activity.

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## SCHOOL CODES

### 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 spirit shirts (school logo, FTCA club logo, senior shirt, etc.) or a regular uniform shirt. Also on Thursdays, the student may wear 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 nine (9). 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.

All students must wear complete uniforms beginning the first day of school. The uniform should be CLEAN, neat (no wrinkles), and not tight. Uniform shorts and slacks must be khaki or navy. **They must be uniform style.** Hems may not be rolled. No hats or caps should be worn to school. Shirts should be tucked in at all times except during physical education classes or on the playground.

Shorts, skirts, and jumpers must be khaki or navy and worn no shorter than the top of the knee. Belts must be worn if slacks or shorts are constructed with belt loops. As in all matters, the administrator or his/her designee is the ultimate authority regarding the suitability of school dress.

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.

**NOTE:** Parents are expected to make sure that their students are dressed in clean clothes in accordance with the school dress code and may not deviate from it. In all issues of dress, the administration reserves the privilege of final judgment as to the appropriateness of dress. If an outfit is questionable, ask first.

**HAIR:** A student's hair should be clean, neat, and not draw attention to the student; hair must be kept out of the student's eyes and not cover the ear. Boys' hair should be off their collars (no ponytails, rat tails, mo-hawks, faux hawks etc).

**JEWELRY:** A student's jewelry should be appropriate for school and safe for recess and physical education classes; therefore, excessive jewelry will not be allowed. Boys may not wear earrings or bracelets (except medical). Nose rings and other body piercing, etc., are not allowed at school.

**GENERAL:** Students may not wear hats or caps, hairnets or other types of head coverings. Boys may not wear make-up or tattoos and **must keep facial hair shaved**. Girls may not wear excessive amounts of facial make-up, outlandish styles of make-up, or tattoos of any type.

“Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the indefinable beauty of a gentle and quite spirit, which is of great worth in God's sight” (1 Peter 3:34).

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## **DRESS CODE CONTINUED**

### **Girls and Boys**

- Khaki/navy uniform slacks/capris with belt if appropriate (**no sagging pants**)
- Khaki/navy uniform shorts (also referred to as walking shorts), with belt if appropriate (**no shorter** than the top of the knee)
- No **large** cargo pockets on jeans, shorts, or pants allowed
- Girls may wear the plaid (red/white/navy) skirt from Land's End.
- Holes, rips, tears, etc. (intentional or not) **will not** be allowed (including blue jeans).
- Solid red, white, or royal blue oxford or polo shirts with collar (long or short sleeves) or turtleneck shirts neatly tucked in (short sleeve or long sleeve shirts worn under the school polo shirt must be **school color**)
- Girls may wear open toed sandals with backs. Boys 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 (knee or ankle) and must be visible above the shoe. The pair must be the same color. Leggings may be worn with skirts or jumpers but must be plain and be a school color.
- Jackets, sweaters, or sweatshirts **must be school colors with no markings**. Colors must be red, white, royal or navy blue. No black, gray, denim or camouflage (with the exception of previously purchased school sweatshirts)  
No writing or pictures are allowed **except for the school name and logo**  
**NO AMERICAN EAGLE, HOLLISTER, NIKE, COLLEGE NAME, ETC.**
- Uniform shirts must be worn underneath all sweaters and sweatshirts.
- Sweatshirts may not be oversized and sleeves may not hang below the wrist.

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

A Faith Training Christian Academy T-shirt with jeans (solid color; 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 following will occur:

1. For the first offense the parent will be called to make immediate arrangements for a change of clothing.
2. Further offenses will result in detentions.

## Grooming Standards

Boys: Hair must be worn out of the eyes, off of the collar, and the ear must not be totally covered. No hairstyles are permitted which would draw attention to the student or be a detriment to the testimony of the school. Male students are **NOT** allowed to change their hair color. Boys should 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. Only two pairs 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. There will be no extreme changes of hair color. **No** body piercings allowed. Tattoos of any form are **NOT** allowed.

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## HONOR CODE

In all of 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 or giving or receiving unacknowledged assistance in academic work, and 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.

## 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 or country
3. Show evidence of practices of dishonesty or slothfulness which would dishonor the name of Christ and FTCA.

SCHOOL RULES: School rules are designed to foster a safe, nurturing academic and social environment. These rules are based on Biblical principles and in some cases, also State and Federal law. The school reserves the right to take appropriate action for any violation of FTCA School Policy at any time **whether the infraction occurs on or off campus**. The following are strictly forbidden and may be grounds for suspension or dismissal:

1. The use, purchase, possession or distribution of alcohol, drugs or drug related materials. 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. 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. 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 other emergency equipment.
3. Absence from campus without permission. For safety reasons, students may not leave campus without proper authorization.

4. Students are forbidden to use or possess tobacco products. Use of tobacco (smoking or dipping) in the school building or on campus may be grounds for dismissal.

**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.

### **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.”(11 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. 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.
4. Classes will be dismissed by the teacher. Do not be discourteous by getting up before you are dismissed.
5. Students entering a class which is in progress, should wait quietly to be recognized by the teacher before making a request.
6. Lights, cooling, heat, etc., are to be adjusted by **teachers only**.
7. 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.
8. Eating and drinking in class is strictly forbidden. Gum chewing is not allowed at any time, anywhere on campus.
9. Toys are NOT to be brought to school. Exception: Show and Tell Days may be scheduled by the teacher.
10. Radios, CD players, CD's, MP3 players, iPods, cameras, and electronic games are not to be brought to any school function. If any of these items are brought to school, they will be confiscated by the staff or administration and may be kept until the end of the school year.

Cellular phones or any other electronic device may **NOT** be used during the school day. If these items are brought to class they will be confiscated by the staff or administration to be returned **after 2 days** for the 1<sup>st</sup> offense and **after 1 week** for the 2<sup>nd</sup> offense. The 3<sup>rd</sup> offense will result in



**a suspension.** (If confiscated on a Thursday it will not be returned until the following Monday).  
**This applies to all students!!**

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

## **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.
- 7) Any athletic concerns will be directed to the school administrator for resolution.

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## **DISCIPLINARY ACTIONS**

Detention after school or Saturday 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. For in-school suspension, there will be a 20% reduction in the student's graded work. 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 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. The applicant and his/her parents will be interviewed by administration.
2. Following the interview with administration, the student may be scheduled for testing, if necessary, to determine the student's working grade level.
3. 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 registrations fees.
4. If the administration determines that the student will have a successful experience at FTCA the parents of the student will be notified of the student's acceptance and will be asked to come to the school office to complete the necessary forms and the remaining financial matters.

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### 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 absolutely 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 also. 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 in reality steals time the other students' parents have paid for.

Students are considered tardy at 7:50 a.m. This time is determined by the school's clock. 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 receive a tardy slip. Excessive tardies will be dealt with by administration.

#### 4. Absences:

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

##### A. Excused Absences:

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 absence. All other absences are unexcused. A student is allowed to make up work when the absence is excused. Work must be made up in a timely fashion (one day absence = one day to make up work).

B. 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. There will be a 20% reduction in graded work for In School Suspension and a 50% reduction if the student is suspended from school.

C. Readmission following an absence:

Following an absence, elementary students will present a note to their teacher signed by a parent or guardian explaining the absence. The note is to be specific as to the cause of the absence.

Junior/Senior high school students returning to school after an absence are to obtain an admit slip from the office before school begins. The student is to bring a note from one of his/her parents or doctor stating the reason for the absence. \*If after three (3) days a note has not been received in the office, the absence is unexcused.

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D. In all cases the STUDENT has the responsibility to see that his/her work and tests are made up.  
**Call the office by 9:00 AM if you would like to pick up the student's work for that day.**

E. Eight or more absences (excused or unexcused) within one semester may result in the student losing credit in that subject or grade. An appeal letter must be submitted by the parent or guardian to the principal giving an explanation of the absences. Students who exceed eight absences may be required to attend Saturday School. High School absences are counted per class period for possible non-credit in that class.

F. Early Dismissals – A student checked out before 11:30 A.M. will be considered absent for the day. All students who leave campus during the school day **MUST** be checked out in the office by a parent or guardian. **ALL** returning students must sign back in and receive an admit slip to their class from the office.

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

### **FINANCIAL POLICY**

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

- 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 received after 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 still due by the 10<sup>th</sup>.

- There is a \$30.00 service fee for each returned check. If a family has two checks returned to the school for insufficient funds, all accounts 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.
- 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), 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.

### **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**.

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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 any 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.

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 the child at home.

**A child MUST be POTTY-TRAINED before entering FTCA.**

### 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 deep splinters, etc.
2. Treat skin diseases (itch, impetigo, poison oak, etc.)
3. Diagnose/treat pinkeye
4. Diagnose illness

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### 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 of 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 tablets in the **appropriate bottle** to the office and fill out the school medication form and sign giving the school permission to dispense medication to your child. (ie: 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 a parent. In addition, closed campus means that students may not leave for lunch under any circumstances unless accompanied by their own parent or guardian.

- To maintain security concerns and to not interrupt instruction, unannounced visitors to FTCA are forbidden.

- Visitor's Pass: Anyone coming on campus to volunteer or for any other 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 encouraged to come on campus to eat lunch with their children and do not need a visitor's pass. Other visitors, however, must have prior permission from the principal to visit the campus for lunch or for 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. **STUDENTS MAY NOT BE CHECKED OUT AFTER 3:00 P.M.** Not wanting to wait in car line is NOT considered an emergency.
- **FTCA STRICTLY ADHERES TO COURT ORDERS IN CASES OF CUSTODY DISPUTES.**
- **CELL PHONE USE IN OUR SCHOOL ZONE IS PROHIBITED BY STATE LAW.**  
(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.)

### **SEXUAL HARASSMENT POLICY**

Faith Training Christian Academy recognizes that harassment on the basis of 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.

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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. You should 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 pick-up.**
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 have to help your child buckle up please pull forward so that the line can continue.**
4. Parents will have a sheet with their children's name on it to be displayed in the windshield. The students will be called over the intercom. **It is important for the names to be displayed every afternoon in order to speed up the pick-up process. Keep them displayed until your child has been picked up.**
5. MORNING DROP-OFF PROCEDURE:
  - A. Entrance for parents of children in grades Pre-K through 5<sup>th</sup> only 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 6<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 5<sup>th</sup>.)

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6. AFTERNOON PICK-UP PROCEDURE:
  - A. Parents of children in Pre-K through 5<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 5<sup>th</sup> with siblings in the high school building will be picked up in the high school loading area).

#### **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.

#### **SCHOOL RECORDS**

1. Copies of student grading and testing records are available to parents upon request. 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.

### **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 or parent.
3. **It is inappropriate and unacceptable procedure for ANYONE to enter into a classroom unannounced to confer with a teacher before school begins or to interrupt a teacher during school hours.**
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.
5. Please use discretion when contacting teachers at home after school hours. Reserve this procedure for extreme emergencies only.
6. In order to avoid classroom interruptions, please come to the school office to deliver forgotten items or messages.

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### **CANCELLATION OF SCHOOL**

In the event of a 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.

### **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 in order 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.**

## 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. K5 students will graduate on Tuesday of the last week of school.

The students are given special awards they have earned during the school year. The two most coveted academic honors recognized at the senior graduation ceremony are the class valedictorian and salutatorian. These are determined by the overall grade point average from the 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.

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## LUNCH AND SNACKS

Hot lunches are available Monday through Thursday for \$4.00 a day, made payable to **Family Worship Center**. Students may bring a sack lunch and microwave ovens will be provided. **Please note:** Hot lunch bills are separate from tuition and may not be paid together.

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

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

## EMERGENCY PROCEDURES

Fire Drills: 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 Drill: In case of a 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.

### **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.

### **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.

### **AUTOMOBILES**

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.

### **FIELD TRIPS**

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 (at the bottom of the Enrollment Form) during orientation or open house 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.

## **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 on the basis of race, color, national and ethnic origin in administration of its educational

policies, admissions policies, athletics, or other school administered programs.