



# **Fairfield Christian Academy**

## **Parent and Student Handbook**

**Grades K-12**

***Revised August 2024***



## *Introduction to this Handbook*

Dear Parents and Students,

Moses knew the value of Godly education. In Deuteronomy 11:18,19 he reminds parents to “Fix these words in your hearts and minds...Teach them to your children, talking with them when you sit at home and when you walk along the road, when you lie down and get up.” In his day, families lived closer together, spending large amounts of time in each other’s lives. Some things have changed. In today’s society the family is more mobile and may share only a few hours or even moments together daily in meaningful communication, but the responsibility for raising a child has not changed. Even in our very secular society, the role of parenthood in a child’s education is clearly understood.

Although billions of dollars are spent each year establishing systems where the role of education is designed to share this responsibility, there is abundant evidence no public substitution exists for the teaching of Christian values—no matter how accomplished a student may become in the study of other subjects. This is why hundreds of local families are looking for partners to share in this responsibility. Fairfield Christian Academy exists for this purpose. We are partners with parents in pointing young men and women to the Lord Jesus Christ, and to His ideals. The study of the Bible, when placed alongside other academic disciplines, becomes an integrated pathway for a fulfilled, informed, and balanced life.

In this environment, students also learn how to express their faith and to cooperate with one another. This too is also a learning process. Counter to a culture that exploits conflict and individualism, the Christian is challenged, “If it is possible, as far as it depends on you, live at peace with one another.” (Romans 12:18) The Christian school seeks to provide a climate of acceptance and affirmation of each child, while promoting the highest ideals of Christian conduct and achievement.

Our dedicated, gifted teachers and staff endeavor to fulfill these objectives for the students, parents, church and the greater Christian community they serve. We are wonderfully blessed with a team of teachers and staff who consider their work a sacred call of God. We teach to help children become competent, committed, and courageous. We are thankful that you are joining this vibrant ministry that will impact eternity one child at a time.

In His Service,

The Administration and Staff of Fairfield Christian Academy

**Pastor Scott Stem**  
*Senior Pastor*  
*Fairfield Christian Church*

**Mr. Craig Carpenter**  
*Superintendent*  
*Fairfield Christian Academy*

**Mrs. Laura Putinski**  
*Assistant Superintendent*  
*Fairfield Christian Academy*

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# **ORGANIZATIONAL FOUNDATIONS**

## **MISSION STATEMENT**

Fairfield Christian Academy partners with parents to educate and minister with excellence to the whole child - spiritually, academically, emotionally, physically, and socially - in a Christian community of faith.

## **VISION STATEMENT**

Fairfield Christian Academy equips preschool through 12<sup>th</sup> grade students with a Biblical worldview in concert with an excellent college preparatory foundation to impact their world as passionate, competent ambassadors for Christ.

## **EDUCATIONAL PHILOSOPHY**

Fairfield Christian Academy is founded on the understanding of God's Word, the Holy Bible. The school's total effort is directed toward a Christ-centered education to:

1. Support and reinforce Christian parents in fulfilling God's command to educate their children. Because of Christ's love and word, parents, children, and teachers can share in a fellowship that is eternal (Eph. 6:4; Deut. 6:6-9).
2. Assist the local church in its teaching (discipleship) responsibilities to the Body of Christ (Eph. 4:11-16).
3. Meet or exceed minimum local, state, and federal requirements in accordance with God's Word (Rom. 13:1-7).

We believe a Christ-centered education includes, at a minimum:

1. The concept that all truth is revealed in the person of Jesus Christ as taught in the Bible and as revealed in nature (Col. 1:15-23; John 14:6).
2. The concept that we promote an understanding of God and His creation from the perspective of developing a personal relationship with Him (Micah 6:8).
3. The concept that virtue (moral excellence) has a divine priority over the acquisition of knowledge (II Pet. 1:5).
4. The rejection of any view that requires a denial of Biblical truth as it might appear to conflict with scientific theories of discoveries. Children need to be taught scientific creationism and to be exposed to the false teaching of humanism and evolutionary theory.

To meet the goals of this philosophy, we have adopted the following criteria:

1. Our staff and faculty must be committed to holy living, continuous preparation, having a servant's heart and attitude, and personal professionalism.
2. The curriculum and the teaching should integrate Biblical principles in every subject area. Noah Webster stated, "An education without the Bible is useless."
3. The school exists to assist parents in their God-given responsibilities of educating their children, not to assume that responsibility. It is imperative that the parents and children be supportive of

this philosophy as practiced in the day-to-day operation of the school. This belief is set forth in our Family School Agreement contained herein.

4. A Christ-centered education should provide achievable, consistent, and clearly recognizable objectives that provide a challenging educational opportunity.
5. The Christ-centered education should reflect the Christian ethic in every area of student, staff, and faculty activities (Col. 3:17, 23).
6. All educational components should aid in achieving expected student outcomes addressing four areas: academic/thinking, worldview, spiritual formation and skill development.

The following guidelines for curriculum have been established:

1. The programs of instruction will be sequential and systematic.
2. The programs of instruction should teach students the processes of inquiry, discovery, and conceptualization which can be used in all areas of life.
3. Each student should experience success and progress in understanding all subjects to the fullest extent possible.
4. All teachers are responsible for developing skills and concepts as they become necessary within the context of each subject area. Fairfield Christian Academy provides the teaching staff with a series of continuing education opportunities to sharpen their skills.
5. Each child is created in the image of God with an individual learning style, so different approaches and materials are used to help each child reach his/her full potential in the classroom.
6. Cooperation in having three-way communication among the student, parent, and teacher is essential. This is a holy covenant of prayer, love, and support.

The contents of the curriculum should be both responsible to the needs of society to include the skills and concepts that students need as a foundation for their future and present a Biblical worldview.

## **STATEMENT OF FAITH**

We believe the following:

1. We believe the Bible to be the inspired, infallible Word of God (2 Timothy.3:16).
2. We believe there is one almighty and eternal God, existent in three persons: Father, Son and Holy Spirit (Matt. 28:19, John 15:26).
3. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death and resurrection, His ascension to His Father in heaven, and His eventual return in power and glory (Heb.1:3; Luke 21:27).
4. We believe that Jesus is the only way to eternal life in heaven and that apart from Jesus people are condemned to eternal damnation (John 3:3; John 3:5; John 3:16; John 3:18; John 14:6).
5. We believe in the present ministry of the Holy Spirit who enables us to live a Christian life (Acts 1:8) and cultivates within us the nature of Christ (Gal. 5:22, 23).
6. We believe a Christian lifestyle is one which reflects the core values listed in this handbook (Romans 8:6-8).



## **ACADEMIC AFFILIATION AND RECOGNITION**

Fairfield Christian Academy has a Charter from the State of Ohio Department of Education. All grades K-12 meet or exceed the standards set by the State. Although the school is hosted by and is a ministry of Fairfield Christian Church, it is an interdenominational body with a student body representing over 50 churches in Fairfield County and surrounding areas. The school also holds membership in the Association of Christian Schools International (ACSI).

## **DOCTRINAL POSITION**

God is blessing this ministry because we place Jesus Christ as the focal point of everything we do. The positions expressed in this handbook are intended to reflect that statement of faith. We will teach without compromising on the central message of the Word of God, and we will stand solidly behind the Statement of Faith that appears in this handbook. Even though we have many denominations represented in our student body, we have experienced great unity at Fairfield Christian Academy. We recognize that those of us who belong to the body of believers have some differences related to our particular denominations. When these particular issues are raised in our school, we refer students to their parents and their home churches for guidance and for answers.

## **CORE VALUES**

Fairfield Christian Academy will, without compromise, commit itself to the following:

**INTEGRITY: Maintaining a lifestyle that is above reproach.**

*A Christian should be honest, moral, and trustworthy in all dealings (Titus 1:8; Job 27:5; Prov. 11:3, 20:11; 1 Kings 9:4; Ps. 15).*

**RESPECT: An attitude that highly esteems those in properly placed authority.**

*Parents, teachers, employers, governmental authority, and church leaders have been placed in our lives by God. God gave us a Biblical command to honor them for our own good (Rom. 13:1-7; Heb. 13:7; 1 Peter 2:13-21; 1 Thess. 5:12-13).*

**OBEDIENCE: The outworking of the attitude of respect.**

*We are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as He has promised (John 14:21; Eph. 6:1-4; Rom. 13:1-7; Prov. 6:23).*

**SELF-DISCIPLINE: The ability to control one's thoughts and actions.**

*The goal is to have a life under control—self-disciplined by the Spirit of God (Gal. 5:22-26; Job 5:17; Prov. 16:32, 25:28; 1 Tim. 4:7, 8).*

**WISDOM: Understanding what is true from God's perspective, and doing what is right.**

*Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. If we do not respond to correction with a teachable spirit, the Bible calls us fools, unable to attain wisdom (Prov. 1:7, 20-33; Prov. 2:1-22; Prov. 4:7).*

**RESPONSIBILITY: Being dependable and accountable in all relationships and tasks.**

*We are accountable to each other to love, encourage, confront, comfort, and forgive. Furthermore,*

*initiative, intellectual integrity, and excellence should be the marks of all tasks we attempt (1 Cor. 13; Matt. 18:15-17; Gal. 6:1-5; Eph. 5:29-32; Eccl. 9:10).*

**THANKFULNESS: Developing an attitude of gratefulness.**

*We are to be thankful for everything God brings into our lives. Knowing that God's dealings in our lives are intended for our "good" will help create an attitude of gratefulness for the things others do for us (Phil. 4:6, 7; 1 Thess. 5:18; Col. 2:7; Eph. 5:20).*

**SERVICE: A spirit of humility in focusing on the needs of others.**

*Christ is our example in living a life that is not self-centered, but rather one that seeks ways to serve, not rule (Eph. 5:21; Phil. 2:3-11; James 4:6-10).*

**ETERNAL VALUES: A focus that is upward.**

*The key is to live each day with the realization that only what is done for eternity counts (James 4:14; Matt. 6:33; Matt. 6:19-21).*

**GODLY LIVING: A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature.**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in an exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) is not in accordance with Scripture.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

*Our standards are found in God's Word, and our desire must be one with God and His holiness (Gal. 5:16-26; 2 Tim. 2:22; 1 Peter 1:13-16, 2:9-10; 1 Cor. 6:12-20; Prov. 23:29-35; Phil. 4:8; Rom. 1:26-32; Rom. 8:6-8).*

## **NON-DISCRIMINATION STATEMENT**

The Fairfield Christian Academy School Board located at 1965 North Columbus Street in Lancaster, Ohio, adopted the following racial non-discriminatory policy:

*“Fairfield Christian Academy admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletic/extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. Fairfield Christian Academy will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.”*

## **HANDBOOK REVISIONS**

The administration reserves the right to make any changes, additions, or deletions from this handbook at any time as situations arise that would warrant such changes.

# **FAMILY SCHOOL AGREEMENT**

## **A COMMUNITY OF CHRISTIANS**

Fairfield Christian Academy (hereinafter FCA) is a community of Christians who have joined together for the purpose of spiritual growth, academic progress, and personal development. Participation in FCA is based upon our common commitment to the Lordship of Jesus Christ.

Each FCA employee agrees to a Christian Life Commitment which affirms their commitment to the Lord Jesus Christ, His Word and to the Matthew 18 Principle. Additionally, the FCA staff is committed to the principles, policies and guidelines outlined in the Parent Student Handbook with a special commitment to the school's mission, vision, and Core Values.

As parents and/or guardians, we acknowledge that we are voluntarily enrolling our children at Fairfield Christian Academy and that our partnership with Fairfield Christian Academy is contractual in nature. If at any time, we (parents and/or guardians) can no longer work together in a spirit of unity with the FCA Administration to accomplish the shared objectives outlined in the mission, vision, parent/school handbook, athletic handbook and the Family School Agreement, we will voluntarily withdraw our children from enrollment at FCA. A spirit of unity is demonstrated through an understanding of and adherence to the mission, vision, parent/school handbook, athletic handbook and the Family School Agreement.

The purpose of this agreement is to identify those things that will assist us in meeting the spiritual and educational objectives of enrollment at FCA. We acknowledge that it is impossible to create a community where all expectations and boundaries are stated in advance and totally acceptable to every member. Nevertheless, certain expectations guide orderly community life. This document is designed to outline those expectations. When students, faculty, and parents join FCA, they freely and willingly choose to take upon themselves the responsibilities outlined in this agreement.

In enrolling our child(ren) as students in Fairfield Christian Academy, we affirm that we...

- Have read the Parent Student Handbook and the Family School Agreement:
- Are in agreement with and will adhere to the values, statements, philosophies, and policies contained within the Mission, Vision and Philosophy of FCA including, specifically, the Statement of Faith and the Core Values and we will partner with the school in supporting these values, statements, philosophies and policies as they pertain to our child.
- Accept the Bible, the Word of God, as interpreted in the school's Doctrinal Position, to be the basis for the Christian education of our child(ren).
- Pray for the school and the faculty/staff.
- Maintain active fellowship in a Bible-believing church.
- Seek the advancement of all aspects of the school and recommend the school to other Christian families.

We are in support of the educational philosophy, code of conduct, honor code, policies, guidelines and principles outlined in the FCA Parent Student Handbook and the Family School Agreement. In addition....

- We will cooperate with the teachers in a spirit of partnership in the training of our child(ren).
- We will attend all required parent/teacher conferences and orientation.
- We will monitor our child(ren)'s grades and attendance on a regular basis, encouraging our child(ren) to strive for excellence in learning the school's curriculum.
- We will monitor our child(ren)'s assignments, course syllabi, and short- and long-term projects on a regular basis but not complete work for them circumventing the learning process.
- We will pick up our child(ren) from school on time and when requested to do so by an administrator or school nurse.
- We have read and understand the financial information and pledge to fulfill our responsibilities accordingly.
- We understand that tuition rates do not cover the cost of operating the school and thus our participation is needed through other ways such as regular prayer efforts, fundraising efforts, volunteer involvement, and monetary gifting.
- We give permission for our child(ren) to take part in all routine school activities, including athletics, field trips, and school-sponsored trips.
- We agree to encourage our child(ren) in learning of Biblical truths.
- We will commit to handling all problems appropriately with the person(s) most directly involved. As such, we will not speak with other families regarding matters of concern, but will instead direct our conversation and discussion to the most appropriate FCA staff, thus practicing the "Matthew 18 principle" when resolving conflicts and concerns.
- We understand that FCA is partnering with us in the education of our child(ren) and as such, FCA will not intentionally withhold information about our child(ren) from us; however, as parents/guardians we will demonstrate trust in FCA by allowing teachers and administrators to speak with our children regarding matters in which our children may be involved.

In addition:

- If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, we will voluntarily withdraw our child(ren) from Fairfield Christian Academy.
- We understand that willful disobedience by our child(ren) of the principles and guidelines of the Family-School Agreement and Parent-Student Handbook may result in dismissal from Fairfield Christian Academy.

- We understand that in addition to the behavior of our child(ren) toward teachers, staff and the Administration, our own behavior as parents/guardians also is to be that of respect and civility towards fellow parents, coaches, referees, teachers, staff and Administration (and any affiliate/employee of FCA). Behavior which does not conform with that standard is reason for our child(ren) to be dismissed from FCA.

## HAVE A QUESTION OR CONCERN?

WE'RE HERE TO HELP!



### START WITH THE TEACHER

Big or small - we encourage you to start by connecting with your student's teacher. Most of the time they will be able to address any questions or concerns you may have. You can find teacher contact info on our website.



### INCLUDE THE PRINCIPAL

If you haven't found the answer you're looking for, include your student's principal in the conversation. Our administrative team is here to provide support and help you find resolution.



### REACH OUT TO THE SUPERINTENDENT'S OFFICE

If you are still not finding resolution, you can reach out to the Superintendent's Office. They will work with the staff, administrative team and with you to find the best solution. We encourage you to reach out in writing first.

superintendent  
@fcaknights.us



### SUBMIT A FORMAL REQUEST TO THE FCA SCHOOL BOARD

As a reminder, the FCA school board does not handle individual student matters or discipline. They review and approve school policies. You are always welcome to submit a formal written request to the school board after reaching out to staff and administration.

schoolboard  
@fcaknights.us



### LOOKING FOR SPECIFIC RESOURCES?

Our office staff is always happy to help! (740) 654 - 2889  
  
Our school website and parent student handbook have a wealth of information and a variety of resources for parents and students.

fcaknights.org



## FAIRFIELD CHRISTIAN ACADEMY

*Pursuing excellence.. Building character*

**Matthew 18:15-17**

## **CODE OF CONDUCT**

The FCA handbook guides the partnership between the home, student and school. It is important to remember, however, that students at FCA range in age from 5 years to young adult. As a result, it is impossible to create a student conduct section that is all inclusive to all situations equally. The FCA administration will be the final authority on decisions regarding student conduct and behavior because a wide variety of factors must be considered in each unique situation, especially a developmentally appropriate approach.

This policy applies to conduct on school premises, property and buses. It also applies at any time, to conduct off school premises which affects students, staff, or the Christian testimony of the school and to conduct at all school activities regardless of location.

As the Bible is the foundation of all academic courses at FCA, the same is the standard for student and staff behavior. For this reason, the following principles are adopted for students and staff (James 1:22; I John 1:6,7; II Cor. 3:2,3).

- We will pattern our conduct after that of the Lord Jesus (I Peter 2:21; I John 2:16; I Peter 2:23).
- We will regard our physical bodies as temples of God, dedicated to Him (I Cor. 6:19-20).
- We will be careful to make the best use of the time available (Col.4: 5; Eph.5:15; Matt. 12:36; I Cor. 6:12).
- We will consider others first, rather than ourselves (Rom. 14:13, 21; I Cor. 8:8-13; Rom. 15:1; Phil. 2:3, 4).
- We will avoid deliberate confrontation with temptation (James 1:14, Phil. 2:5; 4:8).
- We will engage only in activities which are of positive benefit (I Cor. 10:23; I Thess. 5:21).
- We will avoid activities which are offensive to others (I Cor. 10:31-33).
- We will do only those things which we know honor Christ (Col. 3:17; Rom. 14:23b).

## **DISCIPLINE**

When a matter requires discipline, the following will occur:

- The problem will be discussed with the student by the teacher, staff, or administrator who observed the offense if possible.
- The next step may require that the principal is informed of the problem, and the principal will then assume the key role in the process.
- An appropriate plan for any discipline and restoration will be worked out (e.g. very young students in kindergarten may have a different plan than an upper high school student may have). This could include requiring counseling, mentoring by a youth leader, local church and home accountability,

detention, in-school or out-of-school suspension, athletic or extracurricular ineligibility, probation, and in some extreme cases, expulsion.

- Based upon the offense, parents may be contacted to be informed of the action taken.
- If there is disagreement with the disciplinary action, the Appeals Procedure printed in this document must be followed.
- Matters of discipline are confidential and are between the student, teachers, administration and parents and are not discussed with families other than the one whose student is involved. Parents are not to confront another family's child.

Factors such as previous offenses or responses to previous discipline are all taken into consideration when deciding on disciplinary action. The goal is to see a heart changed by an encounter with the Word of God ministered by the people of God.

## ***TYPES OF OFFENSES***

### **Minor Offenses**

The following is a list of inappropriate behaviors or attitudes that would require correction accompanied by a warning or detention if repeated. This list is not meant to be all-inclusive.

1. Improper use of class time (passing notes, wasting time, etc.)
2. Unprepared for class without valid excuse
3. Chewing gum/candy within the school building
4. Eating food outside the cafeteria or designated areas
5. Creating disturbances or making disruptive noises
6. Tardy to class or school without excuse
7. Disturbing a class while it is in session
8. Failure to return forms requiring a parent's signature
9. Being in unauthorized areas of the building or church property
10. Roughhouse play
11. Out of class without a pass
12. Dress code violation

### **Major Offenses**

Any violation of these or similar offenses may result in a detention or suspension from school (further information under "Other Related Issues"). Repeated violations may result in expulsion. This is not intended to be an all-inclusive list.



1. Use of swearing, vulgarity, profanity, or taking the Lord's name in vain (further information under "Language Usage")
2. Stealing
3. Throwing objects which could cause harm or damage
4. Meddling with other people's property without permission
5. Failure to stay after school to fulfill a detention
6. Frequent critical or derogatory remarks toward an individual or the school
7. Public display of affection (handholding, hugging, kissing, body contact)
8. Acts of rebellion against school guidelines
9. Leaving campus without permission or proper checkout procedures
10. Reactions of defiance or disrespect toward any school personnel, including repeated minor offenses that appear to be disregard for authority
11. Reckless operation of a motor vehicle on school/church property or the property of others
12. Physical aggression, such as fighting, tripping, hitting, etc. (Also see Bullying Policy below)
13. Gambling
14. Name calling/put downs (further information under "Other Related Issues")
15. Inappropriate attitude or lack of respect
16. Aiding or encouraging others to participate in any of the above

### **Severe Offenses Warranting Expulsion**

Any violation of these or similar offenses occurring at any time (24 hrs. a day, 7 days a week) while the student is enrolled at FCA, may result in immediate expulsion from school. This is not intended to be an all-inclusive list.

1. Cheating, lying, or plagiarism (see "Honor Code")
2. Cutting class or school
3. Destruction of school/church property
4. Sexual immorality (including media that is inappropriate or explicit)
5. Drinking or possession of alcoholic beverages
6. Smoking, vaping, possession of tobacco or any related products or paraphernalia
7. Use, sale, or possession of drugs
8. Fighting, threatening, bullying (See Bullying Policy on Page 17)
9. Illegal or inappropriate use of a weapon, firearm, or any device that could inflict injury

10. Committing a serious breach of conduct inside or outside the school which has an adverse effect on the testimony of the school
11. Setting fires or false alarms
12. Habitual committing of less serious offenses
13. Fireworks use or possession
14. Extortion
15. Forgery
16. Violating "Computer/Network Acceptable Use Policy"

## ***STUDENT CORRECTION***

Because we exist as an extension of the Christian home, we believe that working with the parents is very important in helping children develop Christ-like qualities. If a student exhibits an attitude or behavior which is not in harmony with the principles in this code, one or a combination of the following approaches may be utilized as the situation warrants:

- Prayer with the student
- Counseling, utilizing principles from the Bible
- Removal of privileges
- Detention
- Grade reductions
- Parent notification
- Removal from class, school group or school activity
- Suspension
- Probation
- Expulsion
- Other appropriate action at the administrator's discretion

### **Detention**

All detentions must be served on dates determined by the administrator (usually the next detention day). Detention begins promptly at 3:10 and ends at 4:00. Inherent in a detention is inconvenience regarding after school practices, rehearsals, games, and jobs. Those who avoid activities and patterns that result in detentions will also avoid the inconveniences of detentions.

Three detentions in a nine-week term may indicate that there is a deeper concern. Students should expect a conference with a member of the administration and, if deemed necessary, parents to discuss

the patterns of behavior that are precipitating the detentions. As a result of those discussions, other discipline may be in order.

## **Suspension**

Suspensions will be designated as either “in-school” or out-of-school.” Students serving a suspension are responsible for obtaining all missed assignments, completing all missed work, submitting all completed work to teachers upon the day following the suspension. After two suspensions within one school year, expulsion may be recommended by the administration.

### **In-School Suspension**

During an in-school suspension, the student will remain in a designated area for the entire day. The student is allowed to do school work for credit, but teachers are not responsible to give instruction. A student serving an in-school suspension is not permitted to participate or attend any extracurricular school activities on the day of the in-school suspension.

### **Out-of-School Suspension**

During an out-of-school suspension, the student is not permitted in school, or to participate in, or attend any extracurricular activities on the day of the suspension. Teachers are not responsible for giving instruction. Suspensions may vary from 1-10 days duration. The student may return to school at the close of the suspension period. When a student is suspended, he or she may not participate in any school event (including commencement) that occurs during the suspension period. After 2 out-of-school suspensions within one school year, expulsion may be recommended by the administration.

## **Expulsion**

Expulsion is the most severe disciplinary action a school can take. At Fairfield Christian Academy, expulsions are rare but can happen if:

- A student breaches a “zero tolerance” guideline.
- A student has required repeated disciplinary action and demonstrates a rebellious spirit.
- A student poses a threat to himself, classmates, faculty or staff.
- A student demonstrates a disregard for a Christian lifestyle.

It is important to note that all schools must record expulsions on permanent records. Parents are also responsible for all charges for the child up to the time of expulsion and, if the disciplinary action occurs within the last quarter of the year, parents will be responsible for full tuition. Transcripts or grade cards showing work completed will not be released until all financial obligations are settled.

Students who are expelled cannot be considered for re-enrollment for a period of six months after the expulsion and must be able to demonstrate a change in character since the dismissal. The appeals committee will be activated to consider re-applications. If a student is allowed to re-enroll, he or she will be placed on probationary status for the next year.

## **Probation**

Probation is an opportunity to focus on a behavior which needs to change in order for a student to remain enrolled at FCA. The length and terms of a probation period will be decided on an individual basis. Probation directly affects a student's privilege to participate in FCA sports, clubs, organizations, field trips, retreats and extra-curricular activities. Students will be closely monitored throughout their probation. The restoration policy (p. 22) is an integral part of the probation process. FCA will notify families in writing when a student is placed on probation and again when probation has ended. At the end of a probation period, the student will be evaluated and one of the following recommendations will be made: (a) remove the student from probation, (b) continue on probation, or (c) be dismissed or withdrawn from FCA.

### **Academic Probation**

A student may be placed on academic probation if they fail three (3) subjects, fail Bible class, or if their GPA for the semester drops below 2.00. A student will remain on academic probation until their GPA is above 2.00 and academic improvement has been shown. Grade reports include not only the letter grade earned by the student but also an effort mark. The administration will seriously consider the effort marks or comments the student receives on his interim and quarterly grade reports. Unsatisfactory effort markings are an indication that the student is not trying to succeed in his classes, and withdrawal or expulsion may be recommended.

### **Behavioral Probation**

Students who are exhibiting rebellious and/or negative attitudes, or any other behavioral concerns will be provided with direction designed to assist them in improving their attitude and behavior. If a student does not respond to or show a willingness to improve or change their attitude or behavior, they may be placed on behavioral probation. The goal of this type of probation is to give students an opportunity to engage in personal growth and ultimately demonstrate a more Christ-like attitude. Again, the student will be closely monitored throughout their probation. It is crucial that the student, their family and the administration are working together towards resolution. A willingness to admit wrongdoing and engage in personal growth is imperative. If no evidence of this pursuit is observed, withdrawal or expulsion may be recommended.

### **Disciplinary Probation**

Students who have already received disciplinary actions such as detentions and/or suspension(s) may be placed on disciplinary probation. This type of probation is often the final opportunity for a student to change their behavior and demonstrate progress. An individualized plan that outlines expectations and further action may be established. This plan may invoke zero tolerance of specific behaviors. If there is cause for any additional disciplinary action while on probation, immediate expulsion may be warranted.

## ***OTHER RELATED ISSUES***

### **Zero Tolerance Policy**

Some breeches of the handbook require, because of their very nature, a zero tolerance position. Discipline with consequences (e.g. detention, in-school or out-of-school suspension, academic penalties, athletic or extracurricular ineligibility, probation, or expulsion) will occur regardless of the circumstances. Zero tolerance items include, but are not limited to, the following: the possession, sale, or use of drugs, alcohol, tobacco and their related products or paraphernalia, sexual harassment, overt

or obscene sexual behavior, the use of or possession of weapons, the use or possession of explosives of any kind, hazing, aggressive physical contact, verbal harassment or intimidation, and setting fires or false alarms.

It is the purpose of FCA to maintain and present an atmosphere of moral purity and modesty in the lives of students, both male and female, in light of God's Word. To further clarify guidelines regarding student pregnancy, please note:

A pregnant girl (defined as having conceived a child) will not be permitted to enroll or continue attending FCA. Upon confirmation of a pregnancy, the student will be dismissed.

If an enrolled boy is the father of a child, he, too, will not be permitted to enroll or continue attending FCA.

## **Language Usage**

The Parent-Student Handbook states that swearing or profanities are not permitted at FCA. Neither is disrespectful language acceptable. The words we speak should edify, encourage, and express love one to another. Our words are very powerful and have the ability to speak life or death to others (Prov. 18:21). The words spoken are a reflection of the heart (Luke 6:45). These guidelines are very clear and the administration seldom needs to confront students regarding these issues. Students should choose words that are honorable to the Lord and shows respect to staff and peers.

## **Anti-Bullying Policy**

### **Rationale**

It is a goal of Fairfield Christian Academy to instill Biblical principles/values and create a positive educational environment for all students. In order to accomplish this, FCA's anti-bullying policy has been thoughtfully designed using Biblical standards and principles.

*Ephesians 4:22-23 "You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; to be made new in the attitude of your minds"*

*1 Corinthians 13:4-7 "Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres."*

*John 15:12 "My command is this: Love each other as I have loved you."*

### **What is bullying?**

Bullying occurs when an individual or a group of individuals intentionally and repeatedly acts in such a way as to demean, intimidate, threaten, and/or humiliate others. These actions may create such distress that they cause a decline in work standards, produce problem behaviors, or cause reluctance to attend school or participate in school activities.

## Examples of bullying

The following list of offenses are listed in the handbook and are behaviors which may warrant discipline. When applied intentionally and repeatedly, the offenses may become bullying.

Bullying includes but is not limited to:

- Physical aggression (including shoving, hitting, punching, kicking).
- Verbal abuse in the form of name calling, insults, or racial/sexual remarks.
- Damaging a person's property/possessions or taking them without permission.
- Threatening gestures, actions, or words.
- Cyber bullying through texting, social media, or other electronic means.

FCA acknowledges that not all inappropriate behaviors should be considered bullying or willful violation of this policy.

## Responsibilities

It is the responsibility of all students, parents, faculty and staff members to promptly report all occurrences of bullying behaviors. Students are encouraged to utilize the guidance office when needing to report and/or talk through any social issues they may be experiencing.

**Students** being bullied must promptly report it to school staff, faculty, or administration. Any student who witnesses bullying or is aware of bullying must promptly report it to school staff, faculty, or administration. In addition to reporting bullying behavior, students should ask the offending student to stop. Reporting false or fabricated complaints of bullying is strictly prohibited and may result in disciplinary action. Students should be willing to work towards a resolution and portray a spirit of repentance and/or forgiveness.

FCA expects **parents, guardians, and others** who witness or become aware of an instance of bullying involving an FCA student to promptly report it to administration. Discussing situations with other members of the FCA community which have not been reported to the administration is gossiping. Reporting false or fabricated complaints of bullying is strictly prohibited. Parents should trust FCA administrators to investigate and resolve bullying matters.

All **faculty/ staff** will promptly report to the administrators any instances of bullying witnessed by that faculty/staff member or that is reported to the faculty/staff member by a student, parent, or other individual.

**Administration** will investigate any reports of bullying as soon as they are reported. This may include:

- Speaking with any and all students involved and asking for a detailed account of what has happened.
- Gathering additional information from eyewitnesses.
- Utilizing school cameras.

Administration will determine the course of action and any disciplinary actions. These actions will be in accordance with biblical principles and school policies. Administration will communicate with the parents/guardians of all students involved. Administration will monitor students involved in bullying incidents to ensure the incident is resolved and will take serious disciplinary action in cases of retaliation. *Please note, all reports of abuse, neglect, self-harm, and illegal activity will be taken seriously and will be reported to law enforcement and/or Child Protective Services.*

### **Goals of Disciplinary Action**

We will strive to meet the following goals through mentoring, accountability and restorative programs coupled with consequences/discipline as needed.

1. Repentance (sorrow and change) on the part of the bully.
2. Healing for the student being bullied.
3. Reconciliation of all parties concerned.
4. The end of bullying.

### **RESTORATION POLICY**

Fairfield Christian Academy may provide a restoration plan for students as an integral part of a disciplinary process. The purpose of the restoration plan is to restore the student back to his or her place in the FCA community, whether the disciplinary offense is minor or major. In minor offenses, the restoration plan may simply include counsel, prayer, encouragement and restitution when appropriate. In major offenses, (suspensions or expulsions) the restoration plan may include a more formal written plan and include aspects which help the students:

- Clearly identify the offense and accept the consequences.
- Seek help and assistance from a spiritual mentor.
- Reconcile themselves to God, Parents, and Church or School Communities.
- Join with an accountability partner for encouragement, prayer, and accountability.
- Seek complete restoration with the FCA community.

The administrative team will oversee the restoration process. Restoration will not be pursued if the appropriate administrator or the administrative team determines restoration is not possible or not appropriate, or if the parent or the student does not diligently seek restoration. For example, if either a parent or the student fails or refuses steadfastly to commit to all aspects of the Parent/Student Handbook, then restoration will not be possible. Also, if a student has been provided with a prior chance to restore and/or conform behavior to the accepted standards and repentance/changes have not results, then restoration may not be possible or appropriate.

### **Appeals**

One of the things that is unique to a Christian school is a Biblical approach to problem solving. Whenever people get together there are problems that must be solved. God's Word gives us much instruction in Biblical problem solving. The Bible provides clear principles for a Christian as she or he seeks to resolve differences with others. Matthew 18:15-17 teaches us that there is a process for solving problems with others. It is a process that begins privately between the offended and the offender. Clear steps are given as to how to proceed from that point if the problem is not resolved. Galatians 6:1 tells us that our motive in confrontation should always be the restoration of the relationship if that is possible.

Proverbs 6:16-19 lists seven things that God hates, the seventh being, "the one who spreads strife among brothers." Galatians 5:15 states that, "if you bite and devour one another, take care lest you be consumed by one another." Galatians 5:16-21 lists the deeds of the flesh among which are, "enmities, strife, disputes, dissensions, and factions." Obviously, there is great spiritual danger to all concerned when we do not solve our problems Biblically.

The Lord has called us all to be Biblical problem solvers. Follow this basic plan when dealing with problems between persons and the school. Step one is usually the most difficult, yet it is the most important. Most problems, especially those between teachers and students, are solved at this level. If for some reason a student is fearful to take step number one, that student should seek help in doing so from a parent, a trusted faculty member or a pastor.

When there is a disagreement over a disciplinary action, school policy, or school procedure, the student and/or parents involved, along with his or her parents, must agree to use the following steps to seek a resolution to the matter:

1. Pray about the matter seeking God's direction.
2. Go directly to the staff member most directly involved.
3. If still unresolved, ask to meet with the person to whom this staff member reports.
4. If an agreement or solution still is not reached, you may make a written appeal to the superintendent requesting a review of the situation. Once the superintendent has received the request, every attempt will be made to resolve the situation with all involved parties. The superintendent will report on their decision, and in most cases, this will be the final level of appeal. The superintendent may take the concern to the school board and/or church elders.

This plan is consistent with the Matthew 18:15-17 and the written agreement established through the Family/Student Covenant signed by all families as they enroll their children at Fairfield Christian Academy.

NOTE: The only exception to this process will be if there should be a claim involving illegal activity. In this case, the incident should be reported directly to the superintendent or the school board chairman. Even in such a case, it should be remembered that for the review process to occur without tainting, all parties should maintain confidentiality so as not to unfairly damage the reputation of persons who may indeed be innocent parties.



# **HONOR CODE**

## **WHY HAVE A HONOR CODE?**

FCA is an institution committed to the highest quality of learning experience. Useful and lasting learning cannot occur unless the learning process that students go through is an honest process that reflects their true abilities as measured by their own efforts. Achievement that is based on unsound learning processes is really no achievement at all. Such is the case when a student has cheated. Cheating only prepares the student for eventual failure rather than success in life. Dishonesty undermines the very foundations of learning and compromises the moral and academic integrity of any institution.

Paul wrote to the Ephesians and said, "Let him who steals, steal no more, but rather let him work, performing with his own hands what is good in order that he may have something to share with him who has need" (Eph. 4:28). It is clear from this passages and others that each person should do his own work in order to reap the benefits of such work. By establishing and agreeing to abide by an honor code, the faculty, administration, students and parents are indicating their commitment to personal integrity and the elimination of cheating by dealing with such offenses both firmly and decisively.

The administration and board of FCA recognize that the use of computers and computerized services, while usually very beneficial, have also perpetuated and blurred lines regarding the appropriate use of other persons' writings and research. The next section on "Computer/Network Acceptable Use Policies" is included to help define some of these issues.

## **WHAT IS THE DEFINITION OF CHEATING AT FCA?**

Cheating is a breach of academic integrity and involves one or more of the following actions:

1. To use, copy, or turn in another person's work, in whole or in part, as if it were your own.
2. To copy information from another person's test, examination, theme, report, term paper, or assignment whether the other person is currently enrolled at FCA or not.
3. To plagiarize - defined as, "to steal and use the ideas and/or writings of another as one's own," without giving credit to the original author. (Following an explanation of what plagiarism is, students in grades 5 -12 will be asked annually to sign a statement agreeing they will not plagiarize.)
4. To prepare to cheat in advance by:
  - a) having in your possession a copy of a test given by a teacher.
  - b) using any form of notes during a test or exam not permitted by the teacher.
  - c) communicating in any way with another student during a test or exam.
  - d) failing to follow testing instructions given by a teacher.
  - e) assisting another student to cheat according to the above definitions.

### **Regular Homework and Classroom Assignments**

The staff at FCA never desires to place a student in a position where he can inadvertently, and without intent, violate the honor code. Therefore, teachers are responsible to clearly explain their expectations regarding the completion of routine assignments. These expectations may vary depending on the teacher, the instructional methods, and the course content. Teachers will also communicate any change in expectations for specific assignments. Parents must also understand that they are not to complete students' assignments for them. This circumvents the learning process for the student.

## ***HOW WILL CHEATING BE PROVEN?***

Cheating may be proved against a student only under one of the following conditions:

1. A teacher or staff member personally observes or discovers an act of cheating by a student.
2. A student admits to a teacher or staff member that he/she cheated.
3. The act of cheating is observed and reported to the teacher by an independent witness.
4. Using computerized search engines or previously submitted writings, teachers identify that materials were copied from the internet or other students' works without proper citation.

If it has been satisfactorily determined that an act of cheating has occurred, the violation will be reported to the Principal who will take appropriate disciplinary action. The teacher will personally present the case to the Principal in a meeting with the student present. The student's parents will be informed of the meeting and be given opportunity to discuss the matter further if they so desire.

# **COMPUTER AND NETWORK ACCEPTABLE USE POLICY**

*Fairfield Christian Academy provides their students, staff and guests access to the Internet and other technology through the local and wide area network maintained by the school and its affiliates. The “network” includes any school owned or personal device that connects to the system and makes use of the provided services and resources.*

The school’s technology resources include but are not limited to internet access, email, cloud-based storage, local network storage, online services and school owned hardware and software. These resources are provided primarily for educational and professional use by the students, staff and guests at FCA. The school, therefore, retains the right to restrict or limit user access to certain activities, apps or websites in whole or in part that may impede or hinder the effectiveness of the network to support the educational process.

The FCA Core Values (page 8) will govern the overall behavior of users while on the network and using the school’s technology resources. Users must also agree to the school’s Acceptable Use Guidelines with regards to the network, abide by socially recognized rules of netiquette and adhere to all applicable state and federal laws. If a user has any doubt about whether a contemplated activity is acceptable, they should consult with a teacher, supervisor or administrator to help decide if a use is appropriate.

## **Violations**

Violations may result in disciplinary action including the loss of privileges to the school’s technology resources. Further discipline may also be imposed pursuant to school discipline policy and/or legal action may be taken depending on the severity of the violation.

## **Privacy**

Use of the school’s technology resources is not private. FCA administrators and their authorized employees monitor the use of the network and its resources to help ensure that uses are secure and appropriate. Administrators reserve the right to examine, use and disclose any data found on the network in order to further the health, safety, discipline, or security of any staff or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## **Internet Safety**

Fairfield Christian Academy has implemented technology protection measures (or “internet filters”) in a best effort to prevent user access over its network to inappropriate materials; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Fairfield Christian Academy also provides internet safety training to its staff and students on an annual basis that includes: an explanation of the school’s acceptable use policy; instruction on appropriate behavior while online, on social networking web sites and in chat rooms; cyberbullying awareness and response; and guidelines with regards to sharing personal information online.

## **Network Security**

Network accounts consist of a unique username, password and email address. Users are not permitted to share accounts or passwords and are responsible for all security associated with their assigned account. Staff using a common “generic” account are fully responsible for abiding by all the guidelines and rules as if they were using an assigned individual account.

Users are also expected to assist in network security by only accessing authorized resources on the network; refraining from distributing private information about others or themselves; observing all implemented filters and other measures of protection; notifying a staff member or administrator of computer or network malfunctions; avoiding any use of the network that may disrupt its operation or slow internet access for others.

Users are required to report any suspected security problem or misuse of the network to the school’s administration immediately.

## **Disclaimer of Liability**

Fairfield Christian Academy shall not be responsible for any material encountered on the network or Internet, which may be deemed objectionable to a user (or his/her parents, if a minor). FCA does not guarantee service nor is it responsible for damaged or incorrect data. Use of any information obtained on the Internet or other network services must be undertaken at the individual’s own risk.

The school shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the school be liable for any direct or indirect incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the network. The school will also not be held liable for the actions of individuals who choose to violate the acceptable uses of the network. In addition, each user and/or user’s parent(s) or guardian(s) shall indemnify Fairfield Christian Academy and hold it harmless from and against any damage, liability, loss or deficiency arising out of or resulting from the user’s use and/or misuse of the network.

# **ACADEMIC POLICIES & CLASSROOM STANDARDS**

## **College Testing – SAT, ACT and PSAT**

Registration materials for the SAT and ACT college tests are available in the guidance office or registration can be done online at ACT.org (ACT testing) and Collegeboard.com (SAT testing). ACT and SAT testing dates occur seven times during the school year with registration deadlines usually 4-5 weeks before the actual test date. The FCA school code number for these tests is 362-879. Students may begin to take ACT/SAT testing as early as the 9th grade year. The latest a student should take the SAT and/or ACT is in the spring of the junior year.

It is strongly recommended that juniors take the PSAT, which is the qualifying test for the National Merit Scholarship program. This test is an excellent learning experience for the SAT and ACT tests. Sophomores are strongly encouraged to take the PSAT for practice. Juniors also have the option to take the ACT free of charge through FCA.

## **Course of Study**

In keeping with the school's stated philosophy and objectives, FCA follows the basic school curriculum for all grades as outlined by the Minimum Standards for Ohio Schools, prepared by the State of Ohio, Department of Education. Students will select a "track" to follow through their high school career. Being a school of educational excellence, students will be provided a rigorous academic curriculum in either the "College Preparatory Track" or the "General Studies Track," which are described below.

The regular school program includes Bible, language arts (including literature, grammar, spelling and vocabulary), math, science, history/geography, foreign language, health and physical education, the fine arts, technology education and a limited choice of other electives, which rounds out our secondary program.

The middle school course of study includes the various programs described above with elective courses being limited to band, choir, or art. A strong emphasis is placed on the language arts skills.

The senior high school course of study is designed to provide the students opportunity to begin their core academics early in their high school career. As the student's progress through each grade, they will notice there is more opportunity to select the various elective courses they want to round out their educational experience.

Fairfield Christian Academy is fully chartered with the Ohio State Department of Education. This means that FCA complies with, or exceeds, all of the minimum standards of the state of Ohio in its educational program. This also means that any student going on to college will have the benefit of possessing a transcript from a chartered school. Any state or private college will accept an FCA student's transcript and diploma as valid documents for enrollment. Additionally, if a student transfers to another area high school, their course credits will be accepted at the new school.

NOTE: Even though FCA issues credit for Bible courses, public colleges, secular private colleges and local public high schools are not required to accept these Bible credits.

Placement and promotion at the high school level is based on the number of credits earned per year. In addition to meeting the other admission requirements set forth in our school literature, high school students will also need to meet the following credit thresholds to be considered at grade level. In addition to the requirements listed below, FCA students must also have one (1) Bible credit in order to be promoted.

To Be Promoted To:	FCA Student	Transfer Student
9 <sup>th</sup> Grade	Successful completion of 8 <sup>th</sup> Grade	Successful completion of 8 <sup>th</sup> Grade
10 <sup>th</sup> Grade	6 Credits Earned	5 Credits Earned
11 <sup>th</sup> Grade	12 Credits Earned	10 Credits Earned
12 <sup>th</sup> Grade	18 Credits Earned	15 Credits Earned

In grades 6 - 8, a student may fail two subjects and still be promoted to the next grade level with academic probation. Failing greater than two will result in the student being retained.

### **Eligibility Guidelines for Athletics, Groups and Activities**

Student-athletes playing on OHSAA teams must be attending FCA as full-time students.

High school athletes must meet the Ohio High School Athletic Association (OHSAA) requirement of passing courses totaling five (5) credit hours contributing toward graduation in the grading period immediately preceding the beginning of the season. A student-athlete not meeting the OHSAA standard will be ineligible for the entire grading period.

Junior high athletes must meet the Ohio High School Athletic Association (OHSAA) requirement of passing 75% of the classes taken in the preceding grading period to be eligible. A student-athlete not meeting the OHSAA standard will be ineligible for the entire grading period. All student-athletes must meet the FCA standards by passing a minimum of five (5) core classes AND requiring a 2.0 GPA or better in the prior quarter to maintain their eligibility. Student-athletes not meeting these FCA standards will be ineligible for the entire grading period.

Academic status for all student-athletes will be reviewed on a periodic basis (quarterly and mid-terms). Based on information gathered during these reviews, FCA Administration (High School Principal, Superintendent, and Athletic Director) will have the discretion to adjust athletic eligibility status for any student-athlete. This discretion gives the Administration the latitude to take actions that include, but are not limited to, restoring athletic eligibility, restricting athletic participation, withdrawing athletic privileges. Any action taken by FCA Administration will be reviewed with the student-athlete and their parents.

Eligibility for activities in the first quarter shall be based upon the previous year's fourth quarter

### **Failing a Course**

A course must be passed to receive credit toward graduation. Required courses must be repeated if they are failed. Elective courses may be repeated to receive passing grades. The final grade for a course will be determined by the grading period grades as explained under *Report Cards*.

## Grading Scale & GPA Chart

	GPA	Honors/CCP*		GPA	Honors/CCP*
A = 93-100%	4.000	4.000	C = 73-75%	2.000	2.333
A- = 90-92%	3.667	4.000	C- = 71-72%	1.667	2.000
B+ = 86-89%	3.333	3.667	D+ = 69-70%	1.333	1.667
B = 83-85%	3.000	3.333	D = 67-68%	1.000	1.333
B- = 80-82%	2.667	3.000	D- = 65-66%	0.667	1.000
C+ = 76-79%	2.333	2.667	F = 64% and below	0.000	0.000

\*HN – Honors; CCP College Credit Plus – receive weighted GPA credit

K-5 GRADING SCALE IS A COMBINATION OF LETTERED GRADES AND MPN GRADES

M = Mastered

P = Progressing

N = Needs Improvement

## Graduation

### Commencement

Commencement is a ceremony held in the worship center of Fairfield Christian Church to honor graduating students. It is the highlight of one's academic career. Parents, students and faculty should be aware that there is a distinction between graduation and commencement. Graduation is the process of granting a diploma from Fairfield Christian Academy to those who have successfully fulfilled the academic requirements established by the State of Ohio and FCA Administrative Team. Commencement is a ceremony to honor students who have finished their careers at FCA in good standing with the school community. Therefore, seniors who are permanently suspended or expelled toward the end of their senior year may receive a diploma and graduate from high school, but they may not participate in commencement. It is, however, the desire of the FCA community that each student be honored at commencement. In summary, graduation is a right if the student has earned the credits. Participating in commencement is always a privilege.

### Credit Requirements

Each student must:

1. Receive passing grades in all classes resulting in an adequate number of credits as required by the school and the Ohio Department of Education.
2. Be approved by the faculty and administration.
3. Pass any required state assessments to receive a diploma at Fairfield Christian Academy. Students failing to meet any of these requirements will not be permitted to participate in graduation exercises.

The requirements for high school graduation from Fairfield Christian Academy consist of a minimum of twenty-four (24) academic credits. Many Ohio colleges have instituted entrance requirements for unconditional student acceptance. While some of the requirements may vary from college to college, students who are planning on entering college after high school are urged to complete the following criteria listed in italics.

Bible*	4.00	
English	4.00	
Mathematics	4.00	Including Algebra I, Geometry, Algebra II
Science	3.00	
Social Studies	3.00	
Health	.50	
Physical Education	.50	
Keyboarding/Computers	1.00	
Fine Arts	1.00	
Senior Project	.50	
Electives	2.50	College preparatory recommendation: Foreign Language 2+ years
<b>Total Credits**</b>	<b>24.00</b>	

\*One (1) Bible credit is required for each year in attendance at FCA. Students who transfer in after the freshman year will need a minimum of 20 credits plus one (1) year of Bible per year of attendance at FCA to graduate.

\*\* Credit for all semester and full year courses will be awarded by semester on the transcript. This means that students must have a passing grade at the end of each semester in a full year course. GPA will be based on the semester average for a year course and not the final average.

Students planning to go to college should review as early as possible the admission requirements for the college of choice in order to ensure that all entrance requirements are met in high school.

### Special Recognition

Student speakers for the commencement ceremony will be nominated and approved by the administration. Preferential treatment typically will be given to Class Officers and those students with high moral character and academic achievement. Decisions will be made after the 7th semester transcript has been posted.

Junior Marshalls will be determined using the Cum-Laude system and ACT scores. The top four students in the junior class in good standing will be selected as Junior Marshalls at graduation.

### Testing and Seals

In addition to the credit requirements, all FCA graduating students must also show readiness for next steps in college and careers by completing the following requirements:

1. Meet graduation course requirements - 20 state minimum and Bible each year in attendance at FCA.
2. Demonstrate Competency - Students must demonstrate competency in math and English by passing the state's Algebra I and English II Tests with a minimum score of 684. Students who have taken required tests more than once without passing and have received remedial supports are able to show competency through one of the options below:
  - a. Earn credit for one math and/or one English course through College Credit Plus;
  - b. Demonstrate career readiness and technical skill through foundational and supporting options;



- c. Enter into a contract to enlist in the military upon graduation.
3. Preparation for College or Careers: Students must earn two diploma seals, one of which must be state defined, to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions.

#### State System of Diploma Seals

- *OhioMeansJobs* Readiness Seal
- Honors Diploma Seals
- State Seal of Biliteracy
- Technology Seal\* - Complete a course offered through the school that meets guidelines developed by the department. (A school is not required to offer a course that meets those guidelines)
- Industry-Recognized Credential Seal
- Citizenship Seal\* - Earn a score of proficient or higher on both the American history and American government end of course exam
- College - Ready Seal
- Science Seal\* - Earn a score of proficient or higher on biology end of course exam
- Military Enlistment Seal - Provide evidence that a student has enlisted in a branch of the US Armed Forces; or participate in an approved JROTC program.
- Fairfield Christian Academy - Student Engagement Seal
- Fairfield Christian Academy - Fine and Performing Arts Seal
- Fairfield Christian Academy - Community Service Seal

\*Earn a score that is at least equivalent to proficient on AP or IB exams; or Earn a final course grade that is equivalent to a "B" or higher in appropriate classes taken through the College Credit Plus program.

#### **Homework and Class Assignments**

All students are expected to have their assignments completed on the due date. Homework not turned in on time may be refused at the teacher's discretion. If assignments are accepted late, they may receive a grade penalty or no grade at all. Students will be responsible to give the assignment directly to the teacher and call attention to it as being the assignment for the previous day. If an assignment is not completed, the teacher will assign a "0" or award only partial credit. The teacher may require the work to be completed although no credit is given. A student may also be given a detention for (3) late homework assignments in any grading period.

Occasionally absenteeism causes homework to be submitted late. The general guideline for work not submitted due absence is an extra day extension for each day of absence. For example, if a student misses two days of school, they must submit all work within the next two days of school unless other arrangements are made with the teacher. The same approach is used in testing situations. However, particular circumstances may occur which do not warrant extension of time to make up work. This is particularly true of absences on scheduled test dates, meaning that a student may be expected to take a missed test on their first day back to class.

## Honor Roll Program

Honor rolls are determined by averaging the quarter grades of Individual students in grades 6-12 as described under Report Cards and Grading. The resulting GPA average determines if the student qualifies for placement on the honor roll list. The criteria for each level of honor rolls are:

**Principal's Honor Roll** – Earning no grades less than A's with a 3.80 minimum GPA

**High Honor Roll** - Earning no grades less than A's and B's with a 3.25 minimum GPA

**Honor Roll** – Earning no failing grades with a 3.00 minimum GPA

## Physical Education Exemption

To be exempted from the Physical Education requirements of Fairfield Christian Academy, the student must complete two full seasons of a high school sport, marching band or cheerleading. These must be completed by the end of the fall season in the student's senior year. No credit or grade will be issued for this exemption. Therefore, exempted students must also complete that one-half unit in another curricular area to fulfill graduation requirements according to the Ohio Department of Education. Should a student quit, be cut, or be unable to complete a particular season, that season cannot be used to meet the two-season requirement. This exemption only includes FCA interscholastic athletics, marching band, or cheerleading. *Updated policy went into effect 8/1/2017*

## Probation

A student is placed on academic probation if the student fails three (3) courses or if his GPA (Grade Point Average) for the semester drops to 2.00 or below. A letter will be sent to the home when the student is placed onto, or comes off of academic probation.

## Report Cards

Report cards for K-12 students will be available on line at the end of each nine week period. All final grade cards will be mailed home. Grades will be posted on an ongoing basis using the student information system online grade book which is linked on the FCA website. Parents and students are able to request a username and password so they can access these grade reports.

## Schedule Changes

Once a student has made course selections and these have been approved by the parent and counselor or administrator, there should be very little need for schedule changes. If a student was not scheduled for a course he or she needs because that course has been deleted, or there are scheduling conflicts, or if a student's career objectives change, a student may apply for schedule changes. If a change is being considered, the student must first meet with the counselor or administrator within the 1st 2 weeks of the course, who will determine whether the change is needed. The guidance office or administrator will then confirm that the student has permission for the change from the parent.

No course may be repeated without administrative approval. If a course is repeated, the new grade will automatically be the grade recorded on the student's transcript.

Students may request a schedule change during the 1st 2 weeks of the course. Students may not withdraw from classes after the 2 week deadline. Situations that involve new and unanticipated factors

will be evaluated by FCA Administration. Withdrawal after the mid-point of the first quarter, without administrative approval, will have the grade of “F” on the transcript.

The only exceptions to this rule will be if withdrawal from a course is necessitated by the student's health (verified by a doctor in writing) or if a teacher determines that the student needs to be moved to a more appropriate class level or period based on the student’s abilities.

## **Semester and Final Exams**

Semester and final exams are given to students in grades 7-12 in the core academic areas (English, Math, Science, Social Studies, and Foreign Languages). Exam grades for grades 7-12 are averaged into the 2nd and 4th quarter grade.

All exams are considered comprehensive except 7th grade (7th grade will be given directions on what will be covered on the test). Exams will be held during the last week of the 1st semester and the last week of school. Exam schedules will be released prior to exam week and posted on the website to assist students with the preparation for the exams.

### **Senior Final Exam Exemption Program**

FCA has established a final exam exemption program for seniors who have not exceeded 20 days of absence and have a 90% or above average for the school year, in an exam course. If the average for the year is 90% or above and the student does not have more than 20 days of absence, then they will not be required to take the final exam. This exemption does not apply to seniors who are in CCP (College Credit Plus) courses or Ignitia online courses.

## **Standardized Testing**

Ohio State Testing is given annually in grades 3-8. The results of this testing experience are used by teachers and the FCA administration to plan realistic objectives for the academic growth and development of the student. The testing is done in the spring of each school year, and the tests are used as tools to promote the successful attainment of progress in each child.

## **Student Placement**

As a general rule, FCA does not accept requests for specific teachers; however, on rare occasions, there may be unique circumstances of which we are unaware. If you feel that there is a strong and compelling reason why your child should be placed with a specific teacher, please submit your request to the principal in writing. Please offer specific information regarding your child’s unique learning needs, social needs, and behavior needs along with specific reasons why a particular teacher can best meet those needs. Although your request is not a guarantee of placement, we will gladly consider the information as a part of our decision-making process.

## **Student Services**

The Student Services department was developed to help identify and assist students who are facing difficulties in one or more academic areas. The program will provide assistance for students, teachers and parents in order to improve the overall classroom performance.

The Director of Student services and the assigned teacher will assist the identified students in becoming active and competent learners in the classroom by:

- Conducting classroom observations and academic assessments of those students referred to Student Services.
- Meeting with teachers and parents to discuss strategies and modifications to use with the students, developing intervention plans and updating on student progress.
- Meeting with small groups of students or individuals to help strengthen the targeted academic skills.
- Providing current pertinent information, training, materials and research to parents and teachers on current issues in education.
- Offering assistance to and monitoring the academic progress of students transferring to FCA from other school settings.

### **Test and Quiz Scheduling**

In an effort not to overload a student with too many testing responsibilities on any given day, testing will be limited to no greater than two (2) tests and one (1) quiz on any given day. Two (2) quizzes are considered equal to one (1) test. Therefore, a student might experience up to one (1) test and three (3) quizzes or possibly up to no (0) tests but still have five (5) quizzes. When a student might be in a program or studies that deviates from the normal course sequence, it is recommended that the student alert the Principal's Office prior to the overloaded test date. Assistance will be given with these unusual circumstances.

### **Transcript Requests**

A transcript request must be completed for each transcript you request to be sent to a college or employer. This can be done using the transcript request form available on the school website or through the Naviance Family Connector Program that allows FCA to send transcripts electronically. The school will send the transcript directly to the college or business.

A final transcript will be sent to each graduate and to the college they are attending at the end of the school year. Every effort will be made to process transcripts within one week of the receipt of the request. Requests must be made at least two weeks prior to college/scholarship application deadlines. Students must turn in requests at least five school days before the beginning of a vacation/holiday if the college deadline falls during a vacation period.

All financial obligations to the academy must be current or met before transcripts are released.

## **CLASSROOM STANDARDS**

It is the responsibility of the student to respect the teacher at all times as the authority in the class, regardless of whether or not the student agrees with the teacher's decision or procedure.

- Students are to be seated and ready to begin class at the starting time of the period.
- Students are expected to do their own homework; not copy answers from someone else.
- Students must be prepared and ready for class work by having all needed supplies with them.
- Students may only be in the halls during class time if they have permission.

- Students are to be courteous and respectful at all times to teachers, administration, school and church staff, peers and guests. Students are required to address these people using Mr., Mrs., or Miss., along with the last name.
- Students may not talk during class time unless they raise their hand to get permission to speak.
- Students must keep their hands to themselves and not be a distraction to any classmates.
- Students are not dismissed at the end of a class period until released by the teacher.

## **Hall Passes**

Anytime students are in the halls during class hours, they must have a hall pass issued by a staff member. Everyone should take the most direct route to and from his or her destination.

## **Pledges**

The following pledges are recited during the week in homeroom or chapel:

American Flag: 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.

Christian Flag: I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and salvation for all who believe.

The Bible: I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

## ***ATTENDANCE GUIDELINES***

School is officially in session from 8:00 AM to 3:00 PM each day. Students should not arrive earlier than 7:45 AM unless prior permission has been granted. Students in grades K-5 must be picked up promptly at the designated time. All other students should not remain on the school premises after 3:30 PM. The school offices maintain the hours of 7:30 AM – 3:30 PM throughout the regular school year. Supervision of 6-12 students is not provided after school during gap hours between when school is dismissed at 3:00 and when athletic practices or extracurricular activities begin.

Regular and punctual attendance in school is essential to a successful learning experience. In order to maximize the educational process, and in keeping with our legal responsibilities as a school chartered by the state of Ohio, the following attendance procedures will be observed.

**All absence from any portion of the school day are considered either a tardy or an absence. Absences are recorded as either 0.25, 0.50, 0.75, or 1.00 (full day). All tardies are counted as a 0.10 day absence. Tardies accrue and will be counted collectively as absences on a student's attendance record.**

### ***ARRIVAL & DEPARTURE FROM SCHOOL***

#### **Arrival**

School is in session between 8:00 a.m. and 3:00 p.m. The building opens to receive students at 7:35 a.m. Students should not arrive before 7:35 a.m. K-5 students arriving between 7:35 a.m. and 8:00 a.m. are to report to their assigned homeroom. The student center is open for 6-12 students who arrive between 7:35 a.m. and 8:00 a.m.

#### **Early Release**

**Students in grades K-4** will only be released during the school day when picked up by an individual who is listed on the child's "pick-up" form (completed during the online enrollment process). The individual must sign in at the Attendance Office (Door B) and will be issued a student release form and will be given instructions on where to meet their child.

**Students in grades 5-12** will only be released during the school day with parental permission. Parents should send an email or should call the child's office (Secondary or Elementary) in the morning to give the reason for the early release and the time the child needs to be released. The office will issue the student a pass which will allow the student to sign out at the appropriate time at the Elementary or Secondary Office and the Attendance Office.

#### **Standard Dismissal (3:00 PM)**

**Students in Grades K-4** will only be released to the individuals listed on the "pick up" form (completed during the online enrollment process).

**Students in Grade 5-12** are dismissed freely from their classrooms at the end of the school day. Students in Grades 5-12 are not supervised following dismissal. Parents of students in Grades 5-12 are responsible for knowing who is picking up the child and who is giving the student a ride.

## **EXCUSED ABSENCE**

The following is a complete list of accepted reasons for an excused absence.

- Illness of the student (A doctor's excuse for three (3) consecutive absences as result of illness is required.)
- Serious illness in the immediate family.
- Death of a relative (Limited to two (2) days unless extended by the administration.)
- Personal medical appointment or emergency (A doctor's excuse is required for medical appointments.)
- Quarantine
- Court Appearance
- An approved Absence Arranged in Advance ("AAA"). A special absence request must be arranged in advance for absences due to family vacations, church group retreats, college visit days, etc. Parents are to request assignments at least five (5) days before going on a trip. This includes college visit days which must be pre-arranged.

## **OTHER ABSENCE GUIDELINES**

### **Attendance & Extracurricular Activities**

All students must be in attendance at least one half a school day to participate in practices and games. The only excused late arrival or early dismissal will be for a doctor's appointment, a funeral, or a personal appointment scheduled with the approval of the administration. A written doctor's excuse will be needed to participate in the day's practice or game. If the extracurricular activity is scheduled for a weekend, the student must be present on the Friday preceding the events.

### **Excessive Absences**

FCA holds school attendance as a high priority. A student's progress is greatly affected by a high rate of absenteeism. If a student is absent more than 20 days in a school year, the student may be retained at their present grade. For a pattern of repeated unexcused absences where truancy is suspected, the school may be obligated to report the issue to Child Protective Services (CPS) to investigate neglect. Excessive absences may require the parent to seek assistance outside the school for tutoring.

In elementary and middle school grades, if a student is absent more than 20 days in a school year, the student may be retained at their present grade.

In a course for which a student receives college or high school credit absences in excess of 10 days per semester may cause the student not to receive credit.

Family vacations during school days are discouraged because classroom experiences significantly impact a student's overall learning experience and cannot be duplicated outside the classroom. If granted, only 5 vacation days are treated as excused each year. Please attempt to schedule these times during breaks and scheduled days off.

## **Missed Classwork & Assignments**

Credit may be given for makeup work for an excused absence at the discretion of the Administration. If a student is allowed to make up work, the student will have the same number of days as absent to complete missed work. Work will not be given in advance for an unapproved absence. If your student is ill, parents may call the school office by 10 a.m. if they want to pick up assignments by the end of the day.

## **Parental Responsibility to Report Absence**

Parents must call or email ([busattendance@fcaknights.us](mailto:busattendance@fcaknights.us)) the school by 9:00 a.m. on the day of the absence and state the specific reason for the absence for it to be excused. The school reserves the right to declare an absence unexcused if the parent does not call or if the absence does not meet one of the above stated criteria.

Students who must leave the building during the school day for dental or doctor's appointments or other emergency situations, need to bring a signed note from their parent to the school office between homeroom and the first period class. This procedure enables the office to have an "Out of Building" pass prepared for them when they are ready to sign out of the building.

## ***TARDINESS***

### **Tardy Arrival**

Student arriving to homeroom after 8:00 a.m. will be marked tardy and must sign in at the Attendance Office at Door B. At the Attendance Office, students will receive a blue tardy slip. Students in all grades are to take the blue tardy slip to the appropriate office (Secondary or Elementary) and sign in.

### **Tardy to Class**

If a student has been tardy three times to a specific class, the teacher of that class may issue a detention.



## **DRESS CODE GUIDELINES**

Parents and students carry the primary responsibility to comply with and support FCA's dress code. The purpose of wearing uniforms is to promote uniformity so that during school hours distractions will be minimized allowing students to focus on the academic and spiritual matters. Modesty, cleanliness, neatness, professionalism, and Christian testimony should guide dress for all occasions. The administration will address individual student concerns individually.

The dress code has been established in order to contribute to a positive learning environment. Good grooming should be a mark of every FCA student. It would be impossible to create dress code guidelines that addressed every possible detail; therefore, it is imperative that it is understood that students are expected to avoid clothing, accessories and hairstyles that are extreme. When in doubt, ask!

Students are expected to wear attire that conforms to the non-uniform guidelines to school concerts, programs and other specific school activities. FCA students are to arrive at school in uniforms as defined by the following dress code guidelines and are to remain in uniforms until dismissal. Dress code for after school activities is listed under school sponsored events dress guidelines.

### **OFFICIAL UNIFORM SUPPLIERS**

Clothing may be purchased from various local vendors as long as it conforms to the approved style of School Closet and Educational Apparel.

- All uniforms that you purchase must be **standard uniform** fit, fabric, style and color. No cargo pants, denim, skinny style pants, etc. are permitted.
- No brand name logo is allowed on any shirt or polo. The only exception is the FCA logo.

*School Closet* - 4507 North High St. Columbus, Ohio 43214, 614-262-6016 &  
73 North Stygler Rd. Gahanna, Ohio 43230, 614-476-4104, [www.schoolcloset.com](http://www.schoolcloset.com)

*Education Apparel* - 3906 Brown Park Dr. Hilliard, OH, 614-876-3030, [www.educationalapparel.com](http://www.educationalapparel.com)

Please log onto their websites to see the FCA page of approved styles. **As you shop from other vendors, please compare your selections to those that have been approved from Education Apparel and School Closet. Although the particular vendor you are purchasing from may be approved, not all of their merchandise has been approved.** The particular items you are purchasing must be consistent in fabric, color, style and fit with those that have been approved from Education Apparel and School Closet and they must align with all dress code guidelines listed below. Do not hesitate to contact the school office if you have questions before making a purchase.

General guidelines for all students are set in order to promote modesty and simplicity in lifestyle and so as not to draw undue attention to oneself. The administration reserves the right to make discretionary judgments regarding dress code. If any student or parent has questions about clothing or hairstyles, the administration will be glad to help. It is always best to check in advance!

## **STUDENT DRESS GUIDELINES**

<b>Belts</b>	A belt is not required with uniform pants and shorts; however, pants may not be worn below the waist in a “slouching” or “sagging” position.
<b>Gym Wear/ Personal Fitness</b>	Grade 6-12: Students are allowed to change into a gym uniform for all gym classes. Gym t-shirts can be any spirit wear t-shirt. Gym shorts cannot be higher than 2” above the knee or lower than the bottom of the knee.
<b>Knit Polo Shirt</b>	Collared, long or short-sleeved in white, navy, light blue, hunter green, and red. Absolutely no midriff showing or oversized shirts. Undershirts are not to be visible at the waist.
<b>Oxford Shirts</b>	Long or short-sleeved in white or light blue. Only the top button may remain unbuttoned.
<b>Pants</b>	Navy or khaki in uniform style; must be hemmed. No cargo pants, denim, spandex/yoga, skinny pants, etc. Pants must be uniform style and conform to the style of pants that can be purchased from the official uniform suppliers.
<b>Polar/Dri-Fit Fleece</b>	Navy, red, black or dark gray traditional fleece or dri-fit fleece jacket with school crest or embroidered Knight logo <b>worn over a uniform shirt</b> . Jackets may be quarter-zip or full zip.
<b>Shoes</b>	All colors of athletic shoes are within dress code. Shoes with lights, holes and wheels are excluded. Athletic shoes must have laces and must cover the entire foot. Sandals or Crocs are not to be worn. Heels/soles should not exceed two inches in height. Boots of any type are not to be worn in the classroom.
<b>Shorts</b>	Navy or khaki in uniform style, hemmed and must come to the knee. No cargo, denim, spandex or skinny shorts.
<b>Socks</b>	Solid, white, navy, tan, black, gray, red or hunter green.
<b>Sweaters &amp; Vests</b>	Navy, black, red, gray, white or hunter green; Uniform cardigan, V-neck and crew, or vest worn over uniform shirt. Please refer to Educational Apparel for accepted styles.
<b>Sweatshirts</b>	Navy with school crest or embroidered Knight logo (not permitted on Chapel Day).
<b>Undergarments</b>	Proper undergarments must be worn at all times and not visible in any way. All undergarments must be free from visible slogans, pictures, and logos.
<b>Varsity Jackets</b>	FCA varsity jackets (owned by the student wearing the jacket) may be worn in the building during the school day.

## **GIRLS DRESS GUIDELINES**

- Hair** Must be kept clean and well groomed. Hair styles must be neat and styled in a manner that it does not fall into eyes. Hair dying (unnatural colors), bleaching or styles that draw undue attention are not permitted. Any hair coloring should only complement your existing color; thus the “natural” color remains consistent throughout the entire school year. Extreme hairstyles will be addressed individually.
- Hair Accessories** Must coordinate with the uniform. Hats are not to be worn in the school building during school hours.
- Jewelry & Scarves** Earrings are the only pierced jewelry permitted and are limited to two earrings per ear lobe (earrings in the rim of the ear are not permitted). The size of the earring may be no bigger than 1¼” in length or diameter. Bracelets may be worn if conservative in style and not distracting to the classroom setting (i.e. no clanking bracelet rings.) Chains are to be simple. No choker chains or dog chains permitted. All jewelry must be inoffensive to the Christian faith. Scarves are not permitted. Excessive or inappropriate jewelry will be addressed individually. Girls are not permitted to wear ties.
- Nails & Body Art** No black, neon, or extreme nail length or polish are to be worn. Moderate make-up is permitted, no extreme dark applications. Tattoos, body/facial piercings, and permanent or semi-permanent eyebrow alterations are not permitted. Students may not write on their bodies including the writing of notes, drawing “tattoos”, designs, or numbers/letters of any kind on arms, hands, etc.
- Skirts** School plaid, khaki, or navy. Skirts must come to the knee.
- Tights & Leggings** White, navy, tan, gray and black. All tights & leggings need to be a solid color; no patterns or designs are permitted. Leggings must come to the ankle (no capri styles).

## **Chapel Day Guidelines**

Chapel Day no longer has a specific dress code. All students can refer to the above guidelines for Chapel Day with the exception of shorts. Shorts are not to be worn on Chapel Day.

## **BOYS DRESS GUIDELINES**

- Body Art** No nail polish or makeup is to be worn. Tattoos, body/facial piercings, and permanent or semi-permanent eyebrow alterations are not permitted. Students may not write on their bodies including the writing of notes, drawing “tattoos”, designs, or numbers/letters of any kind on arms, hands, etc.
- Facial Hair** Men must be clean-shaven at all times. Facial hair or shadow look is not allowed. Sideburns may not extend below the middle of the ear.

- Hair** Must be kept clean and well groomed. Hair length must be cut and styled so that the hair does not fall into the eyes. Hair may be no longer than the bottom of the ear on the sides and collar length in the back. No designs should be shaven into the hair, nor are partial or fully shaven heads acceptable. Boy's hair may not be spiked, nor are they permitted to have the bed-head or "messy look." No un-natural coloration of hair. Extreme hairstyles will be addressed individually.
- Jewelry** No earrings or other pierced jewelry of any kind. Chokers, ball-and-chain necklaces are not permitted. Regular jeweled-link necklaces are permitted though they must be long enough that they hang below the collar of a regular T-shirt. Watches are allowed. All jewelry must be inoffensive to the Christian faith.

## **Chapel Day Guidelines**

Chapel Day no longer has a specific dress code. All students can refer to the above guidelines for Chapel Day with the exception of shorts. Shorts are not to be worn on Chapel Day.

## ***GUIDELINES FOR SCHOOL SPONSORED EVENTS***

### **Athletic Events**

The Administration and staff of FCA expects that both FCA students and their guests will observe school standards of modesty and appropriate taste at these events. The school officials in charge of such events reserve the right to exclude any person who does not observe appropriate dress standards.

### **Athletic Practices**

The Administration and coaches expect that the same guidelines of modesty and appropriate dress be carried over to the after school athletic activities. Shirts must be an appropriate length, no midriiffs, or "skin tight" outerwear. No spaghetti strap or skinny strap tank tops allowed. Please have sleeveless shirts come to outer shoulder area. All shorts must be mid-thigh or longer. Soffe brand shorts are too short and are not permitted. Some sports may have more specific guidelines as determined by the designated coach. Administration reserves the right to make discretionary judgments regarding athletic dress code.

### **Field Trips**

Students should check with their faculty sponsor to determine appropriate dress for the outing. Students who arrive at school dressed inappropriately for the trip will not be allowed to participate.

### **Non-uniform (Dress Down) Days**

Throughout the school year, there will be designated dress down days as scheduled by the administration. Guidelines include:

- Clothing must be neat and clean. (No P.J.'s, sweatpants or yoga pants).
- Jeans may be worn provided they are in good condition, no holes, hemmed and do not extend past the heel, no holes or fraying and no skinny jeans.

- All shirts must have sleeves. No “crop length” tops where midriff would show (even when arms are extended), tank tops, spaghetti straps, or mesh shirts. All writing and placement of writing on shirts must be non-offensive to the Christian faith.
- All dresses, skirts, and shorts must be the same length as school uniform style.
- Only school approved regular uniform footwear is to be worn (e.g. no boots, sandals or Crocs).

## **School Sponsored Social Events**

Students should always dress appropriately for the nature of the social event they are attending. The administration will always announce dress guidelines for scheduled social events (usually in writing).

Formal dress events requiring formal evening attire for both men and women are held from time to time. Women’s formal dresses must be approved by the activity’s director. Men’s dress guidelines will be announced prior to the event.

## **Spirit Wear Days**

Uniforms can be modified on Fridays to include approved FCA Spirit Wear. These tops can be purchased through the school or purchased at a store that carries FCA sports or arts insignias. This does not include handmade shirts with handwritten logos. Requirements for uniform pants/skirts and footwear remain the same on these days.

## **Athletics**

Other than on chapel days, team players or group participants may occasionally wear specified athletic uniforms. Requirements on when and how these can be worn will be determined by the principal, athletic director or coach.

# **HEALTH AND SAFETY**

## **ACCIDENTS**

Fairfield Christian Academy will be responsible only for those students who are either on school property during regular school hours, or on a school supervised function.

When an accident occurs, the injured student will be sent or taken to the nurse's office. If the student is unable to walk, a responsible student will be sent to request assistance. If emergency transport is needed, a staff member will stay with the injured student and send someone else to the office to request the emergency transport. Please note that if a student is to be transported to a hospital, they will likely first be sent to Fairfield Medical Center.

Parents will be notified of any serious accident involving their child during school hours. If an injury needs immediate medical attention, every effort will be made to contact the parents. If a student needs to be transported via medical squad to a medical facility, a school official will go with the student.

An emergency medical authorization form is kept on file for each student. It is the responsibility of the parents to keep the office informed of any changes to this form.

## **STUDENT HEALTH & WELLBEING**

Parents are required to complete and update yearly health records. All new kindergarten students and previously home-schooled students are required to have a documented physical exam within the last year, health record form and immunization record. Transfer students from another school system are required to have copies of their school health record. Please note it is the parent/guardian's responsibility to provide all health information to the school.

### **Communicable Diseases**

Students will be sent home if evidence of any communicable diseases listed below is found. When a child has had any of the following, please check with the nurse as to whether a written consent from a physician is required.

Scarletina	Whooping Cough	Pneumonia	Ringworm
Strep Throat	Measles	Scabies	Impetigo
Chicken Pox	Lice	Mumps	Conjunctivitis (pink eye)
Fifth Disease	COVID	Hand, Foot & Mouth	Diarrheal Diseases

### **First Aid & Illness**

The school is equipped with first aid supplies for use in case of accidents or illness. When students are ill, parents will be contacted to come and pick them up. All visits to the school nurse office will be logged.

In the first aid area the following medications, treatments and solutions may be used per first-aid situation: calamine or caladryl lotion, Neosporin, 1% hydrocortisone cream, hydrogen peroxide, alcohol, salt, ammonia capsules, Vaseline, anti-itch gel, warm salt water and soapy water. Please contact your

school if you do not want any of the above items used for your student or if any allergies are known to the above.

If crutches or a wheel chair are needed by your student in school, medical authorization and principal permission is required.

Students who become ill during the school day will be sent to the nurse and a parent/guardian will be notified if needed. Students who have a fever of 100.4 degrees F or greater will be sent home. If a student vomits, they will be sent home. Ill students must be picked up no more than thirty (30) minutes after the parent is notified.

Students may return to school after an illness, at the discretion of the school nurse or administration, when they are fever free for 24 hours (without the use of fever-reducing medication); it has been 24 hours since their last vomit episode; or cleared by a physician.

## **Immunization Policy**

The state of Ohio has a mandated immunization schedule for all students in grades K-12 who attend school. This immunization summary can be obtained from the Ohio Department of Health website ([www.odh.ohio.gov](http://www.odh.ohio.gov)).

If your child does not have completed immunizations, prior to the 15th day of school, one of the following has to be met:

1. Evidence from your physician stating your child is in the process of receiving the required immunization.
2. A written statement from your physician stating that immunizations were withheld due to medical reasons.
3. A written statement from the parents or guardians stating that immunizations were withheld due to philosophical/religious beliefs.

Failure to meet one of the above requirements, may result in the student being excluded until such requirement is met.

## **Lice Policy**

A student may return to school after receiving treatment with a pediculicide shampoo, all nits have been removed and clearance is received by the school nurse.

## **Over the Counter Medication**

If your child needs to take non-prescription medication (i.e. ibuprofen or acetaminophen), or any other over the counter medication, the nurse's office will administer the medication if the appropriate medication authorization form is on file. If the student needs a non-prescription medication more than 3 or 4 times in a semester, the parent must provide the nurse's office with a supply.

## **Prescription Medication**

If it is necessary for your child to take prescription medicine at school, written instructions from the physician and permission by the parent must accompany the medicine. A Medical Authorization Form, which is to be used for this purpose, is available through the nurse's office or at the school's website. This form **MUST** accompany all medication to be administered. We suggest families make several copies of the form to take as needed to physician's appointments. All medications must be in original containers with the student's name on the prescription bottle. All medications, including over the counter medications, must be kept by the nurse, not in a student's purse, locker, pocket, or lunch bag. In special cases, with a physician's permission, a student may be permitted to carry their prescription medication with them (i.e. inhaler).

## **SAFETY DRILLS**

Safety drills, rapid dismissal drills and tornado drills are required by law and are an important safety procedure. Instructions for fire exits and tornado shelter locations are posted in each classroom. When an alarm is sounded, students are to remain silent and follow the teacher's instructions. Any time that these signals are heard could indicate a genuine threat to life or safety. Order and quiet are always required and necessary for everyone's safety. Safety drills, rapid dismissal drills and tornado drills will be held periodically to help students and staff respond in a prepared, calm, and safe manner. Plans for dealing with other safety concerns are included in an Emergency Operations Plan which is kept in the Superintendent's office.



## **MISCELLANEOUS INFORMATION**

### **ADDRESS CHANGE**

Please report any changes in address, phone number, e-mail addresses, etc. to the Admission's office. This would also pertain to changes in business telephone numbers, school district, emergency phone numbers, etc. It is especially critical that at least two current emergency contact numbers are available and accessible for each student. It is especially important for re-enrolling students to update this information during the re-enrollment process.

### **BIRTHDAY AND SPECIAL ACKNOWLEDGEMENTS**

To assist FCA in keeping a quiet, safe and focused atmosphere during the school day, the administration requests that parents not send flowers, balloons or any other deliveries to their child during the school day. If they are sent, they will be held in the school office until the close of the school day. Additionally, these types of deliveries or gift exchanges are not permitted between students during the school day. Such deliveries have a way of distracting the academic focus for not only the recipient, but also for their friends.

Invitations for out of school birthday parties are not to be distributed at school. Check with your child's classroom teacher for information about sharing birthday treats on your child's special day.

### **BUS TRANSPORTATION**

If you are interested in public school bus transportation, you will need to contact the bus garage for the school district in which you live. If it is not available, ask your district about how to receive transportation reimbursement.

Once you have made transportation arrangements, contact the school office with the busing information for your child (bus #, time of arrival and departure). A note or call from the parent is required if a bus student is not riding home on the bus. It is very important that you have an emergency plan for your child in case he arrives home and no one is there.

Riding a public school bus is a privilege extended to our students. Please instruct your child on the proper behavior expected while riding. It is the parent's responsibility to be aware of their public school district's bus policies and procedures regarding rules and regulations. Other students or friends may not ride a bus home with your child.

### **Afternoon Bus Riders**

It is the responsibility of the parent to inform the Attendance Office of a K-5 student's afternoon bus arrangements. Once this arrangement has been established at the beginning of the year, the parent must call if any change is to be made. For example, if the student is set up to be an "everyday rider," the child will be put on the bus unless the parent has called or emailed with other instructions for that day. Students in Grades K-5 will be checked off as they get on the bus at the end of the day. Students in Grades 6-12 will not be checked off and busses will not be held to accommodate late students.

## **EXTRACURRICULAR FACILITIES USAGE**

Students may not use the school facilities (gym, weight room, classrooms, etc.) at any time before or after school hours without appropriate supervision by or permission from school personnel.

## **FIELD TRIPS**

Parents will receive advance notice of all activities that will take their students away from school property and regular classes. Parents will sign a release form at the beginning of the year giving students permission to go on field trips. Parents do have the right to refuse to have a student going on a particular trip, however, the student is still expected to be at school and will be required to do work related to the topic being studied that day.

## **Drivers & Chaperones**

In offering to help with a field trip, drivers need to be aware they are agreeing to responsibly supervise the children assigned to them. Drivers are required to sign a statement of agreement in which they are stating that they have a current auto insurance policy with liability coverage and provide a copy of their insurance card. Students will not be sanctioned drivers to or from school events.

Driver responsibilities in the car or bus:

- Please have students secured in seat belts.
- Carry emergency information for each child (in the folder or envelope provided by the classroom teacher).
- In case of an emergency, contact the needed authorities and notify the school office immediately.
- No side trips are to be taken.

Chaperone responsibilities at the site:

- Students must be chaperoned at all times.
- A “buddy system” may be used when going into public restrooms.
- Expect and require good manners from students, courtesy toward others, and respect for property.
- Discipline problems needing resolution should be immediately directed to a teacher.

## **FOOD & BEVERAGES**

### **Water**

FCA encourages students to stay hydrated throughout the day, and, as a result, students may carry a water bottle during the school day. Water bottles/cups may not be glass and should be reasonable in size. Only plain clear water should be consumed throughout the day (e.g. no flavor packets, etc.). There are multiple water bottle filling stations located throughout the building. Water consumption during instructional time is at the discretion of the teacher and classroom rules must be followed. The administration will address individual student needs.

### **Other Beverages**

Students should not bring soda to school or in their lunch, and soda is not sold in the cafeteria. Students should not arrive to school with beverages to be consumed in homeroom or first period. Elementary students should not bring any beverages to school because there is no designated space for them to consume a beverage before entering their classrooms for the day. Secondary students must consume beverages which they bring to school in the student center prior to homeroom. Unfinished beverages must be stored in their locker or disposed of before going to homeroom.

### **Snacks**

Students should only consume personal snacks in the classroom with the explicit permission of their teacher. Personal snacks which are brought to school for after-school consumption should be stored throughout the day and only consumed in designated areas (e.g. student center).

## ***LOCKERS***

Each student in grades 7-12 will be issued a locker at the beginning of the school year. Students are responsible for the security of their belongings and are to place them in their locker and not leave those items lying around the school. The student assigned the locker is the only student who is given the combination of that locker. If a student gives the combination of his or her locker to another student, it compromises the security of the locker and its contents.

The following guidelines apply to locker use. Students will be expected to:

- Always keep the inside and outside clean and free from graffiti, pictures, decals, or anything else that would deface it.
- Regularly remove waste paper and other trash and deposit it in the trash containers.
- Report any malfunction of the locker to the Secondary office immediately rather than attempting to fix it with a foot or fist.
- Keep the halls clear of all belongings except for these areas specifically approved for hanging coats or placing of athletic bags or musical instruments.
- Lockers may be inspected several times per year and the student will be charged for cleaning and repairs if they are necessary. A final inspection will occur at the end of the year to be sure the locker is cleaned out. Failure to pass this end of the year inspection will result in being assessed a \$15.00 locker fee.

### **Search Policy**

The school administration reserves the right to open any student's locker, book bag, athletic bag, or other personal carrying devices for inspection at any time it has reasonable suspicion that the student may be concealing inappropriate, illegal, or stolen substances or objects. This policy extends to all school sponsored events both on and off campus.

## ***LUNCH PERIOD***

Students may bring a packed lunch that does not require refrigeration. Hot lunches are available for purchase each day unless otherwise noted. A limited selection of à la carte choices are available for students in grades 6 - 12.

FCA has a "closed" lunch policy, which means that students are not permitted to leave campus during lunch, except with their own parents. If you wish to pick up your student for lunch, please follow the early dismissal procedure which is detailed in our attendance policy.

### **Guest Guidelines**

Students from other schools, friends, or any other individuals are not permitted to join students for lunch. If special circumstances warrant a visit from a friend during your student's lunch period, you must obtain permission from your student's principal in advance. "Walk-in" visits will not be approved.

For parents of students in K-5, we ask that you let us know if you are planning to join your child for lunch. Parents are welcome to purchase hot lunch as well as à la carte items. There is a designated area for parents to eat lunch with their students. Your student is not permitted to invite friends to sit in this area. We ask that you limit lunch visits to once a week.

### ***PHONE USAGE***

The office telephone is available to students, with permission from office staff, who need to make calls of importance, especially calls meant to convey information to their parents regarding daily schedule/ transportation changes. Students who wish to go home because they are ill should visit the nurse's office and should not make direct contact with their parents.

## Personal Cell Phone Usage during School Hours

Healthy cell phone use in adolescents continues to be a concern for healthcare providers, the Ohio Department of Education, schools, and families. This concern has spurred agencies and organizations such as the U.S. Surgeon General and the American Academy of Pediatrics to explore the impact and safety of social media use regarding youth mental health and to provide guidance and resources for families to assess technology readiness and create a healthy media use plan for adolescents. As partners in your child's education, we agree with the conclusion of these agencies that social media use can pose a "profound risk of harm" to the mental health and wellbeing of adolescents. We certainly do not believe that cell phone usage is inherently bad, but we do firmly believe that there are not enough positive or beneficial outcomes at school to outweigh the negative impact on the learning environment and the social-emotional wellbeing of our students. We also believe that the policy aligns strongly with a Biblical worldview. We strive to create an environment that encourages our students to be set apart as believers and not to be consumed by things of this world.

As such, FCA restricts the use of personal electronic and communication devices (e.g., cell phones, tablets, laptops, smart watches and headphones/earbuds, etc.) during the school day.

For students in grades K-5, the use of cell phones and other personal electronic and communication devices is prohibited during school hours. Students in grades K-5 who choose to bring cell phones, tablets, and/or wearable smart devices (e.g. Apple watches) to school must keep these devices in their book bags. There will be no exceptions to this policy. Please be aware that the backpack storage areas for many K-5 students are in hallways. Teachers or office staff cannot be responsible for holding student cell phones or personal devices during the day to "keep them safe." FCA is not responsible for any damage to or theft of such devices.

For students in grades 6-12, cell phones, personal devices and headphones may not be used during the school day, as explained below in further detail, other than before homeroom or after school. This policy relates to all personal devices with video or audio capabilities such cell phones, headphones/earbuds, and other similar devices including tablets and smart watches used for communication, pictures or video. These devices are strictly prohibited and cannot be used during the school day unless an instructor requests that a student use the device in the classroom for a specific school related assignment or project, with administrative approval. **These devices should always be secured in a student's locker, backpack or purse. These devices may not be used, accessed or visible in the hallways or restrooms and should not be visible in any way during the school day.** Only students in grades 9-12 are permitted to use personal electronic devices during their lunch period. Headphones, earbuds and other personal listening devices are not to be carried visibly throughout the building (e.g. "hanging" around the neck or in hand, etc). FCA is not responsible for any damage to or theft of such devices. Violation of this policy will result in disciplinary actions.

Cameras or any device which may capture an image, pictures, or video, are prohibited from being used in any restroom or locker room facility on the grounds of the FCA. Students are also prohibited from using personal electronic devices to capture, record or transmit words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person while in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using any electronic communications equipment to take or

transmit audio and/or pictures/video of an individual without his/her consent is considered in violation of privacy and is not permitted. Violation of this policy will result in disciplinary actions.

As a reminder, our office staff are able to communicate messages and information to students on your behalf. We understand that it may be necessary at times for parents to inform their student of a change in pick up plans or for a student to notify their parent of a forgotten item or event. We will always do our best to facilitate any necessary communication between parents and students during the school day. Additionally, we ask that parents rely on direct communication from FCA during any emergency situations. Students may not always have the most accurate or up to date information in such a situation. FCA annually tests the communication system to verify that FCA families are receiving emergency messages. If you have any questions or are concerned that you may not be receiving such alerts and communications, the administration is more than happy to help.

A student may carry and use a cell phone to monitor or address a health concern with specific pre-arranged approval from the administration.

The FCA administration may investigate communication between students via personal devices or on social media if warranted. We are relying on the commitment of FCA families to the school-family partnership in order to successfully create a positive learning environment that is distraction free. Please do not expect your children to respond to your text messages during the school day.

## **PRIVACY**

FCA intends to fully comply with the provisions of the Family Education Rights and Privacy Act (FERPA). To assist in this task, a parental release form is offered during the enrollment process to establish where and if student information and pictures can be used. The official terms of the Family Education Rights and Privacy Act are set forth below:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to

disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **TRAFFIC AND PARKING**

Parents and students are encouraged to use extreme caution at all times when driving on school property. Students may park only in the approved “student parking areas.” All drivers are asked to observe the traffic guidelines published by the academy. Generally, all school car traffic is to flow counter-clockwise around the building during school opening and dismissal times. Applicable times for this “one-way flow” are at 7:45 – 8:45 AM and at 2:45 – 3:45 PM. Traffic may not enter the property off of N. Columbus St. during the opening and dismissal of school. You may only exit onto N. Columbus St.

Please do not park or drop off students in the area designated for bus pickup or drop off on the Whittier Street side of the building at any time during the school day. Traffic and parking guidelines (and maps) are available in any academy office.

## **Student Driver Guidelines**

Because of the potential danger involved in the operation of motor vehicles, all infractions of driving/parking rules will be referred immediately to the administration for appropriate disciplinary action. Repeat violators may lose their driving privileges altogether.

Speed is strictly limited to 15 mph on campus. Anything deemed to be reckless operation might result in the immediate suspension of driving privileges. Students may not loiter in the parking lots during the school day, during evening school activities, or during the evening (after the building is locked up).

## **Search Policy**

The school administration reserves the right to search any student's vehicle for inspection at any time it has reasonable suspicion that the student may be concealing inappropriate, illegal, or stolen substances or objects. This policy extends to all school sponsored events both on and off campus.

## **VISITORS**

Parents are welcome at FCA. We ask that you check in at the attendance office when you visit and that you make an appointment in advance if you wish to see a teacher or visit a classroom. A visitor's badge must be worn while in the building.

All student visitors must check in at the office before their visit. They will be given an identity tag to wear while in the school buildings and will be expected to abide by all FCA standards of conduct. Visits will not be permitted during our "closed lunch period" unless prior permission is granted by the principal.

## **WEATHER EMERGENCIES**

During extreme winter weather the Academy will notify families using the emergency alert system. Additionally, FCA will also contact the following TV stations to report a closing or delay. If inclement weather arises during the day, please monitor your email and also the stations listed below for cancellations or an early school dismissal. If your road conditions are too dangerous to travel, please notify the school of your student's absence.

The following is a list of television stations you can tune in to obtain information regarding Fairfield Christian Academy closings, delays and early dismissals:

- WBNS-TV (CBS) – Channel 10
- WCMH-TV (NBC) – Channel 4
- WSYX-TV (ABC) – Channel 6

## **WITHDRAWAL PROCEDURE**

If the student needs to withdraw during the school year, please notify the main office at least two (2) weeks in advance if possible. An exit interview with the principal may be requested by the parent or legal guardian. This will enable us to notify the teacher, determine any balance or refund on your tuition account, and complete the necessary paperwork. In order to have your students' academic and health records transferred from FCA to a new school, you must sign a records release form at the new school. Upon receipt of the signed records release form, we will send the records directly to the new school. Please note: all tuition and fees must be current before any records will be released.

Any student withdrawing after July 5 will be subject to a processing fee of \$200. After school begins the following withdrawal fees will be charged:

- First day of school - duration of 1st grading period: 35% of annual tuition and fees
- Duration of 2nd grading period: 75 % of annual tuition and fees



- Duration of 3rd grading period - last day of school: 100% of annual tuition and fees

Any student withdrawing or expelled must remain out of school for one full semester (two 9-week periods) before attempting to re-enroll. Where a behavioral or academic issue was reason for withdrawal or expulsion, parents must meet with the administrative team before readmission will be considered.

## ***PARENTAL INVOLVEMENT***

Fairfield Christian Academy is a partnership with parents providing academic excellence in an atmosphere of faith. We consider it essential, therefore, that parents get deeply involved in this ministry so that their children understand the importance of what is being provided for them. The following information is intended to improve that involvement through continuing dialog and activities that help the Academy to provide these services with excellence and at reasonable rates.

## ***COMMUNICATION***

It is very important that lines of communication between home and school always be open. If you have a question and/or comment concerning your child's school progress, do not hesitate to contact your child's teacher. Our staff members are very willing to meet with you. Please call or email the school office to schedule a conference should you desire one. Parents are reminded of the importance of scheduling the time to meet. Because of responsibility for the children, the teacher is not able to devote full attention to an unscheduled conference immediately before or after school. Please do not attempt to discuss a concern with a teacher either while they are welcoming the children in the morning or dismissing them in the afternoon. The teacher needs to be focused on their students at this time.

## ***FUNDRAISING***

Tuition rates at Fairfield Christian Academy primarily support faculty and staff compensation and general operation of the school. Fundraising allows the academy to provide capital improvements that enhance the overall student experience. It is expected that each family will participate in fundraising efforts during the course of the year.

## ***SCHOOL BOARD***

As a private institution, FCA's school board operates differently than a public school board. First, the FCA school board is appointed, not elected. Additionally, the board includes three ex officio members (FCA superintendent, senior pastor of FCC, and an FCC elder). Finally, the board is a policy board and not an operational board. Information about board members is available on the school website.

### **Access to the Fairfield Christian Academy School Board**

If you wish to personally communicate with the FCA School Board, you may do so by emailing the board at the email addresses listed below. When communicating with the board, please bear in mind that the function of the board is to serve as a policy setting board. Therefore, if you wish the board to consider developing a policy or changing a current policy, you may communicate directly with them via email. If you wish to address matters regarding the administration of the school program, please email the school superintendent at the address listed below. The board looks forward to the input of all members of the Fairfield Christian Academy community, whether through contacting our superintendent who will convey your input to the board, or through direct email as provided below.

FCA Board email address: [FCABoard@fcaknights.us](mailto:FCABoard@fcaknights.us)

Superintendent's email address: [superintendent@fcaknights.us](mailto:superintendent@fcaknights.us)

## ***VOLUNTEERING***

Due to the nature of Fairfield Christian Academy, a strong volunteer force is critical in the school running smoothly. It is requested that at least one member from each family volunteer in one or more capacities during the year. During the enrollment process parents are surveyed to determine areas of interest for volunteer opportunities.

# **SCHOOL ORGANIZATIONS**

## **CLUBS, GROUPS & TEAMS**

Student leadership and involvement is dynamic, exciting and welcomed at FCA. Official school affiliated clubs must be approved in advance by the administration and must have an approved FCA staff advisor. There is occasionally an opportunity for a club to form that is not affiliated with FCA. Club status can change year to year and cannot be assumed to be affiliated with FCA because it has been affiliated in the past. Circumstances change from year to year regarding many issues which could affect club status: society, culture, availability of staff, associated club costs, benefit of club to student body, and interest level.

### **Affiliated Clubs at FCA**

Clubs that are affiliated with FCA are annually approved and have an approved FCA advisor. These clubs are sanctioned by FCA and considered official school activities. These clubs can potentially meet before or after school or during lunch, be held on school grounds, potentially include school approved field trips, or include participation which might be interscholastic. Members of affiliated clubs are all students of FCA and all advisors are approved staff members. The club represents FCA and is able to use the school logo and market themselves as an official FCA Club. All resources used in any way as part of the club must be approved by the Administration. Examples of past FCA affiliated clubs are Debate Team or Chess Club.

### **Non-affiliated Clubs at FCA**

At times, students may wish to form a club that is not sanctioned by nor affiliated with FCA. These clubs do not meet on school grounds during the school day and do not have an FCA staff member as an advisor. These clubs may be promoted at school (with approval), but they cannot be marketed as FCA clubs in any way. Often, non-affiliated clubs are part of a student's senior project or are formed as a result of a student's particular area of interest. It is important to note that although these clubs are not affiliated with FCA, many club members will potentially be FCA students. As stated previously in this handbook, enrolled students of FCA represent FCA at all times and their actions and behavior represent the school, so although unaffiliated with FCA, actions and behavior while participating in a non-affiliated club must align with FCA's mission, vision and core values.

## **STUDENT COUNCIL**

Our student council is a representative group elected by the student body. The purpose of this council is to promote the objectives of FCA through the avenue of student activities. Student council functions as a vital link between student interests and those of the faculty and administration. In order to operate effectively, student council must represent the entire student body, understand its role within the structure of FCA, and communicate Elections. Elections are held for student council and class offices in May of each year. Procedures and qualifications to run for office may be found in the Student Council Constitution, copies of which may be obtained from the faculty advisor or the president.