

First
Assembly
Christian
School

Quality Academics
In a
Christ Centered
Environment

**First Assembly Christian School (FACS)
Parent-Student Handbook**

REGULAR SCHOOL HOURS

K2-K4 6:30 a.m. - 5:15 p.m.
K5 through 3rd 8:00 a.m. – 2:55 p.m.
4th through 12th 8:00 a.m. – 2:55 p.m.

THESE HOURS APPLY EACH DAY, MONDAY THROUGH FRIDAY, UNLESS
OTHERWISE ANNOUNCED

SCHOOL OFFICE HOURS

7:30 a.m. – 4:30 p.m.
Monday – Friday
Closed On All School Holidays Unless Otherwise Notified

AFTER AND BEFORE SCHOOL CARE HOURS

K5-6th grade
7:00 a.m. – 7:40 a.m.
3:00 p.m. – 5:15 p.m.
Monday – Friday
Closed On All School Holidays Unless Otherwise Notified

85621 Highway 9 North
Post Office Box 697
Ashland, Alabama 36251
(256)354-4090 Fax: (256)354-4675
School Office Email: phyllis@facslions.com
www.facslions.com

ADMISSIONS POLICIES

All applications are made to the governing authority of FACS which reserves the right to accept or reject any application. The admission procedures include the submission of a written application form, an application review, a family interview, payment of the registration fee and testing to enable the administration to make a responsible decision. All applicants who are accepted are done so on a nine-week trial basis. Also, if at any time during the school year the student's conduct or academic performance or any other requirement for admission falls below the acceptable standards as established by the administration, tutoring, testing or withdrawal maybe required. (Below acceptable standards are failing grades in three subjects.)

We understand that parents are the ultimate educators and are responsible to God for the education of their children. This responsibility is shared with the school during school hours when the Biblical directive to raise children in the nurture and admonition of the Lord (Ephesians 6:4) is transferred to the teacher. Parents, teachers and the church are partners in teaching the children at home, at school and at church with the consciousness that all truth comes from God (Colossians 2:3). Godly precepts and truths practiced and taught at home should be consistent with those adhered to at school and at church.

FACS admits students of any race, color and national or ethnic origin. Students entering four year old kindergarten must have reached that age by September 1st of that current year. Students entering five year old kindergarten must have reached that age by September 1 of that current year. First grade students must be six years old by September 1.

New students entering first grade or students who are transferring from other schools will be expected to take an entrance examination as part of an overall screening process. Should the student be accepted and his accomplishments as shown by the test and/or previous grades are on the grade level to which the student has been promoted, and then the student will be admitted to that grade. However, should the student's accomplishments as indicated by the test and/or previous grades be on a lower level then acceptance and grade placement determination will be made by the school. It is the policy of the school not to accept students whose accomplishments, both academically and behaviorally, have not been up to acceptable standards.

Enrollment for the coming school year begins in March with present students having the first option to re-enroll before enrollment is open to the public.

Enrollment as a student at FACS does not guarantee readmission or continued enrollment. The school reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the best interest of the school or student to allow admission or continued enrollment.

FINANCES

REGISTRATION FEE

A registration fee is charged per family for the purpose of holding a place in class for the student and establishing or updating student files. For new students this fee is due within seven days after notification of acceptance. Returning students must submit the registration fee with their application. This fee is non-refundable and nontransferable except under the following condition only:

- a. The student moves out of the area before August 1.
- b. The school administration decides after analyzing the results of the entrance test that the student would/could not function well in the curriculum program offered.
- c. Space is unavailable in the class for which the student is applying.
- d. The application is not accepted.

TUITION (strictly enforced)

The annual tuition is payable in ten equal payments. No tuition will be due in June or December. The first payment is due on or before July 1st and the remaining payments on the first of each month of the other nine months (Aug – Nov then Jan- May). The first tuition payment is non-refundable and non-transferable. Furthermore, if the first tuition payment is not paid by July 10 the student's place in class may be canceled and replaced by someone on the waiting list.

Students attending one day or more of any tuition payment period will owe the full tuition for that period.

Tuition is due on the 1st of each month and is considered late if paid after the 30th. All tuition accounts which receive a 30 day past due notice will incur a \$25 late fee. Also, a \$20 check fee will be charged to any account whose check is returned by the bank. If two checks are returned, the account is automatically placed on a cash or money order basis.

A student will not be admitted to class if any account balance is more than thirty days past due unless special arrangements are made and approved by the principal. Permanent records will not be released to any person or school until the student's account is paid in full. No student will be admitted for the following school term as long as there is an outstanding balance on the student's account.

Tuition payments do not cover the cost of books and supplies.

BOOK FEE

A book fee is charged to help cover the cost of the textbooks and workbooks that a student will need during the school year. Consumable books will be ordered for some subjects and may not be shared among siblings. Some books are purchased as non-consumables in an effort to keep the continuing cost of book purchases down. Students will be assigned a book to use and it is the student's responsibility to keep the book in good condition. If willful damage is done to the book it will be the responsibility of the student to pay the replacement cost of the book. Readers will be supplied by the teachers and the student will be held responsible for the condition of the reader so they may be reused the following year. If the student withdraws from FACS after the book order has been made the student is responsible for the books and it is their responsibility to resale them. **There will be no refund. Effective as of 01/01/2010.**

A classroom supply fee of \$50.00 will be due from each student K5-6th grade and the teacher will purchase the supplies. K5-6th grade will be responsible for book bag and lunchbox only. 7th-12th grade will be given a supply list which will be posted on the FACS web site prior to open house. This fee will not be refunded if supplies have been purchased for the year. K2-K4 supply fee in \$100.00 for the 12 month period.

SAT TEST FEE

The SAT Test will be given each year to all students in the following grades: First, Third, Sixth and Eighth and will be charged only the cost of the testing material. A fee to cover the cost of test will be required by January. You may choose not to be tested and parents will be responsible for their care during testing.

ACT TESTING

All students in grades 9th-12th will be required to take the ACT at least once during each school year at the expense of the student. It is given 3 times during the year and information will be sent prior to deadlines. One fee per year is included in the book fee for 9th-12th grade.

COMMUNITY SERVICE

All students in grades 9th-12th will be required to participate in community service at approved institutions in order to use on their resume. A log will be kept in their file throughout the school year. This will be arranged by the school counselor.

PAYMENT METHODS

Tuition and other account payments may be paid in the office or mailed to:
FACS, P.O. Box 697, Ashland, Alabama 36251.

All account charges (tuition, child care, book fees and registration) may be paid with one check. Field trips, school supplies, lunches and other items which are not billed to a student's account must be paid separately. K2 – 1st grades will be instructed by the teacher.

Checks written to cover final balances on student accounts must clear the bank before report cards or other official records are released. Cash or money orders for final payments are recommended.

FUNDRAISING PROJECTS

FACS endeavors to keep low tuition rates for the benefit of each family. For this reason, we have to operate fundraising programs each year. It is expected that each student and parent will participate in helping raise the additional funds needed for designated school projects and the overall operation of the school.

FACS FORMAL

Traditionally it is the junior class who gives the senior class the end of the year formal. All junior students and their parents must participate in the preparation of this event. Students in grades 9th – 12th are eligible to attend the formal. Dresses of all female participants must be pre-approved by the administration. A Formal Committee will coordinate this event each year

FIRST DAY OF SCHOOL

We feel it is in the best interest of the child if parents leave him/her with the teacher on the first regular day of school. Even if the child seems frightened or uncertain, the teacher is trained to help your child soon feel loved and comfortable in the classroom. Parents remaining at the door make the period of adjustment more difficult for the child, the parent and the teacher.

DROP OFF & PICK UP PROCEDURE

DROP OFF: The driveway around the FACS Center is ONE WAY; please do not pull into the driveway backwards at ANY time. Drop-off times are between 7:40am-8:00am; during this time an assistant will be available to help your child out of the car and into the building. After 8:00am they will be considered tardy and must be signed in. Parking in the upper level lot is mandatory procedure if walking your child into class is necessary. The lower parking around the school is reserved for faculty.

PICK UP: Pick up for K2-K4 is between 2:20pm-2:30pm; K5-6th grade between 2:30 pm-2:45 pm. Children will be called out of class by an assistant and meet you out front to be picked up. 7th-12th grade class day ends at 2:55 pm. Students picked up before 2:55 pm must be signed out through the office. Children K5-6th will be sent to Extended Day Program (EDP) at 3:10 pm. If they have not been picked up by 3:15 pm the EDP fee will begin. ***The two parking spaces directly in front of the FACS sign are designated for Drop off & Pick up between the hours of 8:00am-2:00pm ONLY. Any other time you must use the upper parking lot.***

HOLIDAYS

FACS will not “emphasize” the humanistic view of the holiday seasons. The scriptural emphasis of each holiday will always be maintained. For example, our Fall emphasis will be on “Harvest” rather than Halloween. The Christmas emphasis will be “The Birth of Jesus” rather than Santa Claus. The emphasis at Easter will be “The Resurrection of Christ” rather than the Easter Bunny. Valentine’s Day is about the Love of Jesus.

BEFORE AND AFTER SCHOOL

Students may arrive for school at 7:40 a.m. Students are to go directly to the classroom. No playing or loitering will be allowed inside or outside the building. Before School Care begins at 6:30 a.m. and ends at 7:40 a.m. EDP begins at 3:10 p.m. and ends at 5:15 p.m. Students will be sent to EDP fifteen minutes after the class dismissal time.

These programs are designed for students K2 through 6th grades. Students in 7th grade and up must make arrangements to be picked by 3:10 p.m. Only students staying for sports, clubs, or tutoring will be allowed to remain in the building. Students who drive will be required to leave promptly after being dismissed. There will be no loitering in the parking lot after school.

Parents taking advantage of our After School Care program are reminded that this is available on regular school days only, not during any school holidays or when FACS is closed.

All Before and/or After School Care payments are due with your tuition payment. **You will be required to register for these services each year. Staffing will be arranged based on these numbers. Therefore, if you are registered you will be required to pay whether your child is here or not. Before school care fee \$25, Afterschool care fee \$50, both \$75. The charge will be billed on your account automatically monthly.**

EMERGENCY CARE

Students, **regardless of age**, not registered in Before and/or After School Care who arrive prior to 7:45 a.m. or who remain at school for ANY reason other than a school-related function (detention, participation in school sports, etc.) longer than fifteen minutes before their starting and/or after dismissal time will be sent to the designated care area, listed as Emergency Care and parents will be charged as such. This will ensure proper supervision while waiting for their ride home as no student is allowed to be left unsupervised while on school property. Students may be permitted to call home to check on the parent's expected arrival time once they are sent to Emergency Care.

In the event a parent is on school property after hours conducting school-related business (meeting with a teacher, etc.), their child needs to be kept with them or the EDP worker notified so that the student will not be charged for Emergency Care.

An Emergency Care fee of \$10 is due and payable the day service is provided. Parents must come into the After School Care area to sign in / out a student from Emergency Care and to pay the fee. Correct change is required since the EDP workers do not keep extra change. If the fee is not paid at the time the child is picked up, it will be charged to the student's child care account.

Emergency Care is not to be used as a "baby-sitting" service, but only for those rare incidents when unforeseen problems occur. The Emergency Care program will be closely monitored. Any excessive use of this plan will result in the student(s) being placed on the monthly After School Care plan and charged accordingly. If this is deemed necessary, the office will attempt to contact the parent regarding excessive use.

Late pickup after 5:15 p.m. in EDP or Emergency Care will result in a \$1 PER MINUTE late charge. (Example: If a parent is 45 minutes late, the late charge is \$45). Parents must be prepared to pay this when the child is picked up. If this charge is not paid **THAT DAY** your child will not be allowed to return until the fee is paid. If late past 1 hour without notification the local authorities will be called.

STANDARDS OF CONDUCT

FACS holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a whole life which fulfills both God's moral law and high law of love (Matthew 22:37 – 39; Romans 12:8 – 10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

FACS must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment.

All of the activities of the Christian must be subordinated to the glory of God who indwells us (1 Corinthians 8:9, 12 – 13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental or spiritual well-being (1 Corinthians 9:27).

A sense of the need for spiritual growth in light of these principles has led FACS to adopt the following standards. These standards are conducive to an environment that will promote the spiritual welfare of the student. The school, therefore, requests each student and parent – whether at home, school or elsewhere –

1. Absolutely no public display of affection, swearing, indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, pornography, premarital sex, homosexuality, sexual perversion or involvement in questionable forms of music which deviate from Christian principles.
2. To maintain Christian standards in courtesy, kindness, honesty, morality, modest attire, and respect for authority.

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

Students and parents are expected to abide by these standards throughout their enrollment whether at home, school or elsewhere. Students or parents

found to be out of harmony with the FACS ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

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

DISCIPLINE

Discipline is ordained by God and is directed by His Word for the instruction and development of one's character (Proverbs 29:17; Hebrews 12:6-7). Therefore, loving discipline will be a part of the daily program of FACS.

Each teacher is given the liberty of enforcing classroom regulations in accordance with Christian principles and discipline as set forth in the Scriptures, which may include time out or similar punishment, detention, corporal punishment, suspension or expulsion. We strongly feel that the teacher's time should be spent on academic instruction, rather than being consumed with behavioral problems. Full cooperation from both student and parents is expected in the education of the student. First offenses will be dealt with immediately and carefully by the teacher. Repeated, willful disobedient offenses will require stronger measures of correction. Parents will be notified by email and/or phone of disciplinary actions taken, and these actions will become part of the student's permanent school records. If at any time the school feels that student or parental cooperation is lacking, the student may be requested to transfer.

Attendance at FACS is a privilege and not a right. Students forfeit this privilege if they do not abide by the standards and ideals of work and life at FACS.

Our goal at FACS is to discipline your child in the most effective manner possible. We will communicate with you as to the most effective manner of discipline your child responds to. We will attempt to discipline your child in a way consistent with how you normally discipline, however, if in school this method is not effective we will escalate discipline for the benefit of the student and school.

POLICY ON FIGHTING

The Scriptures are quite clear on the concept of fighting. The following scripture was taken out of the New Testament (NASB).

I Peter 3:8 – 17

"To sum up, let all be harmonious, sympathetic, brotherly, kindhearted and humble in spirit; not returning evil for evil, or insult for insult, but giving a blessing instead; for you were called for the very purpose that you might inherit a blessing.

For let him who means to love life and see good days refrain his tongue from evil and his lips from speaking guile. And let him turn away from evil and do good; let him seek peace and pursue it. For the eyes of the Lord is against those who do evil. And who is there to harm you if you prove zealous for what is good? But even if you should suffer for the sake of righteousness, you are blessed. And do not fear their intimidation, and do not be troubled, but sanctify Christ as Lord in your hearts, always being ready to make a defense to everyone who ask you to give an account for the hope that is in you, yet with gentleness and reverence; and keep a good conscience so that in the thing in which you are slandered those who revile your good behavior in Christ may be put to shame. For it is better, if God should will it so, that you suffer for doing what is right rather than for doing what is wrong.”

Romans 12:14 – 20

“Bless those who persecute you; bless and curse not. Rejoice with those who rejoice and weep with those who weep. Be of the same mind toward one another; do not be haughty in mind, but associate with the lowly. Do not be wise in your own estimation. Never pay back evil for evil to anyone. Respect what is right in the sight of all men. If possible, so far as it depends on you, be at peace with all men. Never take your own revenge, beloved, but leave room for the wrath of God, for it is written, ‘Vengeance is Mine, I will repay,’ says the Lord. But if your enemy is hungry, feed him and if he is thirsty, give him a drink; for in so doing you will heap burning coals upon his head.”

The appropriate action if a student is provoked in word or deed is to immediately report the incident to a teacher or person in authority. It should be known that under no circumstances is the victim to take any action upon himself/herself other than to protect one’s person. This does not mean that the victim has a right to attack in the name of defense. If the student that was provoked takes it upon himself/herself to strike back or any type of revenge whatsoever, he or she too, is guilty of fighting. Many times a student will say that he/she is defending himself/herself by striking back. **This is not defense; it is revenge.** If that student cannot control himself/herself then they must be prepared to suffer the consequences. We realize that when struck by another person it is hard to control one’s emotions, but the Word of God is clear on the behavior of a person, and it must be enforced as a policy of this school.

School Uniform Policy

Our dress code helps foster a school atmosphere of respect, civility, and responsibility and is reflective of the mission of FACS. We ask that parents take an active role in ensuring their children leave home dressed according to the school’s dress code regardless of grade. Students are expected to be in dress code during the school day and for after-school activities, whether for EDP or

athletic events. No writing, pictures, or logos are permitted on clothing except the FACS approved logo.

TOPS:

Students in grades K5 – 6th are to wear a black pique polo style shirt purchased from the vendor of your choice. Students in grades 7th – 12th are to wear a white pique polo style shirt purchased from the vendor of your choice. The shirt is to be embroidered with the school name and mascot.

Patches may be purchased in the office. Shirts are required to be tucked into slacks/skirt/shorts. Please take this into consideration when choosing your size. Shirts must be seen completely- no over shirts, hoodies, etc... Nothing can be worn over the school shirt. A solid white or black long sleeve T-shirt may be worn under the uniform shirt. Girls are to wear the appropriate under garment under shirts so that under clothes cannot be seen through the shirt. No writing may be on the undershirt as it can be seen through the white polo.

BOTTOMS:

All Students are to wear uniform type (no more than 5 pockets) khaki bottoms.

Boys may wear **knee length** shorts (not to be shorter than THREE inches above the knee) or slacks

Girls may wear **knee length** shorts, skirts, skorts, jumpers (not to be shorter than THREE inches above the knee) or slacks.

SHOES, BELTS and SOCKS:

All Students are **required** to wear a black or brown belt.

Students should wear rubber soled shoes **ONLY** (with closed heels). Students are **required** to wear their shoes throughout the school day including in class and outside play. Crocs are not permitted except on casual days.

Dress, ankle, no-show, or athletic socks may be worn with shoes. No socks may be worn above the knee.

BOOK BAGS AND LUNCH BOXES:

These items may not display messages, pictures, symbols, or any subject matter that is in conflict with Christian values. This includes rock stars, country stars, secular musical groups, Ninja Turtles, WCW, WWF, The Simpsons, Pokemon, Harry Potter, etc. When an item is questionable the final decision will be made by the school principal.

If a parent is uncertain about whether a certain item is acceptable, please contact the school office **before purchasing it** or allowing your child to bring it to school.

JEWELRY AND MAKE-UP:

Jewelry is not to display any subject matter that is in conflict with Christian values. Only girls may wear earrings. If jewelry is deemed inappropriate, administration may ask for it to be removed and not to be worn again. Make-up should be used with all modesty and not excessively. Body piercing of any form is not permitted. Any piercing done by a student while not in school must be covered up by a clear or flesh tone replacement while on campus. Students will not be allowed into school until either corrections or removal is completed.

HAIR STYLES:

Hair styles for boys and girls should be modest and neat in appearance. Students should avoid extreme in hairstyles. Signs and messages may not be shaved into student's hair. If questions should arise, please consult with administration prior to the hair appointment.

HATS:

No hats may be worn inside the building, unless special permission is granted by the principal.

COATS & HOODIES:

No Hoodies or other type of sweat shirts may be worn over the school shirt. No long sleeve shirts may be worn over the school shirt. Students may wear a jacket, coat or FACS jacket to school. The coats or jackets may be name brand but must include the school logo on them. Coats or jackets must not promote other local schools. Students' wearing hoodies, coats, or jackets over our school uniform defeats the FACS School Uniform Policy.

GENERAL INFORMATION:

For contact information on where uniforms can be purchased, please contact the school office.

Students who do not abide by the dress code will face disciplinary action, and parents will be called to bring the proper attire to school.

The school administration reserves the right to approve or disapprove of any questionable area regarding the dress code.

Students out of dress code will not be permitted into the classroom until dress code is met. Temporary provisions, such as belts and jackets, can be made in the office, when available. **No exceptions.**

Casual Days are scheduled randomly throughout the school year on Friday's. Students may wear modest cloths and shoes of their choice. Students must comply with the jewelry/piercing policy even on casual days. A \$1 fee will be

charged to dress casual. Casual day is optional and students may still wear their uniform.

PARENT-TEACHER MINISTRY

A Parent-Teacher Ministry Committee exists as a support and advisory committee to the school. Its purpose is to support FACS in its mission and to build parental support for the school in all activities and programs, using all available means in seeking to improve the overall quality of the school.

CONFERENCES

The teachers and administration of FACS pledge to communicate with the parents concerning the needs and behavior of their child. Emails will be sent from each teacher if a student makes below a 'C' or '70' on any graded assignment.

Parents are welcome to consult with the office about any problem or question that concerns the welfare of their child. Conferences with the administrator, principal or teacher should be arranged in advance. Before school hours is a very important preparation and staff meeting time for teachers, and is therefore not conducive for surprise visits or lengthy conversations. Please call the school office or email the teacher to set up an appointment for a conference, as each will be happy to comply. Also, please make arrangements through the office if you wish to visit a classroom or see a teacher or student. No one will be allowed in the classrooms without prior approval.

CHRISTIAN CONCILIATION

Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school or any one of several possible areas. This is often the result of a lack of communication between those involved. As Christians, scriptural principles for resolving conflicts should always be followed. Matthew 18:15 --17 and 1 Corinthians 6: 1 – 7 determine the procedure of Christian conciliation that is used in resolving all disagreements at FACS.

If a problem arises, a person should first go to the one directly involved or through whom the offense came. If the problem cannot be resolved at this level, they should agree to be in disagreement and together obtain counsel of the administration.

On the basis of 1 Corinthians 6: 1 – 7, all parties should agree to accept the final resolution of any dispute as arbitrated by the administrator and without pursuing unnecessary court action.

PARENT VOLUNTEERS

Opportunities for parents and grandparents to be involved in school activities are not only provided, but are welcomed and encouraged. Volunteer assistance is needed in such areas as field trips, lunchroom supervision, parties, special classroom projects and school programs. A volunteer application is required to be on file prior to working with FACS students.

REPORT CARDS

Report cards are issued for five year old kindergarten through twelfth grade at nine-week intervals. Progress reports and current grades will be available online to view as often as needed. Parents will be notified by email of login and password information. Student information online is confidential therefore, please keep passwords in a secure location. If you do not have a computer or this capability, notify the school office for a hardcopy.

Two, three and four year old preschool students do not receive report cards. A progress report will be given based on a particular grading system designed for their age level.

GRADING SCALE

ALL grades are calculated on a total point basis. FACS has adopted the following standard for determining grades:

<u>Numerical Score</u>	<u>Letter Grade</u>
100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - BELOW	F

RETENTION

Students in grades one – eight who receive TWO or more “F’s” for the year in major subjects (Bible, Math, English, Reading, Science and Social Studies) will be required to repeat the year.

High School 9th-12th grade have required credits, see High School Graduation Requirements.

Kindergarten students may be either recommended or not recommended for promotion.

Students who do not satisfactorily meet the attendance requirements of FACS are subject to retention or forfeiture of academic credit.

The administrator reserves the right to make any decisions regarding the promotion, retention or academic credit of any FACS student.

HIGH SCHOOL GRADUATION REQUIRMENTS

HIGH SCHOOL CREDITS

Credits are earned toward high school graduation in grades 9 – 12. One full credit reflects the successful completion of two semesters of any one subject taken every Monday through Friday. Half credits may be earned by successfully completing a subject taken every Monday through Friday for one full semester.

REQUIRED CREDITS

In order to graduate, a student must have the following credits*:

Bible	4 Credits or 1 Credit for each year at FACS
English	4 Credits
Social Studies	4 Credits
Mathematics	4 Credits
Science	4 Credits
Physical Education	1 Credit
Foreign Language	2 Credits
Computer Science	<u>1 Credit</u>
TOTAL CREDITS	24

*In order for a student to receive full credit for a subject, he must pass (60 and Above) with a yearly average of 60 or better. A ½ credit is lost for each semester the student fails. If a student fails a semester but his/her final average is a 60 or above, they will pass and earn the full credit. This does not relate to ½ credit courses such as Government/Economics.

ADVANCED DIPLOMA

In order to earn an Advanced Diploma, the student must maintain a GPA of 3.0 or higher. They will need to be eligible to dual enroll their senior year for all 3 required courses. They will need to maintain a 3.0 GPA to continue from Fall to Spring Semester. The student must also have outstanding Christian character and above average study habits/skills.

MAKING UP LOST CREDITS

Students who fail to earn credits required for graduation must make up the lost credits to graduate. This will be done during the summer months at the student's expense. The administration will determine the appropriate method of summer instruction. Successful completion of summer credits may be required for admission to FACS in the fall.

GRADUATION POLICY UPDATES

Policy on 6th grade graduation and GPA requirements for Valedictorian and Salutatorian:

All sixth graders with passing grades will participate in graduation exercises. There will be a fee for graduation and the reception that follows. The fee may vary from year to year, and will be determined by the number of students graduating. The selection of Valedictorian will be based on his/her grades from first through sixth grade. Should a student who transferred to FACS at any time during grades one through six, a higher weight will be given to those years he/she attended FACS. The same calculation will be used for the Salutatorian award as well. Should a student fail a subject and be ineligible to graduate, the administration has decided that they **WILL NOT** walk with their class, or be allowed to participate in any other graduation activity.

Policy on 12th grade graduation and GPA requirements for Valedictorian and Salutatorian:

All seniors who satisfy graduation requirements will participate in graduation exercises. There will be a fee for graduation and the reception that follows. The fee may vary from year to year, and will be determined by administration. The selection of Valedictorian will be based on his/her grades from 9 through 12. Should a student transfer to FACS at any time during grades nine - twelve, a higher weight will be given to those years he/she attended FACS. The same calculation will be used for the Salutatorian award as well. Should a senior fall below the acceptable standard for graduation, He/She will forfeit their right to walk with their class.

ELIGIBILITY REQUIRMENTS FOR VALEDICTORIAN, SALUTATORIAN, HISTORIAN AND HIGHEST ACADEMIC AVERAGE STUDENT

VALEDICTORIAN, SALUTATORIAN AND HISTORIAN:

1. The student shall have followed the advanced curriculum.
2. The student who has the highest cumulative grade average for grades nine through the first semester of grade twelve shall be Valedictorian; the student with the second highest average shall be the Salutatorian; and the student with the third highest average shall be the Historian.

- These averages shall be carried to the thousandths place with no rounding involved – a tie, although unlikely, is possible).
3. The Valedictorian, Salutatorian and Historian GPA's will be determined by averaging the students' final grades from the Advanced Diploma Program excluding electives.

HIGHEST ACADEMIC AVERAGE STUDENT

1. The student shall have followed the advanced curriculum.
2. The student who has the highest cumulative grade average for grades nine through the first semester of grade twelve shall be awarded the Highest Academic Average for the advanced diploma. (The average shall be carried to the thousandths place with no rounding involved – a tie, although unlikely, is possible).
3. The student with the Highest Academic Average for the advanced diploma will be determined by averaging the student final grades from the advanced curriculum excluding electives.

NOTE: Students must be enrolled at the beginning of the eleventh grade in order to be a candidate for Valedictorian, Salutatorian, or Historian.

Honors will be determined based upon grades through first semester of the twelfth grade.

ACADEMIC/BEHAVIORAL PROBATION

Students may be placed on academic probation status if they fail to meet entrance test or previous course grade requirements, or if during the school year their overall grade average falls below acceptable standards.

Behavioral probation may result from any previous behavior problems involving the student. Students in 7th-11th grade who do not complete the year with a 2.0 or "C" average will be placed on academic probation for the 1st nine weeks. If their grade point average does not come up to a 2.0 they will be ineligible to participate in any athletic program until their GPA is a 2.0.

Participation in certain school related activities may be restricted for a student on any type of probationary status. The administration will determine when the probationary period is ended.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students and to help them advance in their studies. Every effort will be made to keep homework to a minimal on Wednesday nights and weekends.

Parental cooperation is necessary in order to meet this responsibility. Failure to complete homework will affect the student's daily grade. Homework is given for several reasons:

1. **For reinforcement: We believe that most students require adequate review to master material essential to their education.**
2. **For practice: Following classroom explanation, illustration and review of new work, homework is given so that the material will be mastered.**
3. **For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework following instruction is given to overcome such difficulties.**
4. **For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently used as homework assignments in certain areas of study.**

ABSENCES (Read Carefully)

Excessive absences hinder academic performance and should be avoided. There are no excused absences except for student illness, death in the immediate family, or cases in which prior approval was granted by the administrator.

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. The note must be sent to the school with the student on the day he/she returns to school in order to determine if the absence may be excused. If a student returns without a note, the absence will be unexcused.

Students who have excused absences may be given make up work to do and will be allowed to take any regular test missed. It is the **student's** or **parent's** responsibility to see the teacher and ask to make up the necessary work or test make up. Missing work can be seen online at www.teacherease.com. A grace period of one day for each day absence may be granted, if needed, to make up homework or tests that were given while you were absent, this DOES NOT cover special projects, research papers, or anything given to you in advance. Students

are expected to be prepared for class when they return from an absence, including readiness to take a test or quiz that was assigned prior to the absence. Work that is not made up will be recorded as a "0". Unexcused absentees will not be allowed to make up any work or test unless satisfactory arrangements were made with the principal before the absence occurred. We will not get to the end of the 9 weeks and accept late homework or assigned work, students should check this out during the 9 weeks.

No refunds on tuition are made because of absences. A total of 20 (twenty) absences per year or 10 (ten) per semester will be considered the maximum number of absences allowed for a student to receive credit for each class or course whether excused or unexcused. All emergency tardies and absences are built in the 20 days. Absences in excess of the above stated amount will require the student to repeat the course, semester or year. Absences will be kept per class in grades 9th-12th. A student will not receive credit for a class they have 20 or more absences per year or ten per semester, per class.

TARDINESS

School begins promptly at 8:00 a.m. each morning. Students not **in the classroom** at 8:00 a.m. will be marked tardy by the teacher and they must sign-in at the school office prior to entering class. All tardies are considered unexcused, with the exception of illness, traffic delay due to an accident or approved unavoidable reasonable circumstances.

Five unexcused tardies or early check outs will constitute an unexcused absence. A student who checks in during the first hour will be marked as tardy. A student must be present for at least one half of their scheduled school hours in order to receive credit for a full day attendance. If a student leaves before 11:30, they will be considered absent. If a student checks out after 11:30, it will be counted as a full day.

Since a student coming into class late disrupts the entire classroom and hinders the late student's school routine, parents are strongly encouraged to assist in making sure their children are prompt in arriving and departing school.

CHECKING IN AND OUT

Any students checking IN or OUT must have a note explaining why he/she is checking in or out OR parent must verbally give reason to office staff. It is to be documented on the check in/check out sheet with written notes being kept for records. This is how the teacher will evaluate if this is excused or unexcused. Any reason other than illness, death in family, or circumstances approved by administration is unexcused and work cannot be made up resulting in a zero.

Students checking out must get their work for that day's assignment before they leave, or this work will not be able to be made up and result on a zero. Students may email their teacher to get the missed work. Email address can be found on the web site under faculty.

If a student checks out for any reason and returns to campus, they must check back in. Students who are checked out cannot loiter around the campus. Students who are Dual Enrolled will be able to sign-in and out to attend classes at Southern Union ONLY. A class schedule for their educational circumstances will be assigned by the principal on a semester-by-semester basis.

WITHDRAWALS

All withdrawals from the school must be made through the school office. Forty-eight hours advance notice in writing to the administrator is expected. Full payment for the current school period based on the ten month tuition payment plan must be made. All charges on the student's account must be cleared. Records are released to another school upon written request from that school after the account is cleared.

LUNCHES

Students will be asked to bring their lunches each day. Students will not be allowed to exchange or share their lunches in that some children may have allergies to certain foods. Please instruct your child not to exchange or give away food without express permission of the teacher. Heatables need to be kept to a minimum due to the time constraints and limited microwaves. Please use a lunch box and as many returnable containers as possible to cut down on the amount of garbage. Also, please include forks, spoons and napkins as needed for your child during lunch. Please do not send heatables on days the school does special lunches. We use our volunteers/aids to prepare the lunch which requires additional time.

SENDING MONEY TO SCHOOL

School snack and lunch money may be sent to school with the student. Larger amounts such as tuition, after school care payments, or fund-raiser money should be brought to the school office or designated location by the parent, or a check or money order mailed to the school. If you send small amounts of money to school, please put it in a sealed envelope with the student's name, amount of money enclosed and purpose for the money indicated on the outside.

SICKNESS AND MEDICATION

For the welfare of your child and others in the school, all children who are sick must be kept at home. If your child has a fever, please do not send the child to school until they recover. **(Students must be free of fever and vomiting for at least twenty-four hours.)** Since students do participate in outdoor activities as the weather permits, please see that they are dressed appropriately so as to prevent illness.

No medication, including aspirin or Tylenol, will be administered at school unless written permission has been given by the parent. Prescription medications will not be administered at school unless the parent has filed the necessary form with the school office. Students with communicable diseases will be excluded from school while ill and during recognized periods of communicability. FACS reserves the right to make all final decisions necessary to enforce its illness and communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

FACS policy on lice is that a child **MUST** be nit free for 24 hours before returning to class. This will assist us in the prevention of classroom epidemics. Should a child be recognized as having lice while at school, parents/guardians will be notified to pick their child up as soon as possible. Please follow the State Health Department guidelines for effective treatment of lice to ensure removal.

BAD WEATHER DAYS

FACS will announce via the TV media, local radio stations, email, and web site of any decisions concerning school closings due to bad weather or other necessary reasons. Listen to your local radio or television news report of school closings for a specific announcement concerning FACS regardless of what Clay County Schools or any other school system may decide. Decisions concerning school closing will be shown on the FACS NEWS portion of the web site, www.facslions.com.

BIBLE

Bible study is recognized at FACS as of fundamental importance and is a required subject. Scripture memorization is given particular emphasis. Biblical truths are also interwoven into the study of each academic subject. Without knowledge of the Bible, a student cannot be considered truly educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of our students as "The Book of Books."

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from its study. Character development is the most important work of a school. No other course

offered in the school affords the great opportunities for laying the foundation for Christian character.

CHAPEL AND ASSEMBLY

Chapel services are conducted weekly. These services are designed to spiritually inspire and build character in each student. Members of the faculty or special guests may speak at or conduct these chapel services upon approval of Administration.

Students are required to participate when their class ministers in chapel. A grade will be given and averaged into their nine week final grade for Bible. Students may dress casual for their chapel, or as the teacher recommends.

Occasionally general assembly programs will be scheduled for promotional, entertainment or personal enrichment purposes. The times for these assemblies will be announced.

K-3 through 6th grade will have chapel on Fridays 8:15-9:00 in the Blair Center. 7th-12th grade will have chapel on Thursday from 8:15-9:00 in the sanctuary.

PATRIOTISM

Along with a love for God and His Word comes a love for our country. We endeavor to develop a love and respect for our country and the freedom we enjoy as a God-given gift.

FIRE AND TORNADO DRILLS

Planned escape routes and safe shelter procedures will be practiced by the students, teachers and administration in the event of an actual fire, tornado or chemical emergency.

LABELS

Parents are asked to label everything that their child brings to school: coats, sweaters, supplies, lunch boxes, etc.. NO TOYS are to be brought to school unless the teacher has given permission for a specific reason, such as "show and tell" day.

TELEPHONE CALLS

Students are not allowed to make telephone calls from school except in cases of emergency or necessity as determined by the school office. Parents are also asked not to make calls to students unless absolutely necessary.

CELL PHONE POLICY

The use (which includes out-going calls, in-coming calls, text messaging, camera use, game-playing, internet access, calculator use, or any other use) of cell phones or pagers in the school buildings between 8:00 am until 3:00 pm is strictly prohibited. Cell phones must be turned off and put away during the school day. Cell phone usage during field trips, travel to and from athletic events, or any other school sponsored travel will be determined by the coach or chaperones at that time. Parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone or pager.

Any inappropriate use of cell phones, including but not limited to, inappropriate photographs, text messages, and recording/video taping will result in confiscation of the phone; further consequences include possible police referral.

Students bring these devices to school at their own risk. First Assembly Christian School, its faculty, staff and administration are **NOT** responsible for any damaged, missing, or stolen cell phones. This also includes any other electronic device such as laptops or Ipod's. If the cell phone or other electronics are damaged or stolen, FACS will not utilize classroom time to investigate the incident, nor will the school take any financial responsibility for the cell phone or cell phone charges.

During class periods, phones may not be used **for any reason** (including talking, listening, ringing, Bluetooth, texting, checking time, taking pictures, calculator, etc.). The phones must be **powered off** during class time. Phones must not be on ring or vibrate during the class period. The violation of this policy will be as follows:

1st Violation

Confiscate the cell phone and return to a parent only. No adult sibling or grandparent allowed.

2nd Violation

Confiscate the cell phone, return to parent only after a \$10 fine is paid.

3rd violation

Confiscate the cell phone, return to parent only after a \$20 fine is paid.

4th and subsequent violations

Violations may result in an increased fine, suspension, or other discipline as deemed necessary by the administration. Continued violations demonstrate defiance by the student and could result in expulsion.

PROPERTY

Each student is expected to respect the property God has provided to FACS and the rights of others. Any student who breaks or defaces any school or personal property is responsible to replace or pay for the broken or damaged item. The school will not assume responsibility for the carelessness of a student. A student must never go into a teacher's desk or use items belonging to someone else

without permission from the owner or teacher. No student is to add to or delete anything from any bulletin board without teacher approval. Each student is expected to help maintain the general cleanliness of the school by picking up any paper or litter dropped.

Text books that are assigned to students must be returned at the end of the school year in good condition. Purposeful damage to the text book will result in being charged for the cost of a replacement book.

FACS technology is to be used by faculty only, or under direct supervision of a teacher. Intent to damage any electronic equipment can result in replacement cost and serious discipline measures.

SPORTS

The sports program consists of 8-man-football, volleyball, basketball, softball, baseball, and cheerleading. Age requirements and additional information will be provided during the school year. Students must maintain a "C" average to participate in extracurricular sports activities. Failure to maintain a "C" average will constitute athletic probation after the 1st semester. If average is not brought up to an acceptable standard. The student will not be eligible to participate during the 2nd semester. Students who are out of school for any reason and counted absent for the day will not be eligible to play or practice in the sport that day.

Policy on students with learning disabilities:

The school's responsibility to parents

Because FACS has accepted students with disabilities, we have a joint responsibility to provide support or see that appropriate support is available to parents. The school may provide support groups, facilitated by school personnel such as a school counselor or teacher.

Specific, individual accommodations

Specific accommodations that compensate for individual weaknesses can be critical to the success of children with ADHD/ADD and should be part of the child's IEP or 504 plan. Since no two children with ADHD/ADD have the same strengths and weaknesses, specific accommodation plans should be developed for each child. The U.S. Department of Education counsels that "Plans should, at a minimum, identify students' characteristics and special learning needs and provide sound ideas for strengthening their academic and social performance."

As a Private Christian School, we strive to accommodate as much as we can within the constraints of our time and budget. We do not receive any funding from the federal, state, or local government.

In a 1991 memorandum, the Department suggested some possible modifications for children with ADHD/ADD which FACS will strive to provide:

- a structured learning environment
- repeating and simplifying instructions about in-class and homework assignments
- supplementing verbal instructions with visual instructions
- modifying test delivery (only with help of volunteers)
- allowing the use of tape recorders in the classroom
- and tailoring homework assignments

Additional things FACS can assist with are, daily assignment sheets that parents can monitor at home, subject dividers and pencil pouches for notebooks, an extra set of textbooks to keep at home (for an additional cost), and provide long-term assignments which can boost homework completion. Academic accommodations are only available for students grades K5-6th grade with an IEP. 7th & 8th grade students will be weaned from any accommodations during the 2 semester. No accommodations will be made for 9th-12th grade students.

The Parent's responsibility to FACS

- Provide a structured studying environment
- verifying with child that in-class and homework assignments were completed
- making sure assignment sheets have been signed
- attending PTM meetings regularly and following up on periodic grade reports
- utilizing the FACS web site, (www.facslions.com), to monitor up-to-date grades
- not waiting until the last nine-week grading period for help
- and provide medication recommended by physician (see attached study)

The MTA study found medication to be very effective in the management of ADHD/ADD symptoms. Since ADHD/ADD is a neuro-biochemically-based problem, it stands to reason that medication that gets to the core of the problem would be effective. The medication most often used is stimulant medication, especially methylphenidate. Most people know this medication as the drug Ritalin. There are other stimulant medications-Concerta, Metadate, Dexedrine, Cylert, and Adderall, an amphetamine compound.

These medications are believed to work by stimulating the action of the brain's neurotransmitters, especially dopamine. With the brain's systems working more efficiently, attention, memories, and executive functions, including inhibition, are improved. The result is better concentration, increased working memory capacity, greater recall, less hyperactivity, and more impulse control. (Barkley, DuPaul, & O'Connor, 1999).

The decision to place a child on medication may not be an easy one, especially given the controversy that surrounds the stimulants, specifically Ritalin. There have been many reports that medication is over prescribed for treatment of ADHD/ADD. However, according to the American Medical Association's Council on Scientific Affairs, "There is no widespread over-prescription of methylphenidate by physicians". By following good diagnostic procedures, the chances of over prescribing this medication are significantly reduced. Some children cannot take stimulant medications. In these cases, the physician knows what other medications can be helpful in relieving ADHD/ADD symptoms.

Always discuss any medication treatment thoroughly with your child's physician. He or she should explain the benefits and the drawbacks of medication to you and also to your child, if appropriate. When medication is first prescribed, the physician should start with a low dose and then gradually raise it until the symptoms improve. You will need to dispense the medication as prescribed and closely monitor its effects, including any side effects. With stimulants, most side effects are quite mild and go away over time. Since your child spends a large portion of his or her day at school, you will also need to be in contact with your child's teachers to determine positive effects and side effects. Communicate with the physician often, especially when medication is started. Call immediately with any problems or questions.

Also be aware that during adolescence many teens actively resist taking medication. If this happens, it's wise to discuss the situation with your child's doctor. While medication cannot be forced on an unwilling patient, the doctor may have some ideas of how to work with your son or daughter about any resistance to taking the medication.

Some parents are reluctant to place their child on medication for fear that doing so may lead to later substance abuse. Researchers have looked into this concern quite seriously. A recent study supports previous findings that stimulant medication treatment may actually prevent later substance abuse (Zametkin & Ernst, 1999). As with any medication, though, parents must carefully monitor its use to be sure that the medication is taken as prescribed

Immunization Requirements

IMPORTANT NOTICE

Parents must submit all immunization forms and birth certificates to the office within 7 days of receiving you notification of acceptance. A student is not officially enrolled without receipt of these documents.

All students must have BLUE IMMUNIZATION FORMS. In addition, all students entering K-5, 6th Grade or 12th Grade must obtain a PINK IMMUNIZATION FORM (for measles vaccination). We must also have copies of birth certificates and social security numbers on file before students can attend class. please do not omit social security number on this application.

Students entering 1st Grade must bring an ORIGINAL CERTIFIED COPY OF THEIR BIRTH CERTIFICATE.

Kindergarten – 3

Four (4) Doses of DTP (diphtheria/tetanus/pertussis)
One (1) dose of MMR (measles/mumps/rubella)
Three (3) doses of Polio Vaccine
Haemophilus Influenza Type B (Hib)
Varicella (Chicken Pox) or has had the virus
PCV is required as of 2010, not by choice

Kindergarten – 4 & 5

Five (4) Doses of DTP (diphtheria/tetanus/pertussis)
Two (2) Doses of MMR (measles/mumps/rubella)
Four (4) Doses of Polio Vaccine
Haemophilus Influenza Type B (Hib)
Varicella (chicken pox) ~ or has had the chicken pox

11 year old or entering the 6th grade

You are required to have a new updated blue slip as of 2010
Tetanus-diphtheria-acellular pertussis or Tdap is required for this age

First – Twelfth Grades

All of the above
TD (diphtheria/tetanus/) Booster Every TEN Years

The school must have an original copy of the “Blue Slip” in your child’s permanent record. You can call the school to obtain expiration dates.

HOW TO HELP YOUR CHILD SUCCEED IN SCHOOL

Here are some helpful guidelines to consider in making home life positive and constructive for success in school:

1. Encourage your child to be enthusiastic about his school work.
2. Be sure your child schedules sufficient time for home study.
3. Provide your child with a suitable, quiet place to study at home and help endeavor to establish a regular study pattern or schedule. Pencils, pens, paper, books, dictionary, ruler etc. should be at hand.
4. Have family agreements that are enforced regarding the use of the telephone or television.
5. Be sure your child is in bed each night at a proper hour to insure proper rest.

The following guidelines for effective study habits should be shared with your child:

1. Attitude is important; think positively and work independently.
2. Learning requires concentration; keep your mind on what you are doing.
3. Have a definite, well-lighted and quiet place to study each night.
4. Read your entire assignment rapidly for basic content; then re-read for detail.
5. Do not let study chores wait until the last minute; keep yourself prompt and on schedule.

Child discipline originates in the home. The parent is the first teacher of his/her child and should develop in them good behavior habits and proper attitudes toward school. A parent should follow these guidelines:

1. Recognize that the teacher represents the parent and authority while the child is in school.
2. Teach the child respect for law, authority, the rights of others and for private and public property.
3. Arrange for prompt and regular school attendance and encourage full compliance with school procedures.

4. Work with the school in carrying out recommendations made in the best interests of the child, including discipline
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

“Whatsoever you would that men should do to you, do you even so to them. Matthew 7:12

First Assembly Christian School Locker Policy



Student: _____ Locker # _____ Grade _____

Students may purchase a combination or key lock and must agree to abide by the student locker agreement. In accepting assignment for this locker for the school year, I understand and agree to the following stipulations:

- FACS is not responsible for any items lost, stolen or damaged in the lockers.
- I will be responsible for my lock and will be charged a \$5.00 fee if the lock must be cut.
- Only property related to academic and/or extra-curricular school activities will be stored in my locker.
- Perishable items, such as food or drinks, will not be stored in the locker at any time.
- I will clean my locker periodically.
- Absolutely no stickers, pictures, magnets, etc., may be placed inside or outside the locker. Nothing may be stored on top of the lockers.
- My locker will not be used to store illegal items (weapons, drugs, ammunition, etc.).
- I am responsible for all items, regardless of the owner, that are in my locker.
- My locker is subject to inspection by school authorities at anytime.
- All electronic equipment; i.e. CD players, MP3 players, Cell Phones, etc., are to be turned off and stored in my locker during school hours.
- Each student will be responsible for any damage to his or her locker.
- Students are not allowed to switch assigned lockers, or share with another student if they are not assigned to that locker.
- My locker is subject to be cut and my locker privilege revoked if any part of this agreement is not adhered to.

Student Signature