



FAIRFIELD  
CHRISTIAN  
ACADEMY

---

# Elementary School Parent-Student Handbook

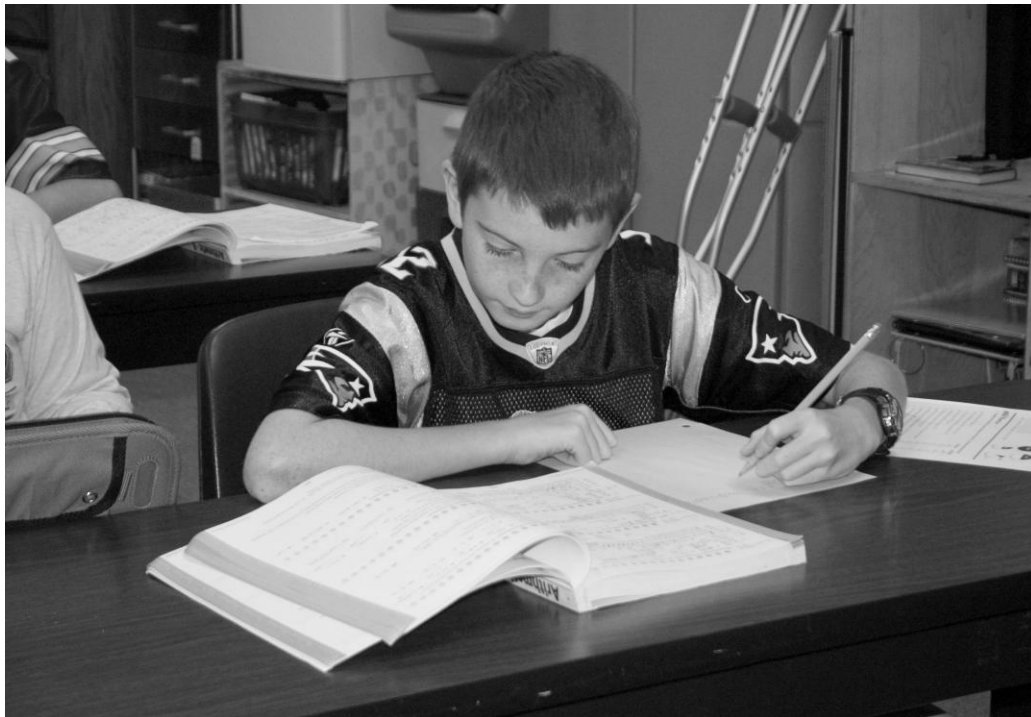
---

Revised April 2011  
Approved by School Board April 28, 2011

## TABLE OF CONTENTS

<b>Mission and Philosophy of Fairfield Christian Academy</b>	2
<i>Mission Statement</i>	2
<i>Vision Statement</i>	2
<i>Educational Philosophy</i>	2
<i>Statement of Faith</i>	3
<i>Academic Affiliation and Recognition</i>	3
<i>Doctrinal Position</i>	3
<i>Core Values</i>	4
<i>Non-discriminatory Policy</i>	5
<i>Handbook Revisions</i>	5
<i>A Community of Christians</i>	5
<b>Code of Conduct</b>	6
<i>Discipline at FCA</i>	6
<i>Student Correction</i>	6
<i>Descriptions of Corrective Measures</i>	8
<i>Bullying Policy</i>	10
<i>Appeals</i>	11
<b>Honor Code</b>	13
<i>Why Have an Honor Code</i>	13
<i>What is The Definition of Cheating</i>	13
<i>How Will Cheating Be Proven?</i>	14
<b>Computer/Network Acceptable Use Policy</b>	15
<i>Illegal Actions</i>	15
<i>Preservation of Resources</i>	17
<i>Safety and Security Issues</i>	17
<b>Academic Information</b>	19
<i>Class Placement</i>	19
<i>Intervention Support Program</i>	19
<i>Report Cards and Grading</i>	19
<i>Retention</i>	20
<i>Scholastic Achievement Testing</i>	20
<b>Attendance Guidelines</b>	21
<i>Absences</i>	21
<i>Tardies</i>	22
<i>Drop Off and Pick up Times</i>	22
<b>Dress Code Guidelines</b>	23
<i>What is the Dress Code?</i>	23
<i>General Guidelines for All Students</i>	23
<i>Girl's Dress Guidelines for Grades K-5</i>	23
<i>Boy's Dress Guidelines for Grades K-5</i>	25
<i>Chapel Day Dress Codes for Grades K-5</i>	27
<i>School Sponsored Events Dress Guidelines for Grades K-5</i>	27
<b>Health and Safety</b>	28
<i>Accident Policy</i>	28
<i>Health Policies and Student Medications</i>	28
<i>Safety Drills</i>	29
<b>Miscellaneous Information</b>	30
<i>Address Change</i>	30
<i>Arrival and Pick-up Times for Children</i>	30
<i>Birthday Parties</i>	30
<i>Bus Transportation</i>	30
<i>Electronic Equipment Prohibited</i>	31
<i>Field Trips</i>	31
<i>Indoor Recess</i>	32
<i>Lost and Found</i>	32

<i>Lost Book or Equipment Replacement</i>	32
<i>Lunch Period</i>	32
<i>Missed Homework Procedure</i>	33
<i>Movement In Building</i>	33
<i>Phone Usage</i>	33
<i>Playground Guidelines</i>	34
<i>Privacy</i>	34
<i>School Day</i>	35
<i>School Pledges</i>	35
<i>Search Policy</i>	36
<i>Student Group Formation Policy</i>	36
<i>Traffic and Parking</i>	36
<i>Visitors</i>	36
<i>Weather Emergencies</i>	36
<i>Withdrawal Procedure</i>	37
<b>Parental Involvement</b>	38
<i>Communication</i>	38
<i>Fundraising</i>	38
<i>Volunteer Activities</i>	39
<i>Family Communication Opportunities</i>	39
<i>Advisory Board</i>	39
<i>Parent Stakeholder Meetings</i>	39
<i>Contact Information</i>	40
<b>Appendix A</b>	
<i>Family / School Covenant</i>	41
<b>Appendix B</b>	
<i>Absences Arranged In Advance</i>	42
<b>Appendix C</b>	
<i>Contact Information</i>	43





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 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 along side 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 violence 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 FCA*

**Pastor Ken Mulpas**  
Executive Pastor  
Fairfield Christian Church

**Mr. Ed Reck**  
Superintendent  
Fairfield Christian Academy

**Mrs. Karen Burcham**  
Elementary Grades  
Principal

# *Mission and Philosophy of Fairfield Christian Academy*

## **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, as 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 as foundational 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 Covenant 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 included herein.

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 seminars to sharpen their skills.
5. Each child is created in the image of God with an individual learning style so that different approaches and materials are used to help each child reach their 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).

### **ACADEMIC AFFILIATION & 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 100 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 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**

According to the Bible, parents are responsible for the training of their children (Deut. 6:1-7; Prov. 22:6; Eph. 6:1-4). The Fairfield Christian Academy serves as a partner with Christian parents in providing an excellent education consistent with Biblical truth. Harmony between home and school provides the best environment for Godly training to take place. We seek to nurture development of the following essential character traits in the lives of our students.

### ***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).

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

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. 8:6-8).

### ***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 and 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 seeking 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).

## **NON-DISCRIMINATORY POLICY**

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 as situations arise that would warrant such changes.

## **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.

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

*Written commitment to this agreement is established by parental signature(s), on the Fairfield Christian Academy Parent/Student Covenant that is provided when students enroll. (A copy of this agreement is made available in Appendix A of this Handbook.)*



# Code Of Conduct

The following policy has been adopted by FCA concerning the conduct of students and staff. This policy will apply to conduct on school premises, property and buses. It also applies, at anytime, 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).

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

## **DISCIPLINE AT FCA**

**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.
- The next step may require that the teacher inform the principal 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. This could include requiring counseling, mentoring by a youth leader, local church and home accountability, detention, in-school or out-of-school suspension, academic penalties, athletic or extracurricular ineligibility, probation, and in some extreme cases, expulsion.
- Based upon the offense, parents may be contacted to inform parents of the action taken.
- If there is disagreement with the disciplinary action, the Appeals Procedure printed in this document must be followed.

Factors such as previous offenses, responses to previous discipline, confession versus “being caught” 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.

## **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. We make a daily effort to instill Christ-likeness through prayer and Bible teachings. If a student exhibits an attitude or behavior that 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:

1. Prayer with the student
2. Counseling, utilizing principles from the Bible

3. Removal of privileges
4. Demerits (3 demerits per nine weeks = detention)
5. Detention
6. Grade reductions (for homework offenses)
7. Parent notification
8. Removal from class
9. Suspension
10. Probation
11. Expulsion
12. Other appropriate action at administrator's discretion.

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

### ***Minor Offenses***

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 disturbance 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
10. Roughhouse play at inappropriate times
11. Out of class without a pass
12. Line jumping in the cafeteria
13. Dress code violation

### ***Major Offenses***

Any violation of these or similar offenses may result in detentions, Saturday School, or suspension from school. Repeated violations can result in expulsion. This is not intended to be an all-inclusive list.

1. Use of vulgarity, swearing or profanity (verbal or non-verbal), taking the Lord's name in vain
2. Name calling/put downs/verbal abuse
3. Cutting class or leaving school without permission or proper check-out
4. Throwing objects which could cause harm or damage
5. Meddling with other people's property without permission
6. Failure to stay after school to complete an assignment or a detention
7. Acts of rebellion and derogatory remarks against school guidelines
8. Reactions of defiance or disrespect toward any school personnel
9. Inappropriate attitude
10. Public display of affection (handholding, hugging, kissing, body contact)
11. Gambling

12. Deception, cheating or lying
13. Stealing
14. Destruction or defacing of school/church property or property of others
15. Physical aggression, such as fighting, tripping, hitting, etc. (Also see Bullying Policy below)
16. Breach of Computer/Network Acceptable Use Policy
17. Aiding or encouraging others to participate any of the above

### **SEVERE OFFENSES WARRANTING EXPULSION**

Any violation of these or similar offenses occurring at anytime (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. Drinking or possession of alcoholic beverages
2. Smoking or possession of tobacco
3. Use, sale, or possession of drugs
4. Sexual immorality (including media that is inappropriate or explicit)
5. Use or possession of a weapon
6. Committing a serious breach of conduct inside or outside the school that has an adverse affect on the testimony of the school.
7. Setting fires or false alarms
8. Fireworks use or possession
9. Extortion
10. Forgery
11. Aiding or abetting any of the above
12. Habitual committing of minor or major offenses (see above)

### **DESCRIPTIONS OF CORRECTIVE MEASURES**

#### **Detentions**

Detentions are served after school at the teacher's or administration's discretion. Detention is served from 3:10- 4:00 p.m. on dates determined by the administrator. Students are to arrive at the detention room on time. Parents will be notified of all detentions by written notice.

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, such as Saturday School may be in order. Excessive detentions may result in a Saturday School.

#### **Saturday School**

Saturday School meets Saturday morning from 8:00 - 11:00 a.m. or less frequently as needed. (Student does not serve on the Saturday of the week he/she earns the Saturday School.) It is the student's responsibility to:

1. Be on time (tardiness or skipping may result in a suspension).
2. Bring pen or pencil and notebook paper
3. Do project(s) assigned.
4. Bring school homework to do when finished with Saturday School project.

5. Bring \$10 fee – if fee is not brought in, then the fee must be paid to the school office or the student will be suspended (out of school) until the fee is paid. The student's fee (\$10) is used to help defray the cost of the monitor. We suggest the student earn this money.

### **Probation**

Probation is invoked when a student has a serious problem. It gives the student an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be dismissed, or asked to withdraw from the school. The problems for which a student would be placed on probation are:

1. Academic: A student is placed on Academic probation for the next grading period if he/she fails 3 subjects or fails Bible in any 9 week period.
2. Attitude: A rebellious spirit which is unchanged after much effort by the teachers or a continued negative attitude and bad influence upon other students.
3. Disciplinary: Continued deliberate disobedience to a teacher or of school rules, or committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony.

Probation will last from one grading period to the next. Student activities will be limited. Positions of trust and responsibility will be relinquished for the remainder of the school year. At the end of a Probation period, the student will be evaluated as to fulfilling the conditions set for his/her probation. A decision will be made: (a) to remove student from probation status; (b) continue on probation status; (c) be dismissed or withdrawn from FCA. A student who has been dismissed or withdrawn will be considered for admission after a minimum of one semester from the date of dismissal or withdrawal.

### **In-School Suspension**

During an in-school suspension, the student will remain in the Intervention center or 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. Missed work will be completed and will be accepted at 90% value for this form of 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. **Students will not receive credit for any homework given or class work missed on the day or days they are suspended. This includes tests, quizzes, etc.**

After 2 out-of-school suspensions within one school year, expulsion may be recommended by the administration.

### **Zero tolerance Aggressive Physical Contact Suspension**

FCA will not tolerate willful or unintentional hitting, kicking or other physical harmful contact of one student by another. Possession of firearms, weapons, or drugs will not be allowed. Such behavior will warrant an automatic in-school suspension. Missed work must be completed.

**A threat with merit will be reason to consider expulsion.**

### **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, and teachers or administrators may not be able to discuss the circumstances of the expulsion with other school personnel unless parents provide a release. 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.

### **Withdrawals**

From the first of August on, parents who withdraw their students for any reason will be charged a withdrawal fee of \$200 plus a prorated charge for every day the student has been expected to be in school. Under some circumstances, withdrawals may be allowed to avoid dismissal language on transcripts.

Withdrawals are treated differently than expulsions when students seek to enter another school. Again, however, parents are responsible for all charges up to and including the date of the withdrawal. Please refer to the withdrawal fee schedule included in the “Miscellaneous Information” section of this manual.

### **Restoration**

Staff members and/or parents will pray with the students after correction is administered to restore the relationship with our Heavenly Father and to ask for guidance and wisdom in the future.

## **BULLYING POLICY\***

### **Rationale**

Ephesians 4:22-32

I Corinthians 13:4-7

“Love is patient, love is kind. It does not envy. It does not boast, it is not proud. It is not rude, 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.”

### **Definition**

A person is bullied when he or she is exposed *repeatedly* to negative actions by one or more persons. These actions insult or demean a person in such a way as to cause distress, cause a decline in work standards, produce problem behaviors, or cause reluctance to attend school or participate in school activities.

### **Examples of Bullying (but not limited to):**

- Causing physical discomfort or pain
- Teasing or verbal abuse
- Unjustified exclusion of students from an activity or group
- Gossiping, telling lies or spreading rumors about others
- Damaging possessions or taking them without permission
- Making others feel uncomfortable by the use of sexual references or actions
- Causing others to be afraid
- Making threats against a person or toward their property
- Using offensive racial or other discriminatory terms

- Using any area of online communication (such as e-mails and chat rooms) to produce threats or insults.
- The misuse of other technology, such as cameras or cell phones, to demean or threaten

### **Goals of Disciplinary Actions**

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.

### **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.

**If there is a disagreement over a disciplinary action: When such is the case, the student 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 or principal issuing the discipline to discuss the concern.
3. If still unresolved, ask to meet with the person to whom this disciplinary reports.
4. If an agreement or solution still is not reached, you may make a written appeal to the superintendent requesting a time to meet with the disciplinarian, and his or her supervisor. Once the superintendent has received the request, every attempt will be made to convene the involved parties within two additional working days. Within one day following the meeting, the superintendent will report on his decision regarding the claim. In most cases, this will be the final level of appeal.
5. If, however, it appears that a policy of the school has been violated, or if it is felt that a policy leading to the appeal needs to be modified, an additional request can be made of the superintendent to have the matter reviewed by the appeals committee. This committee will be made up of an appointed teacher, an appointed parent representative, a representative of the board, a principal not involved in the dispute, and the superintendent who serves as the chairperson. At the conclusion of the meeting, this group will determine a recommended course of action. If it is determined that there is no reason to overturn the former decisions,

the discipline will stand. If it is determined that a policy change needs to occur, the discipline will be rescinded until the time of the next board meeting (planned or specially called) to determine the outcome. There is no further level of appeal beyond this point and the student and parents must agree to abide by the decision.

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 in Fairfield Christian Academy.

*Parents must consult with a teacher or principal before confronting another person's child.*

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. In such a case, the board would appoint a panel to review the issue. 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 AN 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 passage 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.

The following honor code appears in *The Community Life Together Covenant*, paragraph 9 of the Institutional Expectations section: "Members of the community are subject to the demands of academic integrity such as honesty and giving credit to sources."

## 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, or term paper 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 6 -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.

## **Regarding 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 at least two independent witnesses.
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/Network Acceptable Use Policy

The Fairfield Christian Academy Computer Network (FCANET) is defined as computers, both networked and standing alone, imaging equipment, on-line access, software, equipment, and all wiring used to support the network.

FCANET is established for the educational and professional use of FCA students, faculty, and staff. All computer users have the same rights to use the equipment; therefore, games or the use of computer resources for nonacademic purposes takes second place to those with an academic purpose. Supplies such as paper, diskettes, and printer ribbons or cartridges will not be used for non-academic purposes. No unauthorized copies of software will be allowed entered, loaded or installed into the computer. Only those programs deemed acceptable by the administration will be allowed entered into the computer. Programs that are on the computer may not be copied without the consent of the administration. The use of the network is a privilege, not a right. FCA regulates access to and use of its computers by principles consistent with the educational mission of the school and the rules and expectations published in this handbook. Our goal in providing this service is to promote educational excellence in our school. Any inappropriate use of FCANET will result in the loss of use privileges.

FCA students are expected to conduct themselves on the computer system in the same fashion as they do elsewhere in the community. The rules for FCANET are fairly simple and conform to the broader rules and expectations of the school. In general, users are required to avoid actions which are illegal (libel, slander, vandalism, sexual harassment, theft, inappropriate access, copyright infringement, etc.), or unkind (abusive language, personal attacks, invasion of privacy, "flames," etc.). Because the school's computer resources are not unlimited, we have also instituted other policies to preserve those resources. Compliance with this "acceptable use policy" will guarantee each student continued, productive access to the many resources available through FCANET.

FCANET accesses the worldwide internet, which permits connecting to thousands of computers all over the world. Therefore, FCA students, faculty, and staff have access to electronic mail, public domain software and shareware of all types, discussion and "chat" groups, and access to an almost inexhaustible supply of libraries, data banks, research sites, etc. Internet safety will be provided to our students through many means including:

- Blocked access to inappropriate matter on the worldwide internet,
- Exclusion from student use of electronic mail,
- Prudent oversight of student use of chat rooms and other forms of direct electronic mail,
- Faculty monitoring of students while they use the computer, whether on or off the LAN or WAN,
- Training of students regarding disclosure of personal information while on the internet, &
- Encouragement of student reporting to faculty of any activities observed that does not comply with the guidelines set forth in this policy.

Students should only use their personal login or the grade level login for the class when using a computer. Use of the computers will be limited to the times between 8:00 am and 4:00 pm. No student will be permitted to be on the FCANET beyond these established times. Students will be permitted to use any programs installed on the computer/network. However, they are not allowed to download any files from Internet Web sites or install any personal programs without the permission of the system administrator or classroom teacher. Students may not access their personal e-mail, home computers or any other computers through any part of the FCANET.

### **ILLEGAL ACTIONS**

The following are printed here as a reminder of those things which are tolerated neither by FCA or the government. Help each other avoid these things. Illegal actions include:

**Slander and Libel**                      These terms are defined specifically in law. *Slander* is oral communication of false statements injurious to a person's reputation. *Libel* is a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damage a person's reputation. In effect, students must remember that material distributed through the Net is "public" to a degree that no other school publication or utterance is.

Any such remark may be seen by millions of people and false and harmful statement will be viewed in that light.

Vandalism	In this case, vandalism refers to deliberate attempts to damage hardware, software, or information residing on the school network or any other computer system. Attempts to violate the integrity of private accounts, files, or programs, the deliberate infecting of the network with a "virus," attempts at "hacking" into any of the computers using any method, or other such actions will not be tolerated. It goes without saying that any attempt to "hack into" any part of FCANET from a remote computer would automatically be considered vandalism.
Invasion of Privacy	Users are entitled to a reasonable expectation of privacy for their files. No user may have access to another's files. The system administrator will access the files of users only to purge them, or in the investigation of a suspected or proven violation of school rules or expectation.
Theft	The network is a repository of incredible amounts of information. Much of that information has been placed there for the free use of the users. Students should treat information that is found electronically in the same way they treat information that is found in printed resources. Rules against plagiarism will be enforced. All computer and related equipment included in FCANET is considered property of FCA. Removal of any computer components, without the permission of authorized school personnel, is strictly prohibited. Obviously, the illegal copying or storing of any software is not permitted.
Harassment	Students may not use FCANET for the purpose of harassing others, either within the FCA community or on the broader Internet. Foul and abusive language, attempts to "fill" electronic mailboxes, the posting of obscene images or texts, and flagrant insinuations are not an acceptable use of FCANET. Any information posted or sent via FCANET should be suitable for print in any of our school publications.
Inappropriate Access	With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Students may not use the FCANET to access inappropriate materials found on the Internet. FCA will make every effort to block inappropriate sites by using software or blocking services designed for that purpose. There is no software or service available that offers 100% protection from inappropriate materials; therefore, students must exercise responsibility and integrity when using on-line services. As a general guideline, if you would not want a teacher or parent to see what you are seeing, it should be considered "inappropriate."
Copyright Infringement	Students are reminded to respect all Copyrights for materials that are accessed on the Internet for FCANET. Students should not download or copy major portions of Web Site materials (text, photos, music, etc.) accessed on the Internet from FCANET computers unless the Internet material is clearly identified as Public Domain, or unless the student contacts the author of the Web Site materials and receives explicit permission to use the materials. Popular Web Sites such as Napster, Audio Galaxy, and the Morpheus peer-to-peer network, etc. that knowingly encourage copyright infringements and violations, should not be accessed from FCANET.
Chain Letters and Other "Spreading" Schemes	Whether in e-mail or in Usenet newsgroups, chain letters, pyramid schemes, forwarding or replying to "contests," "fast cash" schemes, mass cross-postings, and uninvited mass mailings are all highly wasteful of network resources and not allowed on any part of FCANET.

## **PRESERVATION OF RESOURCES**

Because disk drives and bandwidth across lines which connect our network both internally and externally are limited, neither programs nor information may be stored on the system without the permission of the system administrator. Students are not allowed to download and play or download and save music files from Internet Web sites due to issues with network performance, computer drive space constraints, and copyright infringement issues.

Each student is permitted reasonable space to store personal files, mandated by the system file quotas. The school reserves the right to require the purging of files in order to regain disk space. Limited space forbids the storing of music, video, and graphics files unless they are being specifically used for an assignment. Such files should be deleted as soon as the project is completed.

Because of the demand for resources students may not access their personal e-mail while logged on to any part of FCANET. Students may not access their personal home computers or the computers belonging to friends through any part of FCANET.

To safeguard and preserve Internet bandwidth response time and performance for everyone on FCANET, students may not access Web Sites that utilize high-bandwidth Web tools and data traffic, such as Web Sites that use streaming video and audio, robust Flash sites, etc.

Users, who need for a resource is more pressing, have priority. Generally, the following hierarchy will prevail in governing access to the Internet.

- Class work, assigned and supervised by a faculty member.
- Class work, specifically assigned but individually conducted.
- Training (use of such programs as typing tutors, etc.).
- Personal discovery ("surfing the net," but NO game playing).

Thank you for your help and cooperation in the safe, effective, frugal, and moral use of the technology that has been provided for us. It is important to note that the signature of the student and parents on the Handbook Agreement Form specifically include the above-stated guidelines for the use of FCANET. Placing your signature(s) on that form specifically includes the fact that you have read, understand, and will abide by the Acceptable Use Policy. You further understand that any violation of the guidelines could result in your access privileges being revoked, school disciplinary action being administered, being held financially responsible for any damage or loss caused by misuse, and /or appropriate legal action being initiated against you.

## **SAFETY AND SECURITY ISSUES**

Security	Security on any computer system is a high priority. If you feel you can identify a security problem, you must notify the school. Do not demonstrate the problem to other users. Attempts to log on the system as an administrator will result in cancellation of your privileges and possible further disciplinary action by the school administration. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the system.
Vandalism	Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, intentionally disrupting the operation of the individual computer, or any other piece of hardware on the system, or the network. This includes, but not limited to the uploading or creation of computer viruses.
Warrantees	FCA makes no warrantees of any kind, whether expressed or implied, for the service it is providing. FCA will not be responsible for any damages you suffer. FCA denies responsibility for the accuracy or quality of information on the Internet.

Privacy

All communications and information accessible via the FCANET should never be assumed to be private. Therefore, nothing should be put onto or sent through the network that a user wishes to keep private. All network users are advised to never reveal the personal address, phone number, or personal identification information of yourself, peers, family members, faculty, staff, or administration.



## Academic Information

### CLASS PLACEMENT

The assignment of students to classrooms is the responsibility of the school. Each year teachers prayerfully and thoughtfully consider the best class for a child. Factors considered by the staff include: a child's strengths, learning styles, needs and combinations of students. We cannot honor requests for a specific teacher.

### INTERVENTION SUPPORT PROGRAM

The Intervention Program was developed to help identify and assist students who are facing difficulties, temporary or continuing, in one or more of the academic areas. It provides assistance for students, teachers and parents in order to improve the overall classroom performance. It is not a special education program.

Intervention Coordinator(s) will assist the identified students in becoming active and competent learners in the classroom by:

- Conducting classroom observations and academic assessments of those students in intervention.
- 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.

### REPORT CARDS AND GRADING

Grade cards are issued at the end of each nine-week grading period. A parent/teacher conference is held following the conclusion of the each nine week period by appointment. Report cards are given for the parents to review, sign and return. Grade cards will be held in the office for students with outstanding tuition or fees.

Progress reports for students in all classes are issued at midpoint for the first nine weeks for their parents to review.

First through Fifth grades may use the following grading scale:

<b>A+</b>	100	<b>B+</b>	92-90	<b>C+</b>	82-80	<b>D+</b>	72-71
<b>A</b>	99-95	<b>B</b>	89-85	<b>C</b>	79-75	<b>D</b>	70-67
<b>A-</b>	94-93	<b>B-</b>	84-83	<b>C-</b>	74-73	<b>D-</b>	66-65
						<b>F</b>	64 and lower

- (I) - Work is incomplete (work must be completed by teacher specified deadlines, or possible failure for that subject will be given).

First through Fifth grades will use above grade scale for academic subjects and use the O/S/U (Outstanding, Satisfactory, Unsatisfactory) system for all special subjects (music, art, gym, library, Spanish.)

## **RETENTION**

When a child is doing work below grade level, and it is determined that poor performance is a direct result of immaturity, the student may be retained at his/her present level. Retention will occur with recommendation of the teacher, the intervention coordinator and the administration.

In grades Four and Five, a student may fail two subjects and still be promoted to the next grade level with academic probation. However, the recommendations of the teachers will be taken into consideration before the administration decides to promote or retain the student.

## **SCHOLASTIC ACHIEVEMENT TESTING**

Standardized tests in scholastic achievement are given in the spring for each grade. The results of these tests, year after year, are used by teachers to plan realistic objectives for the growth and development of the children they teach. Tests are used as tools to promote the successful attainment of progress in each child.



## Attendance Guidelines

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.

### **ABSENCES**

The only reasons for an excused absence are:

1. ***Illness of the students.*** Long or chronic illness may require a doctor's statement upon return.
2. ***Serious illness in the immediate family.***
3. ***Death of a relative.*** This is limited to two days unless reasonable cause for extension can be shown.
4. ***Emergency circumstances.*** For example: Accidents or dental, medical or optometric appointments which cannot be scheduled outside school hours.
5. ***Quarantines***
6. ***Court Appearances***
7. ***Absences Arranged in Advance ("AAA").*** A special absence request must be arranged in advance for educational activities of benefit to the student.

The "AAA" form must be filled out and returned to the school office at least five (5) days prior to the planned absences. The AAA form is available at the school office, at the back of this handbook in Appendix B or online at [www.fairfieldchristianacademy.com](http://www.fairfieldchristianacademy.com).

Parents should request assignments as soon as feasible but always by at least five (5) days before going on a trip; however, teacher lesson plans change, so specific assignments may not be available until the student returns.

The school must be notified one day in advance of any other absence in order for the absence to be excused.

### **Definition of Absences**

***Half-Day Absence*** is counted if the student is absent more than 1 hour but less than 4 hours. Missing more than one hour at the beginning of school or end of a school day will be considered a half-day absence.

***Full-Day Absence*** is counted if the student is absent over 4 hours in one day.

### **Parental Responsibility to Report Absences**

Parents must call the school by 9 a.m. on the day an absence occurs for the absence to be excused. The call must state the specific reason for the student's absence. Parents will be contacted when students are absent and the parent has not called the school.

### **Missed Class Work Due To Absence**

All work missed due to excused absences becomes the student's responsibility. Credit will be given for makeup work for an excused absence. Students 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 a student is ill, parents must call the office by 10 a.m. if they want to pick up the student's work after school on that day. Teachers and/or parents are not permitted to disrupt a class to search for student's textbooks or materials.

### **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 Social Services to investigate neglect. Excessive absences would require the parent to seek assistance outside the school for tutoring.

Family vacations during school days are discouraged as not all classroom work can be made up 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.

### **Unexcused Absences**

An unexcused absence shall be issued to a student who is out of class or school for reasons other than those stated for an excused absence. Assignments must be completed but the student will only be given 90% credit.

### **Extracurricular Activities**

A student must be in attendance the day of a game or special after-school activity in order to participate. Acceptable written permission from a doctor/dentist or parent will take precedent over this rule.

### **TARDIES**

A student is tardy if they are not in their classroom by 8:15 a.m. **If the student arrives after 8:15, he/she needs to sign in at the attendance office and receive a tardy slip.** Car or bus traffic or bad weather may excuse a tardy. Other rare circumstances may be granted as an excused tardy at the judgment of the principal. Students in grades 2-5 will serve a detention after receiving six unexcused tardies during a 9-week period.

Parents are expected to have students to school on time. Tardiness penalizes the student's ability to receive academic information. Teachers are not obligated to repeat information for late arrivers.

### **PICKUP AND DROP OFF TIMES**

Students should not arrive before one half hour prior to the start of school or be left at the school past one half hours after school.

# Dress Code Guidelines

Approved April, 2011

Parents and students carry the primary responsibility to comply with and support the school's dress code. We trust that you will support the guidelines as being representative of the witness that children from a Christian home would exhibit. **Modesty, cleanliness, neatness and Christian testimony should guide dress for all occasions.**

## WHAT IS THE DRESS CODE?

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. Students are expected to avoid extremes in clothing and hairstyles. 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 are listed under school sponsored events dress guidelines.

The school has looked into many different school uniform vendors. Because of the different styles, materials, and colors, the uniforms must be purchased through one of the following vendors or may be purchased at the used uniform sales that are held throughout the year:

**School Closet**  
122 N. Columbus Street  
Lancaster, Ohio 43130  
740.652.1341

**Educational Apparel**  
3849 Lacon Road  
Hilliard, Ohio 43026  
800.776.3034

***General Guidelines for ALL students are set promoting 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!)***

## GIRL'S DRESS GUIDELINES FOR GRADES K-5

- Skirts** All Grades may wear navy or khaki. Plaid skirts may be worn only by Grades 6-12 grades. All skirts must come to 2" above knee or longer. Non-uniform shorts must be worn under skirts, but should not "show."
- Jumpers (K-5)** School plaid, must come to 2" above knee or longer. Non-uniform shorts must be worn under jumpers, but should not "show." **Required for Chapel day.**
- Pants** Navy or khaki in uniform style; must be hemmed appropriately.
- Walking Shorts/Skorts** Navy or khaki in uniform style, hemmed. Shorts or skorts may be worn during the months of August, September, October, April, May and June.

<b>Round Collared Blouse</b>	White, long or short-sleeved. <b>Required for Chapel day.</b>
<b>Knit Polo Shirts</b>	Collared, long or short-sleeved in white, navy, green, and red. Only the top one or two buttons may remain unbuttoned. Shirts should be neatly tucked in.
<b>Turtlenecks</b>	White, navy, green, and red may be worn and tucked in under appropriate sweaters, vests, or sweatshirts.
<b>Sweaters and Vests</b>	Navy, red, or green, V-neck cardigan, V-neck crew, or vest worn over a turtleneck, oxford, or knit polo shirt that is tucked in.
<b>Sweatshirts</b>	Navy with school crest or embroidered Knight logo. These must be worn over uniform shirts.
<b>Polar Fleece</b>	Navy or dark gray with school crest or embroidered Knight logo. These must be worn over uniform shirts.
<b>Belts</b>	A belt is required with uniform pants and shorts. Belts need to be plain and of one solid color. Belts may be tan, navy, brown or black to coordinate with uniform. Belts are intended to keep pants at the waist; therefore pants may not be worn below the waist in a “slouching” or “sagging” position. <i>(These may be purchased anywhere.)</i>
<b>Socks</b>	Socks and tights are to be of one solid color with no accent markings or designs. Socks or tights may be white, navy, red, tan or dark green. Tights, navy leggings or knee socks <i>must</i> be worn with jumpers and skirts from November - March. <i>(These may be purchased anywhere.)</i>
<b>Leggings</b>	Navy blue ankle length leggings may be worn with socks underneath skirts or jumpers. No lace edging.
<b>Gym Wear</b>	Grades K-5 do not change clothes for gym class; therefore students should wear a uniform selection which is appropriate for gym class.
<b>Jewelry</b>	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 1” in length or diameter. Bracelets may be worn if conservative in style and do not distract from 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. Excessive or inappropriate jewelry will be addressed individually.
<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.

**Hair** Must be kept clean and well groomed. Hair styles must be neat and styled in a manner that it does not fall into the 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 and must be a matching plaid or among the colors of the uniform. Hats are not to be worn in the school building during school hours.

**Nails/Body Art** No black, neon, or extreme nail polish is to be worn. Tattoos or body piercing are not permitted. Students may not write on their bodies including the writing of notes, drawing tattoos or designs, or any numbers of any kind on arms, hands, etc.

### **BOY’S DRESS GUIDELINES FOR GRADES K-5**

**Pants** Navy or khaki in uniform style; must be hemmed appropriately.

**Walking Shorts** Navy or khaki in uniform style, hemmed. Shorts may be worn in the months of August, September, October, April, May and June.

**Oxford Shirts** Long or short-sleeved in white or light blue. Only the top one or two buttons may remain unbuttoned. They must always be *tucked in*. ***Oxford shirts are required for Chapel day.***

**Knit Polo Shirts** Collared, long or short-sleeved in white, navy, green, and red. They must always be *tucked in*. Only the top one or two buttons may remain unbuttoned.

**Turtlenecks** White, navy, green, or red may be worn and tucked in under appropriate sweaters, vests, or sweatshirts.

**Sweaters and Vests** Navy, red or green V-neck cardigans, V-neck crew, or vests worn over a turtleneck, oxford or knit polo shirt that is tucked in.

**Sweatshirts** Navy with school crest or embroidered Knight logo. These must be worn over uniform shirts.

**Polar Fleece** Blue and gray with school crest or embroidered Knight Logo. These must be worn over uniform shirts.

**Belts** A belt is required with uniform pants and shorts. Belts need to be plain and of one solid color. Belts

may be tan, navy, brown or black to coordinate with uniform. Belts are intended to keep pants at the waist; therefore pants may not be worn below the waist in a “slouching” or “sagging” position. *(These may be purchased anywhere.)*

**Socks** Solid, matching colors to coordinate with uniform. *(These may be purchased anywhere)*

**Gym Wear** Grades K-5 do not change clothes for gym class; therefore students should wear a uniform selection which is appropriate for gym class.

**Jewelry** No earrings or other pierced jewelry of any kind. Chokers, ball-and-chain necklaces are not permitted. Regular chain necklaces are permitted though they must be long enough that they hang below the collar of a crew neck T-shirt. Watches are allowed.  
All jewelry must be inoffensive to the Christian faith.

**Undergarments** Proper undergarments must be worn at all times. Only white crew neck undershirts may be worn with no visible logos or slogans.

**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 must be shorter than the bottom of the ear on the sides and shorter than the top of the dress shirt collar. No un-natural coloration of hair including tipping or highlighting. 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”. Extreme hairstyles will be addressed individually. Hats are not to be worn in the school building during school hours.

## **SHOES**

Shoes should coordinate with uniforms. Athletic shoes must have minimal accent color and be laced and tied. Acceptable colors are: brown, tan, black, gray, navy, or white. No metallic, “electric” colors, lights, characters, or wheels. Sandals are not to be worn. All shoes must enclose the toe and heel. Heels/soles should not exceed **two** inches in height. Knee-high or cowboy boots are not to be worn in the classroom. If snow boots are worn to school, the student must change into appropriate school shoes for the school day.

## **CHAPEL DAY DRESS CODE FOR GRADES K-4**

**Girls-** Plaid Jumper, white Peter Pan blouse (short or long sleeved), socks, leggings or tights and dress shoes or athletic shoes.

**Boys-** Khaki or Navy pants, white or light blue oxford shirt (short or long sleeved), belt, dress or athletic shoes.

## **SCHOOL SPONSORED EVENTS DRESS GUIDELINES FOR GRADES K-5**

### **Fridays or 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 hand written logos. Requirements for uniform pants and footwear remain the same on these days.

Other than on chapel days, *team players* or *group participants* may also wear athletic uniform or spirit wear tops on days when they have games or a performance that evening. Requirements on how these must be worn will be explained by the coach or sponsor and must be first approved by the principal.

### **Non-Uniform Days / Dress Down Days**

Throughout the school year, there will be designated non-uniform days as scheduled by the administration.

Clothing must be neat and clean. Jeans may be worn provided they are in good condition, no holes, hemmed, and do not extend past the heel and have an appropriate fit. (e.g. extreme styles such as "skinny" jeans will not be allowed.) All shirts must have sleeves. No *short length* tops where midriff would show (even when arms are extended), no tank tops, 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 school length.

### **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 standards.

### **Athletic Practice**

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 midriffs, 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" 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**

Field trips may require special dress. Students should check with their teacher to determine appropriate dress for the outing. Students who arrive at school dressed inappropriately for the trip will not be allowed to leave.

# Health and Safety

## **ACCIDENT POLICY**

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 field trip.

When an accident occurs, the injured student will be sent or taken to the 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 Emergency Transport. Please note that if a student is to be transported to a hospital, they will first be sent to Fairfield Medical Center. This is a Lancaster City Service's Policy. The Emergency Transport may then transport the student to the preferred hospital.

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 Life Squad to a medical facility, a school official will go with the student.

## **HEALTH POLICIES AND STUDENT MEDICATIONS**

Students are required to turn in yearly health records. New students, previously Home-Schooled students and Transfer students are required to have a documented physical exam within the last year, health record form and immunization record. Please note it is the parent/guardian's responsibility to provide immunization records, not the previous 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.

Scarlet Fever	Whooping Cough	Pneumonia	Ringworm
Strep Throat	Measles	Scabies	Impetigo
Chicken Pox	Lice	Mumps	"Pink Eye" Conjunctivitis

### **First Aid & Illnesses**

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. In the first aid area the following medications, treatments and solutions may be used per first-aid situation: baking soda, Calamine or Caladryl lotion, Neosporin, .5% hydrocortisone cream, hydrogen peroxide, alcohol, salt, ammonia capsules or pad, Vaseline, 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, wheel chair, soft cast, etc., are needed by your student in school, medical authorization is required.

Students who become ill during the school day will be sent to the nurse and parent/guardian will be notified if needed. Students who have a fever of 100 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.

### **Health Records - Kindergarten**

The following form is required for entry into Kindergarten: Ohio School Health History (which includes parent's form, immunizations, physicians report and dental report.)

## Immunization Policy

By law of Ohio, all students, K-12 grade must have on file, prior to the 15<sup>th</sup> day of school, evidence of one of the following:

- 4 DPT (or 5) *Kindergarten students will need 5 doses if their primary 4 doses were before their 4<sup>th</sup> birthday.*
- 3 Polio (or 4) *Kindergarten student will need 4 doses if their primary 3 doses were received before their 4<sup>th</sup> birthday.*
- 2 Measles
- 2 Rubella
- 2 Mumps
- 3 Hepatitis B *(all children entering Kindergarten)*
- 1 Varicella Vaccine *(all children entering Kindergarten)*

### OR

A written statement from the physician stating that immunizations were withheld due to medical reasons.

### OR

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 will result in the student being excluded until such requirement is met.

Emergency information is kept on file for each student. It is the responsibility of the parents to keep the office informed of any changes. All visits to the nurse will be logged.

## Lice Policy

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

## Medical Appointments

Parents should make all doctor, dental appointments, etc. during non-school hours. This eliminates the need for make-up work and creates a better atmosphere in the classroom.

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 prior to the beginning of their school day (between 8:20 and 8:30 a.m.). 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.

## Medication

If it is necessary for your child to take 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 online site. 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, as students are not permitted to self-medicate or provide medicine to any other student.**

## SAFETY DRILLS

A written evacuation plan is posted in every classroom and a master copy of emergency plans for the entire school has been given to the local fire department and state agencies. Fire, tornado and lockdown drills will be held periodically to help students and staff respond in a prepared, calm manner. Plans for dealing with other safety concerns are included in an Emergency Plan Book kept in each classroom and in administrators' offices.

## Miscellaneous Information

### ADDRESS CHANGE

Please report any changes in address, phone number, e-mail addresses, etc. to the Superintendent'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 child.**

### ARRIVAL AND PICKUP TIMES FOR CHILDREN

Parents are asked to plan their children's arrival at school so that the students arrive no earlier than 7:45 a.m. Worship center foyer supervision begins at that time. At 8:05 a.m., the duty teachers will dismiss the students to class. Parents who pick up their children are asked to do so no later than 3:15 p.m. **Due to an increasing number of infractions, students who have not been picked up by 3:25 will be taken to the school office. A \$1 per minute charge will be issued for every moment a child is left beyond 3:30. The only exception to this would be in the case of an extreme and unusual emergency where the parent has called ahead and made prearrangements for a late pickup.**

Students will only be released to a parent or other adult for whom the school has been previously notified. Students in grades K-3 must be picked up at their classroom. Students in grades 4, 5 will be released from the worship center foyer. Please notify the office before 2:00 p.m. when a new adult is being added to the list of persons with permission to pick up your student. **Parents must sign a release form absolving the school of supervisory responsibilities if an older sibling is to pick up the child from his or her class.**

### BIRTHDAY PARTIES

As parents plan a birthday party for their children that will occur outside of school, we ask that invitations be mailed or distributed privately to the children. At times in the past, there have been some awkward situations for the children when some of the boys and girls have received invitations and others have not. We appreciate your sensitivity concerning the distribution of birthday party invitations. Parents may send in treats for the class, if desired. Balloons and flowers will not be sent to the classroom. Please notify grandparents of this policy.

### 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 & departure.) **A note MUST be received from the parent 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. Other students or friends may not ride a bus home with your child.

### **School Bus Conduct**

The bus driver is in complete command of the bus and must be accorded the same respect and cooperation that would be given to any school staff member. The school administration will cooperate fully with the bus driver in all cases of reported misconduct. Disciplinary action will be taken by the school as well as by the transportation superintendent, which could result in the suspension or loss of transportation privileges.

These guidelines are provided to assure the maximum safety of all students using the buses:

1. The student will choose, or be assigned a seat and remain in it unless permission is granted by the driver to move when the bus is stopped. In no case will the student be out of his seat while the bus is moving.
2. The student may converse in a normal tone, but refrain from shouting, making loud noises, or in other ways create a distraction for the driver or a nuisance for others. Students must be quiet at railroad crossings.
3. Eating, drinking, and gum chewing are prohibited. These activities tend to litter the bus and create a nuisance.
4. No balloons or popping noisemakers are allowed.
5. Littering the bus is both unnecessary and unacceptable.
6. Throwing any object of any kind either in the bus or out of the bus windows is dangerous and will not be tolerated.
7. Window positions may not be adjusted without the driver's permission. Arms, heads, objects, etc. must never be extended out of a bus window at any time. Serious injury could easily result.
8. The student may carry onto the bus only those objects that can be comfortably held on the lap.

Parental permission is required for the student to get off of the bus at other than designated stops. A student, riding a bus he does not normally ride, must have a written parental permission slip that is co-signed by the school authorities and delivered to the driver. The bus system is not obligated to honor these requests. Parents should refer to individual bus policies regarding this exception.

#### **ELECTRONIC EQUIPMENT PROHIBITED**

Student use of Gameboys, radios, CD/DVD players, headphones, pagers, or **cellular phones**, PDA's (Palm Pilots, etc) or other similar electronic equipment is prohibited during school hours and on school transportation. These items should not be used by the student during school hours.

#### **FIELD TRIPS**

Students will be expected to go on class field trips. The purpose of a trip is educational and is considered an official class day. Field trips are pre-approved by the Administration and all information regarding the field trip can be obtained through the school office. All school rules and policies including the dress code, unless an exception is made due to the nature of the trip, are in effect during 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.

Field trips may require the use of a public school bus with a bus transportation fee. Students with incomplete assignments or having behavioral issues may not be permitted to participate in the field trip. Any students displaying inappropriate behavior while on a field trip, will forfeit the privilege of the next scheduled class field trip, at the teacher and/or principal's discretion.

**Younger Siblings** are not permitted on any elementary field trips.

#### **Field Trip Driver/Chaperone Guidelines**

In offering to help with a local field trip, parent chaperones and drivers must agree to responsibly supervise the children assigned to them. *Students must be chaperoned at all times.*

#### **Driver responsibilities in the car**

Drivers are required to sign a statement verifying they have a current auto insurance policy with liability coverage and a valid driver's license.

- 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**

- Keep the children within sight 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.

#### **INDOOR RECESS**

A determination will be made to hold recess inside if it is felt the outside conditions are unsafe or unhealthy. An inside recess will be held if there is rain or sleet or if the temperature is 20° or lower (or the chill factor is less than 20°). The children may be taken outside for a short time to take a break from academic rigors if the temperature is between 10° and 20°. Please make sure your child has appropriate hats/gloves and jackets during cold weather.

#### **LOST AND FOUND**

Items of value (purses, watches, band instruments, etc.) will be kept in the school office and may be retrieved from the administrative assistant. Schoolbooks will be placed in the teacher’s mailbox and returned to the students. All other items will be placed on the shelves in the lost and found closet. All items on these shelves will be removed once a month and unclaimed items will be given to charities.

#### **LOST BOOK OR EQUIPMENT REPLACEMENT**

Workbooks and some of the textbooks such as those purchased from ABEKA Publishers are used only for one school year and by each individual student. Other books, such as those purchased through State funds, are usually hard-back books, and are issued to your student during the school year and must be turned back in to the teacher at year’s end.

If any book is lost and needs to be replaced, whether ABEKA or one of the books on loan, the student will be responsible for the replacement cost after five days. Media fees cannot cover the replacement costs of any workbook, library book, classroom study material, calculator or any other school-owned equipment loaned to the student. These charges must be paid after the item has been lost for five school days.

#### **LUNCH PERIOD**

Students will be assigned to a lunch period during the school day. When the designated lunch period arrives, teachers will walk with their students in an orderly fashion to the cafeteria and take their seats.

Students may bring a brown bag lunch or lunch box to school. All items must be marked with their names. It should not require refrigeration. Please include all necessary utensils. Carbonated beverages are not permitted. A hot lunch will be available for purchase each day unless otherwise informed. Prices will be sent home at the beginning of the year.

Good table manners are expected at all times. Students are expected to converse using a quiet voice. Shouting and yelling will not be permitted. Throwing of food, paper, liquids, or other materials is forbidden. Popping of paper or plastic bags is prohibited. Sharing or trading of lunches is also prohibited.

If parents come to have lunch with their student, we will have a designated family table or area for you to enjoy lunch with your child. Parents are not to purchase items from the ala carte line for elementary students.

When finished eating, students are requested to see that their eating areas are clean before

leaving. Each class will have an assigned student to wipe tables. Cafeteria tables should be kept free of crumbs, papers, or spilled liquids. Trash is to be taken to the designated trash containers. In case food is accidentally spilled, students should notify the lunchroom worker so facilities will be properly cleaned.

### **MISSED HOMEWORK PROCEDURE**

All students are expected to have their assignments on the due date. 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". The teacher will require the work to be completed although no credit is given. A student may also be given a detention for 4 late homework assignments in any grading period. Teachers will contact parents when a student has developed a pattern of missed assignments (2 or 3). The parents will be asked to take immediate action to correct the situation.

### **MOVEMENT IN THE BUILDING**

We want to have our children develop a proper attitude about movement in the school. Boys and girls are to use hall passes when they leave their rooms to go to another area. Specific guidelines are:

1. Children are to show proper respect to all adults at all times.
2. Children are to *walk* in the building at all times.
3. Children may talk in the hallways before school and after school.
4. Children are not to go to their classrooms without permission before 8:05 a.m.
5. Children are not to talk in the hallways or the restroom during class time.

### **PHONE USAGE**

Neither teachers nor students will be called from the classroom to answer telephone calls. In the case of an emergency, a message may be left in the office, and that student or teacher will be notified.

#### **Student Phone Use**

1. Students may use the phone at the specific request of a teacher in order to make arrangements, etc.
2. Students will not be permitted to make calls requesting clothing, money, books, homework, lunches, papers, etc. be brought to school! It is the student's responsibility to come to school prepared. Exceptions to this rule would be a ripped or stained garment needing a replacement, or a student with a health problem requiring diet monitoring.
3. If a student becomes ill while at school, the nurse or office personnel will make the call to the home requesting the child be picked up.
4. Students may not use the phone to request permission for personal plans and arrangements, i.e. to go to another student's, stay for a game, ride in another vehicle, go to lunch with a friend, etc. Students may not use the phone for personal conversation with friends at other schools or their homes.
5. Students may use the phone if there has been a change in any scheduling of which parents may not have been previously aware, i.e. basketball practice.
6. Students are not permitted to leave a class to make a phone call.

The phone in the office is to be used for conducting official school business. Exceptions to this policy are RARE.

Teachers and/or office staff are to request the nature of the call prior to it being made. If the need to use the phone does not fall into one of the above categories, students will not be permitted to use it.

## **Messages to Students**

Unless an emergency arises, we cannot deliver messages to students during class. While parents may feel the need to communicate with students during the school day, we cannot interrupt the instruction of other students unless there is a genuine emergency.

Arrangements for routine matters should be made before the student arrives at school. All urgent/emergency messages must be communicated with the school office before 2:45 p.m. in order to assure delivery to the student.

## **PLAYGROUND GUIDELINES**

The following guidelines have been developed for the playground:

1. We desire for the children to enjoy their recess experiences. Boys and girls need to display kindness, courtesy, and a happy spirit at play as well as in all other areas of their lives.
2. There are many games and activities that the children can play during recess, e.g., soccer, basketball, catch, four-square, jump rope and playing on the equipment.
3. The children are not to play tackle football or other rough games.
4. There is to be no snowball or stone throwing.
5. Children may play with a ball, but not a hard baseball.
6. Electronic games are not permitted at school.
7. Skateboards and roller blades are not to be brought to school.
8. Whenever the mulch is wet or muddy, students must remain on the blacktop.
9. Children are to request permission from the playground teacher before they enter the building (restroom use, etc.).
10. Children are to line up promptly when the playground teacher announces it is time to come inside.

## **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 signed during the enrollment period 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.

### **SCHOOL DAY**

Staff Devotions	7:35am to 7:50am
Kindergarten – 5 <sup>h</sup> Grade	8:15am to 3:00pm
6 <sup>th</sup> – 12 <sup>th</sup> Grade	8:05am to 3:00pm

School office hours are 7:30 a.m. – 4:00 p.m. (8:00 a.m. to 3:30 p.m. during the summer.) The school office generally open for visits and phone calls except on major holidays.

Unless they have adult supervision, children are not to arrive before one half hour prior to the start of school and must be picked up within one half hour after school. Additional charges will be assessed if child care is needed beyond these times.

### **SCHOOL PLEDGES**

The following pledges are recited at the start of each day:

#### **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.*

## **SEARCH POLICY**

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

## **STUDENT ACTIVITY GROUP FORMATION**

*Passed by the FCA Board on December 17, 2009*

The formation of any club, arts group, or athletic team may be initiated by parents, students, or school personnel, but must pass through a screening process to determine its value to Fairfield Christian Academy. To propose a new student activity, a group of at least ten persons must sign a petition and submit it to the superintendent. The petition must include the following information:

1. The purpose and goals of the activity
2. The reason for its formation
3. The number of persons that potentially will be involved
4. The age group of potential participants
5. A projected budget for startup and sustaining the program.
6. A plan for adult sponsorship of the activity including at least one (1) school personnel.
7. The likelihood that the organization could be sustained over time.

An administrative task force will be appointed to review the application. If it is believed the activity could add value to the school, not distract from participation in or funding from other established programs, is sustainable, and has adequate sponsorship, the task force will make a recommendation to the superintendent regarding its establishment.

## **TRAFFIC AND PARKING**

Please do not park in the area designated for bus pickup or drop-off. This is for the children's safety. Please follow the directions of the parking duty staff.

## **VISITORS**

All parents, visitors, and other guests at school are to sign in at the school office at Entrance B. Visitors will wear an ID badge given to them upon sign-in. School personnel will confront visitors not wearing a badge.

## **WEATHER EMERGENCIES**

During extreme weather or power outages, the administration will notify families through the school's automated alert systems. Families may also follow local radio and TV stations listed below for closings or delays. As a general rule, if the Lancaster City Schools are closed, so is Fairfield Christian Academy. The school will monitor and take into consideration weather conditions in other school districts as well. If inclement weather arises during the day, please monitor the stations listed below for cancellations or early school dismissals.

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

<b><u>Television</u></b>	<b><u>AM Radio</u></b>	<b><u>FM Radio</u></b>	
WBNS-TV (CBS) Channel 10		WLRY 88.5 FM	WHOK 95.5 FM
WCMH-TV (NBC) Channel 4	WTVN 610 AM	WFCO 90.9 FM	WLQV 96.3 FM
WSYX-TV (ABC) Channel 6	WLOH 1320 AM	WCOL 92.3 FM	WNCI 97.9 FM
WTTE-TV (Fox) Channel 28	WBNS 1460 AM	WSNY 94.7 FM	WCFO 104.9 FM WFJX 105.7 FM

**Also online at [www.10tv.com](http://www.10tv.com).**

## **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 must be scheduled with the Principal 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 Fairfield Christian Academy 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 mail 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:**

**1<sup>st</sup> Day of School - Duration of 1<sup>st</sup> Grading Period**  
Sum equal to 3 months tuition at the 12-month rate.

**Duration of 2<sup>nd</sup> Grading Period**  
Sum equal to 75% of 12-month tuition and fees rate.

**Duration of 3<sup>rd</sup> Grading Period - Last Day of School**  
Sum equal to full year 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. The preferred means of contact is normally in person or e-mail (usually this is the first initial of the teacher's first name and the full last name @fairfieldchristianacademy.com. Teachers cannot receive phone calls in their rooms during the school day.

Our staff members are very willing to meet with you. Please send a note 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 she is welcoming the children in the morning or dismissing them in the afternoon. The teacher needs to be focused on her students at this time.**

School papers will be sent home on Fridays. School wide notices and newsletters will be sent home with the youngest child in each family at FCA. Much current information is also available on our school Web site: [www.fairfieldchristianacademy.com](http://www.fairfieldchristianacademy.com).

### **FUNDRAISING**

Tuition rates at Fairfield Christian Academy are based upon the assumption that fundraising events will be used to subsidize a considerable portion of each student's educational experience. It is because of this philosophy that it is expected that each family will participate in at least one major and one minor fundraising effort during the course of the year.

Major fundraising events include:

- The Believe-a-thon Classic (a fall Golfathon, Walkathon, and Servathon)
- The FROG-a-thon
- Knight's Night Out (a family carnival)
- Annual Speaker Dinner
- Business Partnership Program

Minor fundraisers include:

- Market Day
- Bookathon
- Athletic Fundraisers
- Arts Fundraisers
- Christmas Shop

Continuing recycling/coupon efforts:

- Boxtops for Education (received at Entrance B)
- Campbell Soup labels (received at Entrance B)
- Paper recycling (place in Abitibi bins near Whittier Street entrance)
- Printer ink cartridges (received at Entrance B)

## **VOLUNTEER ACTIVITIES**

Due to the nature of Fairfield Christian Academy, a strong volunteer force is critical in keeping tuition down and the school running smoothly. It is requested that at least one member from each family volunteer in one or more capacities during the year. The following areas are available for volunteer work:

- baby-sitting for volunteers' children
- helping children on a one-to-one basis
- miscellaneous calling when needed
- help with extracurricular clubs or activities
- office work
- bake sales
- fundraiser work
- lunchroom assistant
- library work
- computer expertise
- homeroom coordinators
- athletic concession stand
- newsletter mailings

*Families who are part of the Tuition Assistance Program sign a covenant that they will provide volunteer services.*

## **FAMILY COMMUNICATION OPPORTUNITIES**

Fairfield Christian Academy is a partner with parents. Strong partnerships require strong communication. This is why FCA is attempting to involve parents in several programs to help bridge any communication gaps. While notices are sent home on a regular basis in Friday folders, and via e-mail and mail, we have discovered that this is not enough to build the strong bonds that are needed. That is why we are asking every family to commit themselves to participate in the following communication opportunities. Within these fellowships and forums, parents and teachers can work together in the best interest of the children to help them develop spiritually, academically, socially, emotionally, and physically.

The objectives of these communication venues are:

1. To bring into closer relationship the home and the school.
2. To unite in Christian fellowship all members of the school family.
3. To promote the spiritual, social, and financial welfare of the school family.
4. To be partners with the Fairfield Christian Academy Administrative Team.
5. To assist with educational projects when called upon to do so by the Principal.

## **Advisory Boards**

Each one of our principals (Preschool/Kindergarten, Elementary, and Middle/Secondary Grades) gather a team of up to sixteen parents who meet monthly (1) to review what is happening at the school, and (2) to provide input on ideas that can be used to improve services. Assignment to these groups is made following the enrollment period and representative names will be distributed to other parents so that these persons can serve as liaisons to the administration. Selection of the members will be made by the administration and board with priority given to those who have longer history with the school and who have demonstrated willingness to provide volunteer services and leadership.

## **Parent Stakeholder Meetings**

Four times during the year, Parent Stakeholder meetings will be held. These meetings are open to all parents and will be for the purposes of (1) information, (2) inspiration, and (3) input. Each meeting will have a different agenda (speaker, student performance, etc.), but will always include the opportunity to complete a questionnaire that provides current information for the administration on the accomplishments, needs, and attitudes affecting FCA.

The meetings are planned to be no more than 90 minutes long, and at least one parent from each family is asked to be at no less than three of these meetings during the year.

**Contact Information**

Please refer to the contact information included in Appendix C of this manual to direct your communications to the most appropriate person.

Appendix A

## *Fairfield Christian Academy Family/School Covenant*

**In enrolling our children as students in Fairfield Christian Academy, we affirm that we will support the mission of the school:**

- *Fairfield Christian Academy partners with parents to minister to the whole child—spiritually, emotionally, academically, physically and socially—and to provide academic excellence in an atmosphere of the Christian faith.*
- Accept the Bible, the Word of God, as interpreted in the school's *Statement of Faith*, to be the basis for the Christian education of our children.
- Pray earnestly of the school and for 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 FCA educational philosophy, objectives, standards of conduct and the principles of the *Family-School Covenant*.**

- We will cooperate with the teachers in a spirit of partnership in the training of our children.
- We will attend parent/teacher conferences when requested to do so.
- We will monitor our children's grades and attendance on a regular basis.
- We will monitor our children's assignments, course syllabi, and short- and long-term projects in agenda planner on a regular basis.
- We will pick up our children from school when requested to do so by an administrator or school nurse.
- We will attend all required parental orientations and parent meetings.
- 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, volunteer involvement and monetary gifting
- We give permission for our children to take part in all routine school activities, including athletics, field trips and school-sponsored trips.
- We agree to encourage our children in the learning of Biblical truths.
- We agree to encourage our children in the learning of the school curriculum.
- We will read the *Parent/Student Handbook* and pledge our cooperation regarding school policies and practices.
- We will commit to handling all problems appropriately with the person(s) most directly involved.
- We will practice the "Matthew 18 principle" when resolving conflicts. (Refer to page 11 under APPEALS).

**In addition:**

- If at any time during the training of our children, we can no longer work together in a spirit of unity, and all reasonable avenues of reconciliation are exhausted, we will withdraw our children from Fairfield Christian Academy.
- We understand that willful disobedience by our children of the principles and guidelines of the *Family-School Covenant* or *Parent/Student Handbook* may result in dismissal from Fairfield Christian Academy.

---

Print Father's name (or legal guardian)

---

Father's signature (or legal guardian)

---

Print Mother's name (or legal guardian)

---

Mother's signature (or legal guardian)

**APPENDIX B**

**“AAA”  
Fairfield Christian Academy  
Absences Arranged in Advance**

This form must be returned to the school office at least 5 school days prior to your child’s planned absence.

**Parent/Guardian**

Student Name \_\_\_\_\_ Grade/HR Teacher \_\_\_\_\_

has requested absence from school on \_\_\_\_\_  
Date(s)

for the purpose of \_\_\_\_\_  
Reason

We, the parents of above student, feel that this absence request is absolutely necessary for our family unit and hereby authorize Fairfield Christian Academy to provide an alternate educational plan during the dates indicated above. We understand that our child will miss valuable information from classroom discussions and activities that will not be able to be made up. We also understand that assignments given will only reflect the planned lessons and available materials at the time of the request. We understand that any work not completed will result in a grade of “0” and that our son/daughter remains responsible for all class work missed during this absence.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone # \_\_\_\_\_

4<sup>th</sup>-12<sup>th</sup> grades students: Please list all the teacher(s)\* to be notified of the planned absence.

Period	Subject	Teacher
1		
2		
3		
4		
5		

Period	Subject	Teacher
6		
7		
8		
9		
Other		

**School Office**

Attendance Record: \_\_\_\_\_

Comments/Concerns: \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Approved with Reservations      \_\_\_\_\_ Not approved

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Teachers - please attach assignments or write “none” beside your name for assignments for this student for the dates listed above and return to the office by the end of the day on \_\_\_\_\_.

Parent notified by \_\_\_\_\_ on \_\_\_\_\_.

Revised 2011

## APPENDIX C

# CONTACT INFORMATION

### CONTACT INFORMATION

The following information is provided to help you know the best ways to get in touch with the school regarding important issues. Please remember that the first line of contact is always through the teacher. Their contact information is provided to you at orientation meetings. The following names and contact information are provided as communication links for specific needs that exceed those met through meeting with teachers.

#### **Admissions**

*Director of Admissions*  
Mrs. Becky Eccard

Extension: 307  
E-mail: [beccard@fairfieldchristianacademy.com](mailto:beccard@fairfieldchristianacademy.com)

#### **Athletic Programs**

*Athletic Director*  
Mr. Robb Bolar

Extension: 317  
E-mail: [rbolar@fairfieldchristianacademy.com](mailto:rbolar@fairfieldchristianacademy.com)

#### **Extended Educational Services**

*Director of Intervention Services*  
Mrs. Suzanne Young

Extension: 312  
E-mail: [syoung@fairfieldchristianacademy.com](mailto:syoung@fairfieldchristianacademy.com)

#### **Fine Arts Programs**

*Fine Arts Coordinator*  
Mrs. Karen Burcham

Extension: 298 or 313  
E-mail: [kburcham@fairfieldchristianacademy.com](mailto:kburcham@fairfieldchristianacademy.com)

#### **Fundraising/Promotional Materials**

*Director of Institutional Advancement*  
Mrs. Heather Keener

Extension: 308  
E-mail: [hkeener@fairfieldchristianacademy.com](mailto:hkeener@fairfieldchristianacademy.com)

#### **Guidance**

*Director of Guidance Services*  
Mrs. Becky Knechtel

Extension: 403  
E-mail: [bknechtel@fairfieldchristianacademy.com](mailto:bknechtel@fairfieldchristianacademy.com)

#### **Health related issues**

*Nurse's office*  
Mrs. Anna Heskett

Extension: 295  
E-mail: [aheskett@fairfieldchristianacademy.com](mailto:aheskett@fairfieldchristianacademy.com)

#### **Library/Media**

*Librarian*  
Mrs. Billie Hoag

Extension: 503  
E-mail: [bhoag@fairfieldchristianacademy.com](mailto:bhoag@fairfieldchristianacademy.com)

#### **Chaplain/Media Coordinator**

Mr. Dave Albert

E-mail: [dalbert@fairfieldchristianacademy.com](mailto:dalbert@fairfieldchristianacademy.com)

#### **Policy and Appeals**

*Superintendent*  
Mr. Ed Reck

Extension: 285 or 297  
E-mail: [ereck@fairfieldchristianacademy.com](mailto:ereck@fairfieldchristianacademy.com)

#### **Student Administrative Concerns**

*Child Care/Preschool Director*  
Mrs. Erica Neal

Extension: 246 or 330  
E-mail: [eneal@fairfieldchristianacademy.com](mailto:eneal@fairfieldchristianacademy.com)

#### **Elementary Principal**

Mrs. Karen Burcham

Extension: 298 or 313  
E-mail: [kburcham@fairfieldchristianacademy.com](mailto:kburcham@fairfieldchristianacademy.com)

#### **Secondary Principal**

Mr. Craig Carpenter

Extension: 312 or 319  
E-mail: [ccarpenter@fairfieldchristianacademy.com](mailto:ccarpenter@fairfieldchristianacademy.com)

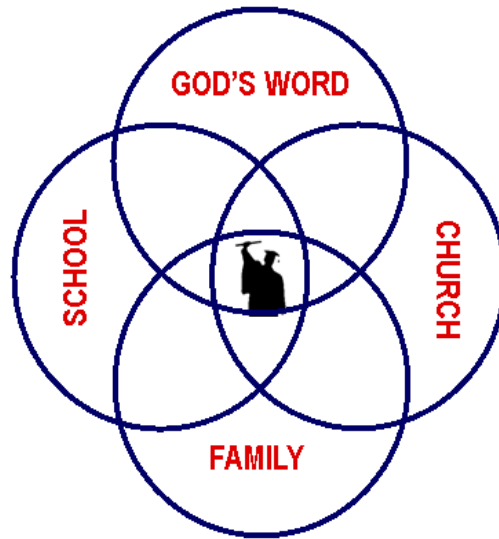
For written communications please specify the office or person at the following address  
Fairfield Christian Academy  
1965 N. Columbus Street  
Lancaster, OH 43130

For general information and specific student information, please visit:  
[www.fairfieldchristianacademy.com](http://www.fairfieldchristianacademy.com)

(Most individuals can also be reached via e-mail using the first initial of their first name and their full last name @ fairfieldchristianacademy.com)

For phone access, please call the following number and follow the prompts:  
(740) 654-2889





**FAIRFIELD CHRISTIAN  
ACADEMY**

**1965 North Columbus Street  
Lancaster, Ohio 43130**

**Phone: (740) 654-2889**

**[www.fairfieldchristianacademy.com](http://www.fairfieldchristianacademy.com)**