



**FAMILIES OF FAITH CHRISTIAN ACADEMY**  
**PARENT-STUDENT HANDBOOK**

**MISSION STATEMENT**

To work with families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

**FAMILIES OF FAITH CHRISTIAN ACADEMY**

25124-A S. Fryer Street

Channahon, IL 60410

Phone: 815.521.1381

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[www.fofca.com](http://www.fofca.com)

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# **STAFF AND CONTACT INFORMATION**

## **FAMILIES OF FAITH CHRISTIAN ACADEMY ADMINISTRATION**

**Karen Blan**

Administrator

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**Clark Llewellyn**

Principal

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**Chris Blan**

Office

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**Kenton Ayers**

Director of Athletics

### **WEBSITE AND EMAIL ADDRESSES**

Be sure to bookmark our website, [www.fofca.com](http://www.fofca.com).

To contact FOFCA Administration via email, write to [admin@fofca.com](mailto:admin@fofca.com).

### **REVISION POLICY**

Families of Faith Christian Academy reserves the right to change any policy or procedure in the Parent / Student Handbook or calendar at any time when, at the discretion of the staff and administration, it deems the change to be in the best interest of the school.

### **2010-2011 GENERAL SCHOOL CALENDAR**

#### **August**

23rd-Teachers Institute

24th-Teachers Institute

24th-PreK Orientation 6PM-Kinder thru H.S. Orientation 6:45PM

25th-Students First Day of Attendance

#### **September**

5th- Labor Day- No school

16th-Fofca Celebrates Grandparents Day 1:30PM

24th-Midterm Quarter 1

## October

11th–Columbus Day–No School  
29th–No School/Teacher Institute/End of Quarter 1 (45 days)

## November

11th–Veterans Day School in session  
24th–Early Dismissal 11:30am/Teachers Institute  
25th–Thanksgiving Break–No school  
26th–Thanksgiving Break–No school

## December

2nd–Midterm Quarter 2  
13th–17th Book Fair  
16th–Dress Rehearsal Christmas Play 1:30pm  
17th–Christmas Play 6:30PM  
22nd–Early Dismissal 11:30am/Teachers Institute  
23rd–Jan 3rd Christmas Break

## January

4th–School Resumes  
14th–No School/Teachers Institute/End of Quarter 2 (44 days)  
17th– Martin Luther King Day–No School

## February

18th–Early Dismissal 11:30am/Teachers Institute  
21st–25th Re Enrollment Week  
21st– Presidents Day–No School  
22nd–Midterm Quarter 3  
28th–March 4th Spirit Week/Spring Book Fair

## March

17th–End of Quarter 3 (42 days)  
17th–Early Dismissal 11:30am/Teachers Institute  
18th–Teachers Institute–No School  
21st–25th Spring Break  
28th–School Resumes

## April

11th–15th SAT Pretesting  
18th–21st SAT Testing  
21st–Early Dismissal 11:30 am/Teachers Institute  
22nd–25th Easter Break–No School  
26th–School Resumes  
28th–Midterm Quarter 4

## May

25th–Kindergarten Graduation  
27th–Last Day of School/Early Dismissal 11:30am/End of Quarter 4 (43days)  
27th–Jr. High/High School Graduation time TBA

\*As a school, FOCCA observes and promotes Christian holidays and does not participate in all secular traditions.

\*\*The school day begins at 8:30 a.m. and ends at 3:00 p.m. \*\*\* If...the cubs win the world series: day off! ☺ Bears vs packers: we'll see!

### **STATEMENT OF FAITH**

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice.
2. We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is fully God and fully man.
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God in hell.
5. We believe all human beings are born with a sinful nature.
6. We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified, by faith in Him, on the grounds of His shed blood.

7. We believe in the imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

### **STATEMENT OF CHRISTIAN PHILOSOPHY OF EDUCATION**

True Christian Education will recognize that:

1. A differentiation must be made between earthly wisdom (1Cor. 1-2; Jam. 3:15) and spiritual wisdom (1Cor. 1:30, 7:10-16; Jam. 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Prov. 1:7, 9:10, 15:33; Col. 2:3).
2. The purpose of Christian education is to convince the student of his need of a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Rom. 12).
3. The process of Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph. 4:4-6).
4. Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Deut. 4:10, 6:6-7, 20:17-18; Psalm 106:34-37; Jer. 10:2; Matt. 12:30; 2 Cor. 6:17; Eze. 44:5; Ezra 7:25; Prov. 22:6).
5. God has ordained one woman/one man marriage, the family (Gen. 2:27,28; 3:18-24), and the Church (Matt. 16:13-18; Eph 5:23-32) as the institutions, which He desires to use to accomplish His divine will on Earth. Local gatherings of believers, called churches, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area, there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three, parents, church, and Christian school, is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it" (Prov. 22:6).
6. The Biblical and philosophical goal of Families of Faith Christian Academy is to develop students into mature, Christ-like individuals, who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Families of Faith Christian Academy, all students are expected to exhibit the qualities of a Christ-like life that will be taught by the school and to refrain from certain activities or behavior. Thus, Families of Faith Christian Academy retains the right to refuse enrollment or to expel any student who engages / supports in immoral practices, such as: sexual immorality, homosexual/bisexual behavior, substance abuse, theft, gang affiliation, bringing weapons to school, etc. (Exod. 20:15; Lev. 20:13; Rom. 1:27; 1 Cor. 6:19; Eph. 5:3)

### **STATEMENT OF OBJECTIVES AND PURPOSE**

A family of Faith Christian Academy seeks:

1. To guide each student toward a personal relationship with our Lord and Savior, Jesus Christ.
2. To offer a quality co-educational program in grades Pre K - 12 that, are both God-centered and educationally sound.
3. To provide learning experiences which develop the student's maximum spiritual, intellectual, social, physical, and emotional potential.
4. To prepare students for life in this world and the eternal world, which they will one day enter.
5. To meet the individual needs of the student through utilization of proper placement, ability grouping where appropriate, and continuing guidance regarding the ongoing selection of a student's course of study.
6. To instill in students a respect for God and others.
7. To foster an attitude of personal responsibility for one's actions.
8. To equip students to be able to make sound decisions based on high moral and ethical standards.
9. To develop within each child a healthy, respectable self-image.
10. To encourage a discipline of daily devotions (prayer and personal Bible study) that will produce a happy, joyful, victorious Christian life.

### **STATEMENT OF NONDISCRIMINATION**

Families of Faith Christian Academy, admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to FOFCA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, and scholarship awards, athletic and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal life-style is not in harmony with the stated philosophy and purpose of Families of Faith Christian Academy.

### **PARENT STATEMENT OF INVOLVEMENT**

- A. I commit to keep my Parent-Volunteer hours: 7 hours for part time preschool parent, 15 hours per child with a maximum of 30 hours per K-HS family or pay the appropriate amount in lieu of volunteering (\$15 per hour).

- B. Both the father and mother (where there is no separation) are expected to participate in their child's education. Both parents are expected to participate in teacher conferences, Parent-Teacher Ministry meetings, and Student Orientation Night.
- C. In keeping with the Biblical principle of offering grievances, (Mt 18:15-17), F.O.F.C.A. strongly urges parents to refrain from gossiping; as such conversations are destructive to the administration, students, and the parents. Parents are expected to take the following steps to resolve a problem:
  - 1. go directly to the appropriate teacher and not to other parents if there is a problem in your child's class,
  - 2. go directly to the Principal and not to other parents if a problem arises that the teacher cannot handle, happens outside the classroom, or if you believe the situation is not being resolved,
  - 3. go directly to the Administrator and not to other parents.

**PARENT STATEMENT OF FINANCIAL RESPONSIBILITIES**

- A. The operating budget of F.O.F.C.A. is funded by tuition, fees, and contributions. Capital improvements are funded principally by gifts. Parents are asked to consider making both annual and capital gifts as an expression of their interest in and commitment to Families of Faith Christian Academy.
- B. Parents are expected to pay their bills on time. Students whose accounts are 60 days past due will be restricted from attending classes, participating in extracurricular events, and/or receiving report cards until the account is brought current.
- C. In event of academic failure, disciplinary reason, expulsion, or an extenuating circumstance all tuition monies, deposits, and fees already paid will be forfeited. Parents/Guardians have entered into a contractual relationship with F.O.F.C.A. for the payment of ALL tuition and related fees for the entire school year.

**I UNDERSTAND THAT MY OBLIGATION TO PAY THE FEES FOR THE FULL ACADEMIC YEAR IS UNCONDITIONAL AND THAT UPON RECEIPT OF THIS CONTRACT BY F.O.F.C.A. NO PORTION OF FEES PAID (I.E. REGISTRATION FEES, BOOK FEES, TMS FEES) OR OUTSTANDING WILL BE REFUNDED OR CANCELLED IN THE EVENT OF ABSENCE, WITHDRAWAL OR DISMISSAL FROM FAMILIES OF FAITH CHRISTIAN ACADEMY OF THE ABOVE STUDENT. THE ONLY EXCEPTIONS TO THIS POLICY ARE 1.) IN THE EVENT OF A GEOGRAPHIC RELOCATION OF THE FAMILY BEYOND A 60 MILE RADIUS OF CHANNAHON, IL. A PRORATED REFUND WILL BE GIVEN, 2.) IF A STUDENT WITHDRAWS BEFORE THE FIRST DAY OF SCHOOL, ONLY PAID TUITION WILL BE REFUNDED. ALL FEES ARE NON-REFUNDABLE.**

**PARENT STATEMENT OF COOPERATION**

The following statement is printed on each Parental Agreement. Parents will be asked to affirm the statement with their signature on the application form.

- A. We understand that enrollment in Families of Faith Christian Academy is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student, as well as, for the entire school. Therefore, we give permission for our teachers and/or other school personnel to make and enforce school regulations in a manner consistent with Christian principles of discipline as set forth in Scripture and the Parent/Student Handbook. We will continue to uphold the authority of the teachers and staff of F.O.F.C.A. by recognizing their right to use appropriate disciplinary measures.
- B. I have read F.O.F.C.A.'s discipline procedures and expectations. I agree to encourage my child to comply with the rules and conduct expected at all times – including evenings, weekends, vacations, and holidays. Furthermore, I agree to provide a home environment which supports F.O.F.C.A.'s expectations.
- C. I understand and agree to the school's right to provide consequences – including suspensions or separation from the school, to my child, for violations of F.O.F.C.A.'s discipline procedures and expectations, which occur at any time while my child is enrolled at F.O.F.C.A., including violations that take place on evenings, weekends, vacations, and holidays.
- D. I agree to provide F.O.F.C.A. with any and all information regarding arrests or convictions pertaining to my child while enrolled and understand that this information may be used by F.O.F.C.A. to determine consequences.

**SCHOOL / HOME COMMUNICATION POLICY**

It is the policy of Families of Faith Christian Academy to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information, such as newsletters or check the website for a school calendar of events. In the event of joint custody, communication will be made with the enrolling parent. In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.

**STUDENT STANDARDS OF CONDUCT**

Students of Families of Faith Christian Academy have a **reputation of excellence to maintain** with those in the community. Therefore, as a condition of enrollment, **students and parents agree to abide by all the standards set forth in this handbook.**

## **ACADEMIC PROBATION**

Academic probation is not a punishment. It is a reminder to students and parents of the seriousness of schoolwork and the need to stay caught up in each class. When a student is placed on academic probation, the Administration will notify his/her parents, and grade reports will be sent home weekly. In addition, parents are encouraged to regularly contact teachers regarding their student's progress. Our goal is to work together to help students succeed. In an effort to achieve this goal, all students on academic probation will be issued a weekly grade report. (We will assume the parent is receiving these weekly reports. Please call the office if questions arise.)

Academic probation can begin prior to the beginning of a semester or at the quarter grading period breaks. Any student failing two classes at the end of the quarter grading period will be placed on academic probation for the remainder of the semester.

Any student displaying a pattern of failure will be reviewed and evaluated in order to determine the causes of academic difficulty. Recommendations to the parents will then be made.

The following provisions exist for students on academic probation:

1. Students on academic probation are ineligible for extra-curricular activities if failing any classes during the probation period.
2. If students on academic probation are failing two or more classes at the semester end, they may be dismissed with no tuition refund.
3. Academic probation will continue for the following semester if one class is failed for the semester.
4. Students will only be removed from probationary status if they are passing all course work at the semester end.

A teacher or the administration may request tutoring.

All students failing three or more classes at the conclusion of the semester will be subject to review and possible dismissal.

Students and parents will be notified after the end of the semester concerning their current academic probation status.

If you have a student who seems to be struggling with his/her work, contact the Administration Office at 815.521.1381 to arrange for a meeting to determine what options are available.

## **ACCIDENTS**

All accidents, which occur during the school day or on any school sponsored trip, will be reported to the office and logged immediately. Minor injuries will be treated in the office. Students with serious injuries will be taken immediately to the hospital and parents will be notified by phone. A Medical Release Form and Emergency Card must be signed by a parent/guardian and kept on file in the office for each student. This form provides the school with emergency phone numbers and authorization of emergency medical treatment.

## **ACCOMMODATIONS POLICY**

Accommodations are academic changes made for a specific student because of a learning difficulty. Accommodations are an adjustment of the curriculum or academic goals involving classroom, schoolwork, and homework for the purpose of helping a student be successful. All accommodations will be reviewed regularly to determine their continued validity.

## **ACCREDITATION**

### **WHAT DOES 'ACCREDITATION' MEAN?**

Association of Christian Schools International (ACSI [www.acsi.org](http://www.acsi.org)) accreditation is a process— a self study and analysis, a comparison to established standards, an assessment of a school's mission, a commitment to quality education, and a willingness to be accountable. Christian schools can use all of these components of the process to reach toward their goal of excellence in education.

The ACSI accreditation programs are for Pre-school, elementary, and secondary schools. Recognized at the national level, as well as by many regional and state accrediting agencies, these programs provide a comprehensive evaluation model for Christian Schools. The ACSI accreditation program was one of the first programs to be officially recognized by the National Council for Private School Accreditation (NCPSA).

Accreditation is a process in which FOFCA chooses to pursue. Not all private schools do, but we find it a privilege and honor to be a part of such a wonderful organization as ACSI! ACSI is the largest Christian school association in the world. Their credentials are extremely high...in many regards, higher than even the ISBE!

### **WHY DID WE CHOOSE ACCREDITATION?**

We don't want to be JUST a school, but a school of excellence. ACSI provides the means for us to become just that through: credibility, accountability, integrity, and guidance.

We always want to maintain the highest of standards that qualify our graduates for admission to higher or more specialized institution and even for practical purposes!

### **WHAT ARE THE REQUIREMENTS?**

Besides extensive curriculum guides, thorough Board policies, lengthy self studies of our school polices, as well as our surrounding communities, ACSI will also regulate our Library and Media center. Most importantly, they certify our teachers and over all school program.

### **HOW LONG DOES IT TAKE?**

Families of Faith will maintain yearly membership as a part of ACSI until full accreditation is complete. It takes many years to complete this extensive process. After certified, there are yearly standards to help set goals for constant self-improvement.

**WHAT ARE THE REQUIREMENTS ON OUR TEACHERS?**

To meet certification requirements, our teachers hold a bachelors of Science or Bachelor of Arts degree or be in the last two years of gaining that degree. They also have to go through an accreditation process with ACSI to receive an Educator’s Certificate. Depending on their educational background, they will have to receive additional training CEUs (Continuing Educational Units). This training takes place off campus and in our annual ACSI conferences.

**WHAT ABOUT STATE CERTIFICATION?**

ACSI certification is more thorough than even our state requires. State certification does not have much benefit, except in one main area ~ ISHA sports! When our building is complete and High School full, we will be seeking their approval as well!

**ARRIVAL / DISMISSAL OF STUDENTS**

Arrival – Between 8:15 AM – 8:30 AM

Dismissal – Between 3:00 PM – 3:15 PM

**Dismissal Procedures:** For the safety of FOFCA students, we require parents/guardians to follow the dismissal procedures below:

- Please do not enter the building for simple drop off / pick up procedures.
- Stay in your car and use the pick up line.
- Parents/guardians will enter the pick up line and display their family name placard in the car window each day for student pick up. You will receive two official name placards to place in your vehicles window. If they become lost or stolen please alert the office immediately. Replacement placards will be \$5.00.
- Parents/guardians conducting school business or making teacher contacts need to pick up their students prior to contacting staff. Please call the office to make an appointment regarding teacher or staff meetings.
- Students not picked up by 3:15PM, will automatically be escorted to the Enrichment Care room, where the appropriate fee will be applied and parents will have to enter building to sign the student out.
- Students can only be dismissed to parents/guardians or those listed on their Arrival/Dismissal plan form. You **MUST** call the office to change the pick up person, please inform alternate pick up of your security question and answer.

**Preschool 3 & 4 year olds**

ARRIVAL: Drop your student off to his/her classroom and SIGN IN.

DISMISSAL: Pick your student up from his/her classroom and SIGN OUT.

**Kindergarten through 12th Grade:**

ARRIVAL: Drop your student off at the front door, one vehicle at a time.

DISMISSAL: A FOFCA Staff / Faculty will meet you at your vehicle.. The FOFCA Staff / Faculty will radio in to the auditorium where the children will be, and then the students will be released to your vehicle.

**PLEASE NOTE:** If your child arrives before 8:15am, she/he will be put in the before-school Enrichment Program AND YOU WILL BE CHARGED. Also, if you arrive after 3:15pm your child will be put in the after-school Enrichment Program, AND YOU WILL BE BILLED. In addition, you will have to come into the building and sign him/her out. It is important to us that your children are being taken care of and supervised at all times!

The fee schedule is as following:

|               |         |               |         |                      |         |
|---------------|---------|---------------|---------|----------------------|---------|
| 3:15pm-3:30pm | \$5.00  | 4:00pm-4:15pm | \$25.00 | 4:45pm-5:00pm        | \$55.00 |
| 3:30pm-3:45pm | \$10.00 | 4:15pm-4:30pm | \$35.00 | <b>You better be</b> |         |
| 3:45pm-4:00pm | \$15.00 | 4:30pm-4:45pm | \$45.00 | <b>Calling!!</b>     |         |

**ATHLETICS**

FOFCA will offer athletics for boys and girls. A participation fee is mandatory for each sport to offset costs involved. Participating students must have had a physical examination within the past year. All athletes and their parents must attend the Sports Information Night. All athletes are expected to exemplify Christ-like values in conduct, sportsmanship, effort, and attitude. Any student not exemplifying such qualities will be suspended from all athletic practices/events. Until FOFCA has a complete athletic program, we highly suggest that students participate in FBC programs: soccer, baseball, flag football, softball, & volleyball.

Athletic letters will be awarded to student athletes who participate in school sponsored athletic programs. The requirements below are in addition to school eligibility requirements.

1. The athletic program must be sponsored by FOFCA and therefore offered to all students of the same grade level or range.
2. The athlete must be eligible in the grade range (i.e. in high school to get a varsity letter).
3. The athlete must be enrolled in FOFCA at the time of the awards ceremony (i.e. you must have finished the school year).
4. The athlete must have participated in the required portion of the games as shown below;
  - a. Basketball - 75% of the eligible quarters the team participated in.

It is an honor to receive a letter in athletics. The letter is designed to recognize the hard work and dedication an athlete puts in during the course of the season. The letter also recognizes the sacrifice required to be at practices and games while also maintaining academic requirements to be eligible.

### **ATTENDANCE POLICY**

Punctual and regular attendance at school is a shared responsibility between the student and his/her parent(s) or guardian(s). Regular attendance prepares the student for the world of work and adult responsibilities. Families of Faith Christian Academy expect all students to attend school, to be punctual to school and to classes, and to bring appropriate school materials with them. **The school day begins at 8:30 a.m. and ends at 3:00 p.m.**

#### Absences

If a student is absent from school, the **parent or legal guardian must phone the office between 8:00 a.m. - 10:00 a.m.** Failure to phone with a valid excuse will result in an unexcused absence. If you know in advance that a student will be absent, the office must be notified in writing prior to the day of absence. Students can accumulate a maximum of 14 days of absence per semester. (If a student is absent more than three periods on a given day, it is then counted as a full day's absence.) A student is only allowed to make up work from days that are excused. Unexcused = 0 and no make-up work is allowed.

#### 14-Day Attendance Policy

Families of Faith Christian Academy is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule. In accordance with our philosophy, the administration has determined that a student who accumulates more than fourteen (14) absences or four (4) truanancies in a given subject within a semester will receive a failing grade for the semester. Parents will be notified after the eighth absence. After the tenth (10) absence, parents will be warned of the following consequences:

- 11 absences: semester grade lowered 5 points
- 12 absences: semester grade lowered 5 additional points
- 13 absences: semester grade lowered 5 additional points
- 14 absences: semester grade lowered 5 additional points
- 15 absences: dismissed from class with a failing grade

A student absent more than 14 days from class will receive a failing grade in all applicable classes. A student absent more than 14 days from school in a semester will be dismissed.

This policy includes all absences, except those initiated by the school. Exceptions will be made only in cases of family death or when the student has verification of an extended illness (3 or more days) documented by a physician. This verification must be turned into the main office upon the student's return to school. (Parents are asked to notify the office when they first learn of the possibility of an extended illness. Arrangements for schoolwork can be made through the main office.)

#### ***Excused Absences***

All absences from school due to personal illness (as described above) or death in the family are excused.

Prearranged absence due to vacation time is also an excused absence. See HOMEWORK for more details on how to get schoolwork.

- a. If the absence is due to a serious illness or contagious disease, a note from a physician is required for re-admission. A note from a parent should be written for all other reasons, explaining the reason for the absence. Please try to arrange professional appointments outside of school hours. Students must make up all class work missed. One make-up day will be allowed for each day of excused absence.
- b. If the student is gone from the classroom or the care of the teacher for reasons other than educational purposes, the child will be marked absent from school. A student absent for more than half of the day of an extracurricular activity is ineligible to participate in the activity that day or evening.
- c. Vacations: FOFCA encourages family vacations. We have allowed adequate time in the school calendar for these activities. We strongly urge parents to plan family vacations during scheduled school breaks. Understand that absences from the regular school program affect your child's school performance (especially in the reading curriculum), understanding and esteem. We realize, though, that there are occasions when the timing of vacations are beyond the control of the parents.

### ***Unexcused Absences***

Unexcused absences are all absences except those excused above.

- a. All students must remain on campus from the time they arrive until their regular ride picks them up. Students who leave campus without permission will be considered unexcused and subject to an in-school suspension.
- b. Students given an unexcused absence will be given "0" for each subject and/or class period missed. All assignments missed due to an unexcused absence must be completed even though a grade of "0" will be recorded for each one (including quizzes and tests).

### ***Pre-arranged Early Dismissals***

The school does not encourage absences for medical and dental appointments, etc. during the school day and prefers parents/guardians to make such appointments after school and/or on weekends. A note requesting early dismissal must be received before dismissal from a parent/guardian with the student's name, the date, and reason for dismissal. This must be submitted to the teacher. All students leaving school must check out through the main office and check in with the office upon returning. A student leaving for medical appointments during the school day will be counted absent for the periods he/she is gone from the building.

### ***Truancy***

A student who is absent without permission or who leaves school without permission is truant. Truancy will result in a minimum of a 1-day suspension (see Suspension). Legally, the State of Illinois considers any unexcused absence truancy.

### **Extra-curricular Attendance** (all activities held outside of regular school hours: 8:30 am – 3:00 pm)

All participants must be in full attendance the day of and the day after any event. Any participant absent on either of these days will be ineligible to participate in the next event of that program. To attend practice, a student may not be absent any part of that school day. Exceptions may be made with a doctor's note.

### **College Visitations**

Junior and Senior students will be allowed excused absences to visit colleges and universities, provided they have school and parental permission. The first two college visit days will not be counted towards the 14-day attendance policy. Subsequent college visit absences will be excused, but will count towards the 14-day attendance policy. The student must bring a parental permission note to the college guidance office at least one week prior to the college day and then notify their teachers. Any class work missed due to the college visit must be done in advance. A completed "college questionnaire" (available in the guidance office) and a verification of the appointment (on college/university letterhead stationary - signed by a college official) must be turned into the main office upon return. Additional college visits can be made during FOECA vacation days, etc. when college/university classes are in-session. Failure to follow this stated procedure will result in disciplinary consequences. Note: College Visitations days may only be taken when the college is in regular teaching session (not during finals.)

### **Illness**

If a student becomes ill during a school day, the student is to report to the main office. A student may not go home unless a school official has contacted his/her parent or guardian.

### **Tardy Policy**

A quality education is reinforced by punctuality. All students are expected to arrive to school, be in chapel, and attend all classes on time. A student coming to chapel or class 5 minutes after it has begun is considered tardy and must check in at the School Office. Unexcused tardies are accumulated by quarter. Excused tardies will be determined by Administration.

Consequences for unexcused tardies:

|       |                                                         |
|-------|---------------------------------------------------------|
| 1-3   | Warning                                                 |
| 4-6   | Detention                                               |
| 7-9   | Saturday School & call from Director of Administration  |
| 10-11 | 1-day suspension & call from Director of Administration |
| 12    | Dismissal from class with an F                          |

### **AWARDS**

Awards will be given at the end of the school year for those students who have received special honors in school related activities i.e. High Honor Roll (final grade of A in all subjects), Honor Roll (final grade of A and B in all subjects), Good Samaritan Award, Most Improved, Perfect Attendance (being in school every day without absence and less than 3 tardies).

### **BIBLE**

Bible study is of prime importance in this school, therefore, each student is required to take a Bible class each semester he/she attends FOECA. It is not our purpose to advance any particular denominational position or church dogma. The course content will focus on the

practical application of the Scriptures to daily living, stressing first and foremost that each student develop a personal, saving relationship with the Lord Jesus Christ. Weekly Bible memory assignments, homework assignments, Christian Service, and unit examinations will form the nucleus of the grading structure for Bible courses.

Each new student will need an NIV Bible as a part of the textbook list at the beginning of the school year. If a student has lost their Bible, they may purchase a new one from the office.

### **BOOK CLUB**

Many teachers participate in book clubs in the classroom. In these programs, students may order and pay for books or other items to add to their library at home. Our classes earn points from these programs and then purchase items for their classroom with these points.

Occasionally, there are books that are controversial in nature because of content. We request that you, as parents, closely monitor the materials that your child desires from these programs. Please do not allow your child to order books that reflect values contrary to a Biblical worldview. For the same reasons, we will not be offering book orders the month of October due to the content.

### **CARPOOLS**

Parents are responsible for forming car pools for the purpose of transportation of their children to and from school. The office will provide a listing of all school families living in your area at the beginning of the school year upon request. The school cannot be responsible for the safety of the child in any car pool. It is the parents' responsibility to provide adequate insurance coverage for their vehicles if they or their student are driving others to school, extra-curricular activities, or any other school related activity. It is also the parents' responsibility to monitor with whom their student is riding. All students are to be dropped off on school property, and are not to leave campus until picked up by the car pool in the afternoon.

### **CELL PHONES**

Students may NOT carry cell phones to school. If, for a legitimate reason a cell phone is needed, the student can bring it to school and leave it in the office. Unauthorized use will result in a minor violation and confiscation of the phone for pick up after school in the office by a parent or guardian.

### **CHAPEL**

Chapel time is a part of the school program, and attendance is required of all students. These chapel times are designed to provide a positive, meaningful experience for all students at FOFCA. **Disrespect, mockery, or inappropriate behavior (such as completing homework assignments, talking, etc.) will result in immediate removal from chapel and is a major violation.** It is expected that students will be courteous and respectful to chapel guests at all times. Parents are welcome to attend chapel at any time; please be sensitive to being a distraction to the students – if you have small children, please sit in the back of the sanctuary.

### **CHRISTIAN SERVICE**

As a means of fulfilling the school's mission of preparing students for a life of service to Christ and their world, each high school student must complete **4 hours of Christian service per quarter**, and each **junior high student must complete 2 hours of Christian service per quarter**. This service must be performed for non-family members, verified by parents, and submitted for a percentage of the Bible grade.

### **CURRICULUM**

The curriculum used at FOFCA is carefully selected from a variety of different curriculum, birth Christian and secular. The Abeka Curriculum is our main supplier. We believe in a solid, traditional mathematic program and strong phonics based reading program.

### **DETENTION**

A detention is a 60-minute period served from 3:00 PM to 4:00 PM. Detentions earned will be served on Wednesdays and Fridays. A copy of the detention slip will be sent home, as well as added to the student's permanent file. Every third detention a student receives will be held on Saturday from 9:00 AM to 11:00 AM.

### **DISCIPLINE**

**FOFCA will be moving to a system of Merits and Demerits. TBA**

All FOFCA staff are of equal authority and respect, and should be treated as such. Students are expected to always behave politely and with respect for authority. Disciplinary procedures will be in effect at all FOFCA functions.

#### **Minor Violations**

Minor violations are cumulative for one quarter unless a student has reached suspension. In this case, the Administration will outline consequences for the second quarter.

These minor violations include, but are not limited to:

1. Showing any disrespect to a teacher, staff member, or any adult in charge i.e. lunchroom helpers
2. Food outside the cafeteria
3. Gum chewing
4. Violation of Dress code
5. Public display of affection

6. In the hallway without a pass
7. Cell phones and /or unauthorized cell phone use
8. Throwing of possibly dangerous objects, including snowballs and water balloons
9. Audio Equipment (radios, iPods, etc.) and / or unauthorized use of audio equipment

Please be aware that continued abuse of minor rules may result in removal from FOFCA.

### **Discipline Steps**

The office consequences for discipline steps accumulate as follows:

- 1 – 2 Incident Report issued
- 3 Detention (5<sup>th</sup> -12<sup>th</sup> grade)/Disciplinary Action (K-4<sup>th</sup> grade)
- 4 – 5 Incident Report issued
- 6 Detention (5<sup>th</sup> -12<sup>th</sup> grade)/Disciplinary Action (K-4<sup>th</sup> grade)
- 7 – 8 Incident Report issued
- 9 Saturday Detention
- 10 Incident Report with a 1-day In-School Suspension (student will receive grade of “0” in all classes)
- 11 Incident Report with Letter of Expulsion from school

**\*Detentions can be issued at any time by any staff/faculty member if deemed necessary.**

### **Major Violations**

These major violations include, but are not limited to:

1. Insubordination (refusal to comply with a reasonable request or disrespect to school personnel)
2. Insolence (attitude of contempt)
3. Mockery (malicious insults, malicious teasing, etc.)
4. Harassment
5. Intimidation, bullying, or threats of violence or reprisal
6. Use of profane, vulgar, or obscene language or actions
7. Possession of obscene and/or offensive materials
8. Truancy
9. Willful destruction or defacement of school property or private property on school premises (Student will pay for repairs.)
10. Theft
11. Possession or use of fireworks, lighters, etc.
12. Possession of knives of any kind
13. Inciting or contributing to the disruption of the school program
14. Forgery
15. Lying
16. Cheating (Giving or receiving any information on an assignment, quiz or examination.)
17. Endangering the health, safety, or well-being of oneself or others (e.g. fighting, driving recklessly, injuring another person, etc.)
18. Any behavior in action or words that occurs on or off campus that is antagonistic to the basic goals and objectives of the school, or has an adverse effect on other students (e.g. illicit sexual behavior, gambling, etc.)
19. Possession, use, sale or distribution of tobacco products on or off school property. The first offense will result in a two (2) week suspension. The second offense will result in expulsion from school.
20. All offenses listed under the ZERO-TOLERANCE POLICY.

### **Procedures for major violations include the following:**

1. Immediate removal from class and sent to the office
2. “0” daily grade
3. Parent contact by the Administration

The consequences for major violations will include immediate detention, in-school suspension, probation, and / or expulsion from school. If a student is in attendance at a gathering where illegal activities are occurring outside of school and he or she fails to leave the premises immediately, the student will be subject to the consequences for Major Violations.

Families of Faith Christian Academy has a **ZERO-TOLERANCE POLICY** for the following violations:

1. Any gang affiliations will result in immediate expulsion.
2. Possession, use, sale, or distribution of alcohol or drugs on or off school grounds will result in immediate expulsion.
3. Possession or use of explosives, firearms, or any other weapons at school will result in immediate expulsion.

### **Summary**

In any area of discipline, the administration may determine a student’s behavior is inadvisable to continue attending FOFCA. If the situation warrants, the administration has the authority to suspend or expel a student from the school.

### **DISCIPLINARY PROBATION**

After evaluation and consultation with administration, faculty, and parents, circumstances may warrant that a student be placed on disciplinary probation. This status may be achieved by, but not limited to, excessive discipline violations or the demonstration of an attitude deemed outside the expectations of FOFCA. Any student receiving two (2) suspensions resulting from major violations will be placed on disciplinary probation. The administration also reserves the right to extend probationary status and/or a behavior contract at any time to any student that warrants such, regardless of the students' position in the discipline system.

A student who is placed on disciplinary probation at any time during the school year is disqualified from taking part in all extracurricular activities, including athletic involvement, music programs not required for a course grade, talent shows, plays, competitions, meets, fairs, festivals, etc., for the 9 week probationary period.

Probation will be for a minimum 9-week period, but may extend longer at the discretion of the administration. Each student placed on probation will be issued a behavior contract. The administration reserves the right to dismiss a student on probation at any time should the behavior warrant.

At the end of the 9-week period there will be an evaluation meeting at which time the administration will determine if the student is to remain on probation, to be removed from school, or released from probationary status.

### **DISMISSAL, GROUNDS FOR**

It is not our desire to ever have to ask a student to leave Families of Faith Christian Academy. Yet, we understand that these difficult times may come. The following are grounds for possible dismissal. At FOFCA, we believe that attitude is often more crucial than visible actions.

#### **Attitudes reflecting a "Flaunting of Sin."**

As mandated by the staff and administration, students may be asked to leave if they continue to flaunt and/or glamorize sin or choices, which would reflect a non-Christian life-style. If a student's attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in school and to work toward change.

If the student's attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that may or may not be true.

#### **Attitudes which Create Negative Tenor for Other Students**

Proverbs speaks repeatedly about the power of a person's influence in others' lives. We realize that each student has to make his own choices and that no student can force others into wrong attitudes or actions. Yet we do often see that one or two individuals can create a negative atmosphere and tenor, which continues to pull others down into wrong attitudes or conduct.

#### **A Progressive Hardening against the Things of God**

Although everyone attending FOFCA is not required to be a Christian, we do desire that the experience at our school be one that makes Christianity progressively more and more attractive. But, for the benefit of all students, we cannot allow a continuing spiritual resistance in any student.

#### **The Inability, or Unwillingness, of Parents to Work with Us When Serious Problems Arise with Their Student**

We, at FOFCA, believe that teamwork with parents is both Biblical and essential. Should a serious problem arise with a student, we will do our best to communicate clearly our concerns to the parents. We will work with the parents to resolve the situation. Yet, should the overall attitude of the parents be one of continual blame-shifting, denial, or defensiveness, it will not be possible to work together for the good of the student.

It is difficult to work with parents who do not allow their children to accept personal responsibility for wrong actions. Some parents reflect the attitude, "My child is good, but other students are negatively influencing my child." Though we realize the strategic power of influence, each individual student must accept personal responsibility for his or her own actions.

If the parents demonstrate an unwillingness to cooperate, their student may be asked to enroll in another school. At FOFCA, it is our conviction that in order to achieve success in the lives of our students, the school administration, staff, parents, and students must work together within the objectives and purpose of FOFCA.

### **DRESS CODE**

We want to create a good self-image in a child, which is vital to good Christian growth. To do this, we feel that we must encourage cleanliness and dress that is becoming too young ladies and gentlemen, in accordance with the principles of modesty which are set forth in Scripture. Students should dress in a way that neither dishonors God nor draws attention to themselves. FOFCA has established a Uniform Program to better the learning environment for our students.

When a child is in violation, the following procedure will be followed:

1. **First Offense:** You will receive a Uniform Notice Form explaining the dress code violation.
2. **Second Offense:** You will receive a Uniform Notice Form explaining the dress code violation.
3. **Third Offense:** Student will receive a detention and will be required
4. **Fourth Offense:** The parent will receive a call from a staff member, and the child will remain in the office until he/she is in proper dress code.

The dress standards, which follow, are intended as expressions of those principles. They are not designed to promote legalism nor regimentation. Fads or extremes of any kind in dress or hairstyles are not acceptable and will require corrective action by the administration.

It is the parents' responsibility to see that their student is dressed properly according to the dress code for school before leaving home each day.

**The Daily Uniform dress code of FOFCA is to be observed Monday through Thursday during the school year. Students may wear FOFCA Spirit wear on Friday. Parents and students will be notified of Mandatory Dress Days throughout the year. For Uniform Dress Code please see section titled UNIFORM DRESS CODE.**

#### **DRIVER EDUCATION**

Currently, due to the prohibitive cost of operating a driver education program, classes will not be offered at FOFCA, but work with Orland Driving School. Students may also take driver education classes at the high school in their district of residence.

#### **ELECTRONIC EQUIPMENT**

Audio equipment (walkmans, CD players, iPods, etc.) is not to be brought to school. Handheld video games or other electronic handheld games may be brought to school and played at the times stated below. All handheld games and game cartridges should be clearly marked with the child's name. All games are to be age appropriate; inappropriate materials will be confiscated. The toy is to be the child's responsibility, and therefore, any electronic games brought to school are done so at your own risk - **Families of Faith Christian Academy is not responsible for lost or stolen items.** These games may be played:

- During before-school and after-school Enrichment Clubs
- During recess (if permitted by the teacher).

Any student violating this (playing with a game when they are not supposed to) will have the item taken away, and the parents must pick it up in the office.

#### **EMERGENCY CLOSING**

Families of Faith Christian Academy will remain open unless hazardous road or other emergency conditions (including utility problems, electricity or natural gas outages) necessitate a closing. A decision to close will normally be made by 5:30 AM and will be based upon weather reports, police reports and personal inspections of major highways. You can listen to the following stations to hear closing updates:

Radio: 104.7 FM, WGN (Chicago) 720AM, WBBM (Chicago) 780AM

Television: CBS Channel 2, WGN Morning News Channel 9, FOX Channel 32, CLTV News, ABC 7, NBC 5

Phone: (847)238-1234 (touchtone phone needed.)

Internet: [www.emergencyclosings.com](http://www.emergencyclosings.com) or [www.weatherclosings.com](http://www.weatherclosings.com) (Sign up for e-mail notification.)

#### **EMERGENCY DRILLS**

Several practice drills will be held each year for fire, tornado, and bomb threats. Appropriate signs are posted in each classroom. Once the alarm has sounded, students will be escorted to the appropriate location, and attendance will be taken. Teachers are instructed in each of the emergency plans.

#### **ENRICHMENT CLUB**

Families of Faith Christian Academy provides Enrichment Club as a convenience for parents. Operation is contingent upon enrollment. Before-school Enrichment Club hours are from 7:00 AM to 8:30 AM; after-school Enrichment Club hours are from 3:00 PM to 5:00 PM. For more details, contact the School Office.

#### **ENTRANCE REQUIREMENTS**

##### Entrance Age

3 year old preschool children must be 3 by August 30<sup>th</sup>

5 year old Kindergarten students must be 5 by August 30<sup>th</sup>

\* A copy of your child's birth certificate is required

\*\* The Administration reserves the right to extend this cut-off date.

Note: All children must be toilet trained when school begins. Pull-ups and diapers are not permitted.

Good Faith: Children are accepted in good faith. Occasionally, however, it is necessary to remove a child from the program. The Administration reserves the right to dismiss a child, if after a conference with the parents it is determined that it is in the best interest of the child and FOFCA.

#### **FIELD TRIPS**

Students will have the opportunity to attend field trips throughout the year. Permission slips will be sent home in advance. Students are not required to attend any field trips, but if they choose not to attend, they are the responsibility of the parents.

Families of Faith Christian Academy greatly depends on the involvement of parents for transportation and chaperoning of field trips and other off-site events. Please notify your student's room parent if you would be willing to serve in this manner. All drivers and chaperones will be asked to read and abide by school guidelines, present a current driver's license, and show proof of auto insurance.

According to Illinois State safety belt regulations, all children under the age of 8 are to be secured in an appropriate child safety seat. All children will be required to be properly secured according to the laws.

Parents will also be notified if chaperones are needed on a field trip. If you choose to assist the teacher, no younger children or other individuals are permitted to attend the trip. Grandparents are welcome to attend as chaperones, but please arrange this with the teacher before the trip.

The following are guidelines for chaperones:

1. If I am driving children other than my own on a field trip, I will submit to the classroom teacher copy of my valid driver's license and current verification of automobile insurance. I will make sure the dates of expiration are readable and valid for the date of the field trip (the office will photocopy these). I will submit these before the day of the field trip.
2. If I have access to a cellular telephone, I will bring it with me on the trip for safety reasons. I will notify the teacher of the phone number, so he/she knows how to contact me. I will not talk on my cell phone while driving FOFCA students.
3. Students will be in seat belts at all times (note that only one child is permitted per working seat belt).
4. I am aware of the airbag restrictions in my vehicle, and I will comply with the rules for safe transportation of children regarding airbag restrictions.
5. I will follow directions to the destination. I will obey the rules of the road in speed and driving procedures. If I arrive early to the destination or back at school, I will keep the students with me and adequately supervise them. If I become lost or experience car trouble, I will call the school for instructions if the teacher is not available.
6. I will be aware of the music being played in the car.
7. If a bus is being used, I will help in adequately supervising the students.
8. If I have volunteered to chaperone and an emergency or change takes place making me unavailable, I will notify the teacher as soon as possible by calling the office if necessary to get the message to the teacher (815) 521-1381.
9. The classroom teacher is in charge. As the leader of my group, I will maintain control of my group. If a child disobeys, I will notify the teacher. My role is to supervise my group every single minute of the field trip. I will go where they go and they will go where I go.
10. I am to be impartial if my own child is in my group. I will be fair and consistent with all.
11. I understand that this field trip is for the children in the class. I will not bring other children that are in my care on this trip.
12. I will:
  - a. Bring a watch, noting meeting places and times to avoid making the group wait.
  - b. Comply with the dress code unless other arrangements have been set for the day.
  - c. Not chew gum or hand it out to the students unless they have permission to chew gum.
  - d. Not bring or spend money on treats or souvenirs for the group, unless allowed by teacher.
  - e. Not smoke on this field trip.

### **FINAL EXAMS**

Comprehensive final exams covering each semester will be given in all classes during the last week of the semester. Middle school final exams will count as regular test grades. Seniors who are earning an A at exam time may not have to take the final exam for that class, as deemed possible at the discretion of the teacher.

### **FINANCE**

All tuition and fees are paid through Tuition Management Systems (TMS). Accounts with TMS will be created for each family at the time of registration. Details of your account can be found at [www.afford.com](http://www.afford.com). TMS has a one-time, per family fee. The TMS/FOFCA's processing fee is paid directly to TMS at the beginning of the school year. Please note that registration and TMS payment fees are nonrefundable.

Parents who are delinquent at any grade level with regard to educational expenses for their student(s) face the probability of student suspension until the deficit is removed. Families of Faith Christian Academy reserves the right to dismiss a student from school or take other appropriate action until all tuition and fees have been paid.

### **GRADUATION**

We will hold a Kindergarten, 8<sup>th</sup> Grade and High School Graduation to commemorate successful completion of the student's corresponding program of study. There will also be an Awards Ceremony for the entire school.

### **GUM, CANDY AND FOOD**

Students are to leave chewing gum at home since they should not be chewing it at any time before or during school in any part of the building. Candy may be eaten only in the cafeteria during the lunch period. No food or open drink, except the student's daily lunch, may be kept in school lockers.

### **HALL PASSES**

All students are required to have a hall pass when not in a classroom or chapel. Any student without a pass will receive a minor violation.

### **HARASSMENT**

Families of Faith Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Our policy prohibits Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment.

### **HEALTH AND IMMUNIZATION POLICY**

All students will be required to fulfill the State of Illinois requirements concerning health examinations (entering grades K, 6th, 9th, annual sports physicals, transfer students, etc.) and immunizations.

### **HEALTH GUIDELINES / MEDICATION**

An Emergency Card must be signed by a parent / guardian and kept on file in the office for each student. This card provides the school with emergency phone numbers and authorization of emergency medical treatment. This card contains an acetaminophen release option. Acetaminophen is commonly sold in drug stores under the brand names of Tylenol or Anacin III.

If your child should need to be on medication during the school year, we ask that only adults carry medicine.

- Bring the medication to the office in the prescription bottle (you may request 2 bottles from your pharmacist; one for home and one for school.
- Be prepared to give in writing the date, name of the medication, dosage and time for administering.
- If the office is not open, give the information to the Enrichment Club worker / teacher on duty.
- If the medication is over-the-counter medication, bring the store bottle with your child's name clearly marked on it. No envelopes or bags, please.

If your child is at school and it is determined that he/she has fever or vomiting, we ask that you arrange to have your child picked up within 30 minutes of notification. Also, a child should not return to school if they are still exhibiting symptoms of the prior illness. Please keep your child home as well, if they show any signs of fever, diarrhea, vomiting, etc.

We have compiled the following information for your convenience so you will know our school's policy regarding these conditions:

1. Chicken Pox: All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.
2. Pinkeye: Eyes must be clear with no redness or secretion and must be on medication for 24 hours.
3. Ringworm: Contact the physician, the child must be receiving treatment (medication) and the ring must be completely covered by a bandage. After 48 hours of treatment, it is not contagious.
4. Strep Throat: We must have a doctor's note; the child must be on antibiotics for a minimum of 24 hours and be fever free for 24 hours before returning to school.
5. Head Lice: When a case of head lice is found in the school, all students in the class will be inspected. If another student in the class is found with the head lice, a note will be sent home from the office. The office will need to check the child before he returns to the classroom.

Every dosage administered will be documented in your student's record. This record is available for your review upon request. If your student has a fever, the office will contact you immediately. You will also be contacted if your student habitually requests acetaminophen.

**ALL MEDICATION (EXCEPT ASTHMA AND EMERGENCY ANAPHYLAXIS MEDICATION) IS TO BE GIVEN TO THE OFFICE AND WILL BE DISPENSED THROUGH THE OFFICE ONLY – PLEASE PROVIDE INSTRUCTIONS FOR ALL MEDICATIONS.**

### **HELP CLASSES**

Tutoring will be offered, and in some cases required, for students needing extra, more individualized assistance for a fee. Please contact the individual teacher to determine the days and times available for your student. A tutor may be required by:

1. The administration, based on student academic performance.
2. The teacher, based on student academic performance.
3. The parent. Parents must contact the classroom teacher.

### **HOMEWORK**

Homework is assigned for the purpose of review and enforcement, not for teaching. Homework assignments not turned in when they are due will be considered late. Late assignments can lower the student's grade average.

Students who habitually fail to do homework will be referred to the principal for disciplinary action. It is the student's responsibility to see that homework is completed.

In grades 6 - 8, homework assignments that are not turned in during the period in which they are due will result in a maximum daily grade of 50 percent if turned in the following day during class. Homework assignments turned in more than one day late will result in a daily grade of "0" for the assignment.

In grades 9 – 12, homework assignments that are not turned in during the period in which they are due will result in a daily grade of "0" for the assignment.

Any student who fails to do 12 homework assignments in any class will receive a failing grade for the semester in that subject. It is the student's responsibility to see that his/her homework is complete.

If possible, no more than two tests will be scheduled on any one-day. The Homework Program is to be followed at the teacher's discretion.

### **HONOR ROLL**

The Honor Roll has no grade lower than a B- in any class. The High Honor Roll has no grade lower than an A- in any class.

### **INSPECTIONS**

The Administration reserves the right to search student book bags, desks, coats and / or jackets at any time. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the administration or teacher will communicate with the parent. Appropriate disciplinary actions will be taken. Police dogs will be brought in for routine inspections of the school, as well as, students cars.

### **INTERNET**

Internet use at FOFCA is accessed through some of the computers and is monitored by adult staff and protective software. If you do not want your student to have access to the Internet, contact the school office.

The following uses of Internet are not permitted:

- Accessing, displaying, or sending offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Damaging computers, printers, computer systems, or computer networks

Violation of Internet policy will result in disciplinary action, which may include loss of computer privileges, suspension, or legal prosecution.

### **LIBRARY**

We are pleased to provide a quality library and media center for our students. Books and videos are checked out for one week and due the following scheduled class library day. We do all we can to make sure the books are age appropriate. If you find something inappropriate in any of the books, please let the office know.

Use of our school library is a privilege, which may be revoked because of improper behavior in the library or repeated failure to return materials on time. If a student has outstanding fees in the library, that student will not be able to check out additional books until the fees are paid.

### **LOST AND FOUND**

The school will maintain a lost and found. Found items should be brought to the office. The school assumes no responsibility for lost items. Lost and Found items will be donated locally if not picked up. Please make sure all personal items are properly labeled.

### **LUNCHES**

**FUN LUNCHES**~ Occasionally FOFCA will have a special themed/holiday lunch. Parents will receive a sign-up form with the amount of the lunch fee. Parents are welcome to come also.

**MICROWAVES**~ Lunchroom monitors will have access to use microwaves for students Pre-K – 5<sup>th</sup>. 6<sup>th</sup>-H.S. can use them with no supervision.

**MILK PROGRAM**~ Parents can buy Milk Cards from the office for a month or more at a time. Each milk/juice is \$.40 or 20 for \$8.00. The students have a choice of what they want to drink.

### **LUNCHROOM CONDUCT**

Food is limited to designated times and areas. Except for special occasions, no food will be permitted to be eaten outside of the cafeteria and must be kept in bags or lunch boxes in a designated place until lunch time. Inside the cafeteria, students will be expected to be courteous and orderly and will clean up their own trash.

### **MUSIC INSTRUCTION**

It is the policy of our school to encourage wholesome and uplifting music. No sensual or suggestive music or music which tends to encourage rebellion to authority will be used or allowed to be a part of any activities related to our school.

Music is taught to students at FOFCA because we feel the students need to be taught its importance in serving God. Music as an act of worship and a sacrifice of praise is stressed. We encourage students to give the best of their musical talents to the Lord.

### **ORIENTATION**

Parent Orientation is scheduled for parents of both new and returning students. Important policy and procedure changes will be discussed. Parents will also need to have all paperwork sign by the first day of school.

### **PARENT TEACHER CONFERENCES**

Parent-Teacher Conferences will be held twice each year. Conference dates are printed on the school calendar. Your child's teacher will contact you about specific dates and times. Parents may request conferences with any of their child's teachers; all conferences are by appointment. Please contact the office if you must change or cancel your appointment due to an emergency.

### **PARENTAL REQUIREMENTS**

FOFCA strives to meet the needs of the total child and complement the role of the parents as the primary educators of the child. This can only be accomplished when the parents are involved in their children's formal education from the beginning, including participation in the activities of the child's school.

When enrolling a child at Families of Faith Christian Academy, parents agree to work with the teaching staff and become involved with their child's overall development. Parents agree to:

1. Attend Parent Orientations.
2. Attend scheduled parent/teacher conferences.
3. Respond to communications from FOFCA.
4. Attend Parent Teach Ministry Meetings

### **VOLUNTEER HOURS**

K-12th Grade Students: Fulfill a required 15-hour, per child, volunteer commitment to FOFCA (Maximum hours required: 30 per family). Any hours not fulfilled will be billed at \$15 per hour.

Preschoolers: Fulfill a required 7-hour, per child, volunteer commitment to FOFCA. Any hours not fulfilled will be billed at \$15 per hour.

### **SIGN IN ~ SIGN OUT**

For the safety and security of our FOFCA staff and students, all parents on campus must sign in and sign out in the office and wear a name badge. This is also how we calculate volunteer hours.

### **VOLUNTEER DRESS CODE**

While volunteering at FOFCA or on a field trip, we expect you to comply with the FOFCA dress code. It is very important for our parents to set a good example...this includes **NO short shorts or skirts, NO tank tops, and NO visible undergarments!** See **Uniform Dress Code.**

### **YOUNGER CHILDREN AT SCHOOL/FIELD TRIPS**

When volunteering, we appreciate your full attention. Having a young child present seriously limits the volunteer's ability to serve and can put our student's safety at risk. Please arrange Daycare for your younger children. Thank you in advance for your cooperation in this.

### **PARTIES**

The school has scheduled parties throughout the school year. These are the only parties the school will sponsor. There will be no school parties sponsored in private homes without permission from the administration that will be considered a school function. Use of drugs, tobacco, or alcohol will in no way be a part of any FOFCA event (before, during, or after the event). If this is violated, the disciplinary consequences listed under Major Violations will be implemented.

### **PARTY INVITATIONS / BIRTHDAYS**

If children are having a birthday party and wish to hand out birthday party invitations at school, the entire class must be invited or all of the boys or all of the girls. If only selected students are invited, the invitations may not be distributed on school grounds.

Parents may send birthday treats to school in celebration of their child's birthday. Please gain approval from the teacher about the treat.

### **PATRIOTISM**

We expect students to respect our country and the government. Students will be asked to pledge to the American Flag. Out of respect for those who have served or are currently serving our nation, we observe Veterans' Day and Memorial Day.

### **PHYSICAL EDUCATION**

Physical Education is part of the regular school program. Participation is expected from every student. In the case of broken bones, surgery or other medical situations, the need may arise for a student to be excused from P.E. Please submit your request to the Physical Education teacher; more information may be requested if necessary.

### **RECESS**

Families of Faith Christian Academy considers recess a privilege, not a requirement. Recess is held either outside (when weather permits) or inside (in the classroom or another part of the school). Students are expected to participate in recess daily. In the case of broken bones, surgery or other medical situations, the need may arise for a student to be excused from recess. Please submit your request to the teacher; more information may be requested if necessary.

Elementary recess is considered to be a time for students to play. We believe in the value of play time for students during recess. When they are outside for recess, we want them to be actively playing. When students must be inside for recess, we encourage games in the classroom. With permission from the teacher, students may bring games from home.

### **REPORT CARDS**

The school year is divided into four quarters. Report cards come out after the end of each quarter. At the beginning of the school year, a letter will be sent home giving the dates all report cards will be issued

### **SCHOOL DAY**

The school day is 8:30 AM - 3:00 PM for Kindergarten through 12<sup>th</sup> grades. The school day for morning preschool is 8:15 AM – 11:15AM; the school day for afternoon preschool is 12:00PM – 3:00 PM.

### **SCHOOL PICTURES**

School pictures will be taken each fall by a professional photographer. The pictures will be available for parents to purchase; details will be sent home in advance.

### **SCHOOL VISITORS**

Any person other than students, staff, faculty, administration, or board members are considered visitors on campus and must come directly to the office to sign in and acquire a Visitor's Pass before going anywhere in the building. Any parent / adult without a Visitor's Pass will be directed to the office. Frequent parental visitation to the classroom is not encouraged during school hours.

### **SKATEBOARDS, ETC.**

In-line skates, wheeled shoes, skateboards, and any other items that could be damaging to persons or property may not be used on school grounds.

### **STANDARDIZED TESTING**

Standardized Achievement Tests will be given during the spring semester of each year to grades K – 12<sup>th</sup>. Dates will be published. Test results are available to parents at the end of the 4<sup>th</sup> quarter with the report card.

### **STUDENT PRESENCE IN OFFICE AREA**

Students should be in the office area only when dealing with school business, for emergencies, or for illness during school hours. No student is to loiter in the office during school.

### **SUPPLIES**

General supply lists are available in the office or on the school's website at [www.fofca.com](http://www.fofca.com). Specific course supply needs will be explained during the first week of classes.

### **TELEPHONE MESSAGES AND USE (OFFICE)**

Please arrange all matters ahead of time with your student. In case of emergency, the secretary will take the message and notify the student. Students will be allowed to return emergency calls.

### **TRANSPORTATION**

#### **Student Drivers:**

Driving is a privilege. Failure to drive safely or follow FOFCA posted signs will result in the loss of this privilege. The administration reserves the right to inspect any vehicle driven by a student to school.

Those students who drive to school must follow the following regulations:

1. Park in front of the school, away from the Preschool door or in the open lot across from the building. The entrance to this lot is on Fryer Street.
2. Do not enter cars during the school day without office approval.
3. Observe a speed limit of 5 mph while on school properties and operate vehicles in a safe manner at all times. Violation of this will result in the withdrawal of the driving privilege.
4. If a student has no extracurricular activities they must leave the campus by 3:15 PM.

To facilitate transportation of students to and from extracurricular activities, students often wish to ride with or drive other students. It is the parents' responsibility to provide adequate insurance coverage for their vehicles if their student is driving either alone or with others to school, extra-curricular events, or any other school related activity. It is also the parents' responsibility to monitor with whom their student is riding.

## UNIFORM/DRESS CODE

### All DAILY and MANDATORY DRESS uniforms must be purchased from French Toast or Lands End uniform departments ONLY!

- **\*\*Parents** will be notified of Mandatory Dress Days.
- **\*\*Shoes, belts, socks, tights/hose** for the Daily Uniform may be purchased elsewhere.
- **\*\*If the pants/shorts/skirt has belt loops, a belt is required.**

### **SPIRIT WEAR ~ \*\*All Spirit Wear must be purchased through FOFCA!**

**\*\*Navy or Light Blue spirit wear T-shirts, Sweatshirts or Hoodies** may be worn Monday-Friday.

**\*\*A dress code shirt MUST** be worn underneath Spirit Wear.

**\*\*No coats** may be worn during school. Please purchase clothing appropriate for cold weather.

**If a student is NOT dressed warmly enough, they will be given a sweat shirt from the office and the parent will be charged \$18.**

The dress standards are not designed to promote legalism nor regimentation. Within the guidelines there is sufficient latitude for individual expression and taste, especially in the upper grades. However, fads or extremes of any kind in dress or hairstyles are not acceptable and will require corrective action by the administration. Sloppy or "grubby" clothing will not be permitted. It is the parent's responsibility to see that their student is dressed properly according to the dress code before school before leaving home each day.

### **General Dress Code For All Students**

\*Extreme styles are not acceptable. Sloppy, oversized, or frayed clothing or clothing worn inside-out **ARE** not acceptable.

\*Shoes must be clean and in good repair.

\*No hats may be worn during school hours.

\*No chains or jewelry indicating gang affiliation may be worn at anytime.

\*Tattoos are not permitted. Tattoos (**including non-permanent tattoos**), body painting **or drawing** are not to be visible during school hours or when a student is representing the school at a school function. Boys are not to wear earrings, nose rings, or body-piercing jewelry of any sort during school hours or when a student is representing the school at a school function.

\*Extreme haircuts or coloring will be deemed unacceptable at the discretion of the principal. Students in violation of the hair code will have three calendar days (one for facial hair violations), including the day of notice to correct the problem. Penalties will apply for failure to do so.

\*All students participating in any athletic activities must be in Mandatory Dress Uniform on those days.

**Dress Code For Boys:** Hair is to be off the collar in a sitting posture and no longer than the bottom of the ear when hanging freely over the ears. Students should be clean-shaven; no beards, moustaches or sideburns below the ears are permitted for students.

**Dress Code For Girls:** Girls are permitted to wear earrings no larger than a quarter. Nose rings or body-piercing jewelry of any other sort aren't permitted. No extreme make-up styles may be worn.

**\*\*Female High School students MUST obey the following guidelines for Mandatory Dress Day:\*\***

- **Skirts or Dresses** are to be worn at a modest length (no more than one inch above the knee).
- **All tops** are to be buttoned modestly; **they may not be low cut, form-fitting, or see-through.** Tops which do not tuck in must not expose the stomach or back at any time. There are two ways to confirm that the midriff will not be exposed: 1) The bottom of the shirt must overlap the top of the skirt when the girl raises her hands above her head, 2) The girl must be able to tuck in her top and have it stay in if she were asked to do so. Sleeveless tops will only be permitted if undergarments are not visible. Spaghetti straps and tank tops are **NOT** permitted.
- Undergarments are not to be visible or noticeable **at any time.**
- Low riding slacks or skirts are not acceptable.

Lands End      1-800-469-2222      www.landsend.com/school

School number: 9001-1447-1

French Toast    1-800-373-6248      www.FrenchToast.com

School number: QS5UUKR

## Kindergarten through fifth grade ~ girls

| Girls K-5     | **Daily Uniform Options                                                                                                                                                                                       | **Mandatory Dress Day                                                               |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Shirts</b> | Short or long sleeve Polo shirt. Color: <u>Light Blue</u><br><b>ONLY white, plain shirts may be worn under: short or long sleeve t-shirts, mock or regular turtlenecks, are allowed. NO writing or logos!</b> | Short or long sleeve Polo shirt. Color: <u>Light Blue</u><br><u>No undershirts.</u> |
| <b>Pants</b>  | <u>Navy</u> cargo, cropped,<br>Flat Front, or Pleated Pants                                                                                                                                                   | XXX                                                                                 |
| <b>Shorts</b> | <u>Navy</u> walking or cargo, no more than<br>four inches above the knee                                                                                                                                      | XXX                                                                                 |
| <b>Socks</b>  | <u>Navy or black</u> with pants,<br>white with shorts                                                                                                                                                         | Plain <u>White</u> Tights<br>No design or cable knit(may purchase at any store)     |
| <b>Shoes</b>  | <u>Brown, Black</u> plain dress shoes/loafers/flats.                                                                                                                                                          | <u>Black</u> dress shoe. NO open or low-closed back. No sandals,                    |

|                    |                                                                                                                        |                                                                                                                   |
|--------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
|                    | <u>Brown/black gym shoes with corresponding laces.</u>                                                                 | boots or gym shoes!                                                                                               |
| <b>Skorts</b>      | Skirts/ must be skort style                                                                                            | <u>Navy Kick Pleat Scooter</u><br>Purchased from: French Toast. Skort must be no more than 1 inch above the knee. |
| <b>Optional</b>    | <u>Navy cardigan, cable hoodie, zip front cardigan, or Navy FOCCA crew sweatshirt</u>                                  | <u>Navy cardigan</u>                                                                                              |
| <b>Spirit Wear</b> | Any Navy or light blue t-shirts, sweatshirts or hoodies purchased through FOCCA may be worn as regular school uniform. | XXX                                                                                                               |
| <b>Belts</b>       | <u>Black smooth</u> (1 <sup>st</sup> -5 <sup>th</sup> grade)                                                           | XXX                                                                                                               |

## Kindergarten through fifth grade ~ boys

| Boys K-5           | <b>**Daily Uniform Options</b>                                                                                                                                                                                 | <b>**Mandatory Dress Day</b>                                                      |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Shirt</b>       | Short or long sleeve Polo shirt<br>Color: <u>Light Blue</u><br><b>ONLY white, plain shirts may be worn under: short or long sleeve t-shirts, mock or regular turtlenecks are allowed. NO writing or logos!</b> | Long-sleeved button collar Oxford~ <u>Light Blue</u><br>May purchase at any store |
| <b>Pants</b>       | <u>Navy flat front, pleated or cargo pants</u>                                                                                                                                                                 | <u>Classic Navy pleated chinos/pant</u>                                           |
| <b>Shorts</b>      | <u>Navy walking or cargo shorts</u>                                                                                                                                                                            | XXX                                                                               |
| <b>Tie</b>         | XXX                                                                                                                                                                                                            | <u>Classic Navy tie</u>                                                           |
| <b>Socks</b>       | <u>Navy or black with pants, white with shorts</u>                                                                                                                                                             | <u>Navy</u>                                                                       |
| <b>Shoes</b>       | <u>Brown, Black plain dress shoes/loafers.</u><br><u>Brown/black gym shoes with corresponding laces.</u>                                                                                                       | <u>Black dress shoes.</u><br>No boots, or gym shoes.                              |
| <b>Optional</b>    | <u>Navy cardigan, cable hoodie, zip front cardigan, or Navy FOCCA crew sweatshirt</u>                                                                                                                          | <u>Navy cardigan</u>                                                              |
| <b>Spirit Wear</b> | Any Navy or light blue t-shirts, sweatshirts or hoodies purchased through FOCCA may be worn as regular school uniform.                                                                                         | XXX                                                                               |
| <b>Belts</b>       | <u>Black smooth belt</u> (1 <sup>st</sup> -5 <sup>th</sup> grades)                                                                                                                                             | <u>Black smooth belt</u>                                                          |

## sixth through eighth grade ~ girls

| Girls 6-8th              | <b>**Daily Uniform Options</b>                                                                                                                                                                                          | <b>**Mandatory Dress Day</b>                                                                                   |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Shirts</b>            | Short or long sleeve Polo<br>Color choice: <u>white, Light Blue</u><br><b>ONLY white, plain shirts may be worn under: short or long sleeve t-shirts, mock or regular turtlenecks, are allowed. NO writing or logos!</b> | 3-quarter-sleeve Oxford~ <u>White</u><br>Purchased from French Toast                                           |
| <b>Pants</b>             | <u>Navy Cargo, Cropped, Flat Front, or Pleated Pants</u>                                                                                                                                                                | XXX                                                                                                            |
| <b>Skirts</b>            | <b>Optional:</b> May wear Mandatory Dress Day Uniform                                                                                                                                                                   | <u>Navy pleated skirt</u><br>Skirt must be no more than 1 inch above the knee.                                 |
| <b>Shorts</b>            | <u>Navy walking or Cargo or Bermuda shorts, no more than four inches above the knee</u>                                                                                                                                 | XXX                                                                                                            |
| <b>Tights Hose</b>       | <u>White or Navy worn with skirts</u>                                                                                                                                                                                   | <u>Navy Tights</u>                                                                                             |
| <b>Socks</b>             | Dark with pants/white with shorts                                                                                                                                                                                       | XXX                                                                                                            |
| <b>Shoes</b>             | <u>Brown, Black plain dress shoes/loafers/flats.</u><br><u>Brown/black gym shoes with corresponding laces.</u>                                                                                                          | Closed toe, <u>Navy or Black dress shoe.</u><br>NO open or low closed back.<br>No sandals, boots or gym shoes! |
| <b>Optional</b>          | <u>Navy cardigan, cable hoodie, zip front cardigan, or Navy FOCCA crew sweatshirt</u>                                                                                                                                   | <u>Navy cardigan</u>                                                                                           |
| <b>Other Spirit Wear</b> | Any Navy or light blue t-shirts, sweatshirts or hoodies purchased through FOCCA may be worn as regular school uniform.                                                                                                  | XXX                                                                                                            |
| <b>Belts</b>             | <u>Black smooth</u>                                                                                                                                                                                                     | XXX                                                                                                            |

## Sixth through eighth grade ~ boys

| Boys 6-8th         | <b>**Daily Uniform Options</b>                                                                                                                                                                                                         | <b>**Mandatory Dress Day</b>                                                                    |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Shirts</b>      | Short or long sleeve Polo<br>Color choice: <u>white</u> , <u>Light blue</u><br><b>ONLY <u>white</u>, plain shirts may be worn under: short or long sleeve t-shirts, mock or regular turtlenecks, are allowed. NO writing or logos!</b> | Long-sleeved buttoned collar Oxford~ <u>White</u><br>May purchase at any store                  |
| <b>Pants</b>       | <u>Navy</u> Flat Front, Pleated or Cargo                                                                                                                                                                                               | <u>Classic Navy</u> Pleated Chinos/Pant                                                         |
| <b>Shorts</b>      | <u>Navy</u> walking or cargo shorts                                                                                                                                                                                                    | XXX                                                                                             |
| <b>Socks</b>       | Dark with pants/white with shorts                                                                                                                                                                                                      | <u>Navy</u>                                                                                     |
| <b>Shoes</b>       | <u>Brown, Black</u> plain dress shoes/loafers.<br><u>Brown/black</u> gym shoes with corresponding laces.                                                                                                                               | Closed toe, <u>Navy or Black</u> dress shoe. NO open or low-closed back. No boots or gym shoes! |
| <b>Optional</b>    | <u>Navy</u> cardigan, cable hoodie, zip front cardigan, or Navy FOCCA crew sweatshirt                                                                                                                                                  | <u>Navy</u> cardigan                                                                            |
| <b>Spirit Wear</b> | Any Navy or light blue t-shirts, sweatshirts or hoodies purchased through FOCCA may be worn as regular school uniform.                                                                                                                 | XXX                                                                                             |
| <b>Belts</b>       | <u>Black</u> smooth                                                                                                                                                                                                                    | <u>Black</u> smooth                                                                             |
| <b>Tie</b>         |                                                                                                                                                                                                                                        | <u>Navy</u>                                                                                     |

## ninth through twelfth grade ~ girls

| Girls HS           | <b>**Daily Uniform Options</b>                                                                                                                                                                                                                     | <b>**Mandatory Dress Day</b>                                                         |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Shirts</b>      | Short or long sleeve Polo shirt Color choices: <u>White, Navy or Light Blue (Chambray)</u> <b>ONLY <u>white</u>, plain shirts may be worn under: short or long sleeve t-shirts, mock or regular turtlenecks, are allowed. NO writing or logos!</b> | Dress/skirt of own choosing<br><b>Must follow dress code on first page.</b>          |
| <b>Pants</b>       | <u>Khaki</u> Cargo, Cropped, Flat Front or Pleated pants                                                                                                                                                                                           | XXX                                                                                  |
| <b>Skirts</b>      | <b>Optional:</b> Must be knee length~ <u>Khaki</u><br>Purchased from one of our uniform companies                                                                                                                                                  | Dress/skirt of own choosing<br><b>Must follow dress code on first page.</b>          |
| <b>Shorts</b>      | <u>Khaki</u> walking, cargo or bermuda<br>No more than four inches above the knee                                                                                                                                                                  | XXX                                                                                  |
| <b>Tights/hose</b> | Tights, hose or socks <b>MUST</b> be worn with skirts.                                                                                                                                                                                             | Must be worn with skirts or dresses                                                  |
| <b>Socks</b>       | Tan or Dark with pants or skirts, Light with shorts                                                                                                                                                                                                | XXX                                                                                  |
| <b>Shoes</b>       | <u>Brown, Black</u> plain dress shoes/loafers/flats.<br><u>Brown/black</u> gym shoes with corresponding laces.                                                                                                                                     | Dress flats, heels or clean, dress sandals. NO flip flops, Jellies or House slippers |
| <b>Spirit Wear</b> | Any Navy or light blue t-shirts, sweatshirts or hoodies purchased through FOCCA may be worn as regular school uniform.                                                                                                                             | XXX                                                                                  |
| <b>Belts</b>       | <u>Dark Brown</u> smooth                                                                                                                                                                                                                           | Required, If there are belt loops.                                                   |
| <b>Optional</b>    | Cardigans (reg or zip), sweaters, cable hoodie or sweater vests:<br><u>Navy, Light Blue (Chambray)</u>                                                                                                                                             | <u>Navy</u> cardigan                                                                 |

## ninth through twelfth grade ~ boys

| Boys HS            | <b>**Daily Uniform Options</b>                                                                                                                                                                                                                                      | <b>**Mandatory Dress Day</b>                                                                  |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Shirts</b>      | Short or long sleeve Polo shirt Color choices: <u>White, Navy, Yellow (maize), or Light Blue (Chambray)</u> <b>ONLY <u>white</u>, plain shirts may be worn under: short or long sleeve t-shirts, mock or regular turtlenecks, are allowed. NO writing or logos!</b> | Long-sleeved Oxford~ <u>White</u>                                                             |
| <b>Pants</b>       | <u>Khaki</u> Flat Front, Pleated or Cargo                                                                                                                                                                                                                           | <u>Khaki</u> Pleated Chinos/Pant                                                              |
| <b>Shorts</b>      | <u>Khaki</u> walking or cargo shorts                                                                                                                                                                                                                                | XXX                                                                                           |
| <b>Tie</b>         | XXX                                                                                                                                                                                                                                                                 | Student choice of tie, in good taste.                                                         |
| <b>Socks</b>       | Dark with pants, white with shorts                                                                                                                                                                                                                                  | Dark                                                                                          |
| <b>Shoes</b>       | <u>Brown, Black</u> plain dress shoes/loafers.<br><u>Brown/black</u> gym shoes with corresponding laces.                                                                                                                                                            | Closed toe, <u>Brown</u> dress shoe.<br>NO open or low-closed back.<br>No boots or gym shoes! |
| <b>Spirit Wear</b> | Any Navy or light blue t-shirts, sweatshirts, hoodies purchased through FOCCA may be worn as regular school uniform.                                                                                                                                                | XXX                                                                                           |
| <b>Belts</b>       | <u>Dark brown</u> smooth belt                                                                                                                                                                                                                                       | <u>Dark brown</u> smooth belt                                                                 |

|                 |                                                                                                     |                      |
|-----------------|-----------------------------------------------------------------------------------------------------|----------------------|
| <b>Optional</b> | Cardigans (reg or zip), sweaters, cable hoodie sweater vests:<br><u>Navy, Light Blue (Chambray)</u> | <u>Navy</u> cardigan |
|-----------------|-----------------------------------------------------------------------------------------------------|----------------------|

**VOLUNTEER AIDES**

Parents are encouraged to volunteer a part of their time on a regular basis to assist office staff, library staff, maintenance, fund-raisers, etc. Our school could not function without our volunteers. Please call the school office if you are available and would like to know how you can help. **Please see the paragraph under PARENTAL REQUIREMENTS. VOLUNTEERS OR ANY PARENT ON CAMPUS PAST**

**8:30AM MUST SIGN IN AT THE OFFICE!**

**WATER BOTTLES**

There are times when the weather requires that children be continually hydrated. Water bottles with closing caps will be allowed in the classroom. These bottles must be made of plastic or another unbreakable material. A suggestion to keep the sweat from saturating the student's possessions would be to place it in a sock.

**WITHDRAWALS**

Withdrawals from the school must be done through the school office. Notice should be given one month in advance for all withdrawals, if possible. The FOFCA Board of Directors will make tuition adjustment arrangements for families moving out of the school area.

**YEARBOOK**

Pictures will be taken all through the year to compile for a school yearbook. Parents are encouraged to bring in the personal school pictures of field trips, class parties, special lunches etc to the school office to be used.