



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

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### **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.

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## 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 Co r. 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**

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.

## **ACADEMICS**

### **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 school 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 probation are ineligible for extra-curricular activities if failing any class during the probation.
2. If students on probation are failing two or more classes at 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.

### **ACCOMODATIONS**

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 become successful. All accommodations will be reviewed regularly to determine their continued validity.

## **ACCREDITATION**

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

### **WHY 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 institutions.

### **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?**

FOFCA 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 WILL THE FACULTY REQUIREMENTS BE?**

To meet certification requirements, our teachers will need to hold a bachelors of Science or Bachelor of Arts degree or be in the last two years of gaining that degree. They will 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.

## **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. Each student is required to take a Bible class each semester he/she attends. 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.

## **COMMUNITY SERVICE**

All high school students (grades 9-12) must complete the graduation requirement of forty (40) hours of community service in approved church, community, or school programs. Such service will be directed toward the improvement of the physical, mental, spiritual, or social state of others, and will earn no remuneration or credit and will not be a part of a regular school extra-curricular activity.

## **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.

## **DRIVERS EDUCATION**

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

### **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.

### **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.

### **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.

### **HELP CLASSES**

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

### **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 will lower the student's grade average. Homework assignments (grades 6-12) that are not turned in during the period in which they are due will result in a daily grade of "0" for the assignment. Teachers may allow for late work but homework cannot be made up after one week. If a student is absent, he/she will have two class days to make up the class work and homework.

### **HONOR ROLL**

Highest Honor Roll: Students who have maintained all A's throughout the year.

High Honor Roll: Students who have maintained all A's throughout the year with no more than one (1) B.

Honor Roll: Students who have maintained A's and B's throughout the year with no more than one (1) C.

### **JUPITERGRADES**

JupiterGrades lets students and parents check their current grades and homework online anytime. Everyone has their own password, so grades are always private. You can access JupiterGrades from any computer with internet access: Mac or Windows; Firefox, Internet Explorer, Safari, or Chrome. Attendance will be kept on JupiterGrades and students can access a homework calendar for all their classes on one page, including any missing assignments.

### **ORIENTATION NIGHT**

Students are required to attend. Attendance will be taken and Orientation Night will be counted as the student's first day of school. Important policy and procedure changes will be discussed. Parents also need to attend and have all paperwork signed by the first day of school.

### **PHYSICAL EDUCATION (Grades 6-12)**

Physical Education uniforms must be purchased from FOECA and worn during all P. E. classes. There will be days that the P.E. teacher will designate as class days when no P.E. uniform will be required. Only non-marking, non- black sole athletic shoes may be worn during Physical Education classes and they must be inside shoes only.

Students are required by law to participate in physical education. Those students who are unable to participate in the regular physical education program must bring to the school office a written order from their doctor. The doctor's order must state any restrictions related to medical, surgical, or injury and must include an end date or date of next appointment. Parent requests for a one (1) or two (2) day excuse are to be presented directly to the physical education teacher.

## **RECESS**

FOFCA 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.

## **STANDARDIZED TESTING**

Standardized achievement tests will be given during the Spring semester of each year to Grades K through 12. Dates will be published. Test results will be available for parents once they have been received at the end of the school year.

## **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.

## **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.

# **ADMISSIONS/ENROLLMENT**

## **FINANCIAL AID**

The primary use of financial aid is to assist students who, without such aid, would be unable to attend FOFCA. Financial aid may include scholarships, grants and/or loans, any of which may be awarded singly or in various combinations. The actual amount of financial aid awarded is determined by such circumstances as family income, total assets, number of dependents, and whether the applicant practices good stewardship.

### **APPLICATION**

Financial aid applications are available in the school office and must be submitted to the School Administration by April 30 for the following school year. All applications are kept confidential except for our Administrative Staff and Financial Manager. A determination is then made regarding approval and you will be notified thereafter by mail. Financial aid funds are limited, and even though aid may be awarded, the student may still fall short of the total amount needed to attend FOFCA. All new and continuing students must establish financial need annually in order to receive financial aid.

### **GOOD STANDING**

To receive financial aid, a student must be in good standing and not receive academic, behavior or character probation or suspension of any kind.

### **PROBATION/ SUSPENSION**

All members of an applicant family receiving financial aid are required to remain in good standing and meet all other obligations as required in the Student Handbook and Parent Agreement throughout the school year. Students are placed on probation from the financial aid program if these responsibilities are not met. Suspension of financial aid will occur if obligations are not met by the end of the probation period.

### **SPECIAL CIRCUMSTANCES**

If you have any extenuating circumstances that are or may impact your financial obligations to FOFCA, please contact the School Administration immediately.

## **GOOD FAITH**

Students 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.

## **PRE-SCHOOL ENTRANCE REQUIREMENTS**

ENTRANCE REQUIREMENTS (A copy of your child's birth certificate is required)

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>

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

## **RE-ENROLLMENT NIGHT**

All currently enrolled students and their siblings will be given the opportunity to re-enroll before the general public. To take advantage of our family PRIORITY re-enrollment and guaranteed class placement, we encourage all of our returning families to enroll during our re-enrollment night (date and times can be found on our General Calendar). This will be your one chance for special discounted fees. Open Registration will begin the following Monday. ***Charter members must enroll this week to remain a Charter member.***

## **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. Athletes and their parents must attend the Sports Information Meeting on Orientation 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;

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

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. FOFCA expects all students to attend school, to be punctual to school and to classes, and to bring appropriate school materials with them.

### ABSENCES

A student may accumulate seven (7) excused absences within each semester. Any absence following the seventh absence will be unexcused. In order for the absence to be excused, a student will be required to provide documentation from the list below. Arrangements for absences due to doctor appointments, court appearances, vacations, etc., should be made in advance. It is recommended to bring in documentation for any absence in order to avoid an accumulation of unexcused absences due to lack of documentation.

### ATTENDANCE POLICY

Regular attendance is essential for academic success, and is required in all classes held at Families of Faith. The state laws of Illinois are very specific concerning the matter of pupil attendance. It is assumed that students will always be in school except for cases of illness or serious family crisis. The guidelines of the State of Illinois regarding attendance are as follows:

Absent 30 minutes or less will show as a full day present

Absent 31 to 210 minutes (3.5 hours) will show as one-half a day absent

Absent 211 to 360 minutes (3.5 – 6+ hours) will show as a full day absent.

Parents should contact the main office if there is a question of extracurricular eligibility due to an absence.

### CLASS TARDIES

See Discipline section of handbook.

### CLOSED CAMPUS

All students are to report to their designated areas when scheduled and are to remain in school until dismissed at their scheduled end of the school day. No one is authorized to leave the school without a note or phone call from home and properly signing out of the school office. Students will remain in school and go to their assigned area including lunch periods.

### 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.

### EXCUSED & UNEXCUSED ABSENCES

It is requested that parents call the office to verify and explain the absence before **9 A.M.** on the day of the absence. **It is the responsibility of the student to remind the parent to make this phone call.** Failure to call the school within a 24-hour period will result in a student receiving an unexcused absence.

Acceptable reasons for excused absences will include but may not be limited to:

- Illness;
- Death in the immediate family;
- Family emergency;
- Pre-arranged family vacation;
- Pre-arranged college visits;

Unexcused absences/tardies will include, but may not be limited to:

- Habitual car trouble;
- No transportation;
- Court/traffic ticket;
- Oversleeping;
- Truancy;
- No parent call or letter on absence;
- Ditch days;
- Arriving tardy to the first period class without a proper pass.

### **EXTENDED ILLNESS**

Parents are asked to notify the office when they first learn of the possibility of an extended illness. Arrangements for school work can be made through the main office.

### **EXTRA-CURRICULAR ATTENDANCE**

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.

### **PERMIT TO LEAVE**

Students who leave the building without following the proper procedure will be considered **ABSENT UNEXCUSED** and disciplinary action will follow. Students who leave the building due to an illness or any other reason **must first report to the school office** and obtain permission.

### **SPECIAL ABSENCES**

- **College Visitation Days** - Juniors and seniors may use up to three (3) college visit days. A parent phone call is necessary and a college adviser or counselor must verify the visit in writing. College printed material will not be accepted.
- **Court Appearances** - Family court visits to solve family problems or summonses to serve as a witness are generally excused. A summons for personal violations of the law will be unexcused.
- **Family Vacation** - A written request, one week before the specified date of absence, and a parent telephone call are necessary. Failure to observe this rule will result in an unexcused absence(s).

### **TARDY - STUDENTS ARRIVING LATE TO SCHOOL**

A student **arriving LATE** must sign in at the school office before going to class. The school office will track the number of tardies for each student. The student may have a parent/guardian call the school to explain the reason for the student's late arrival. It is the Administration's decision whether the reason for tardiness is excused or unexcused. This phone call should be received **by 9:00 A.M.** the same day.

If the reason given for the student's late arrival is determined by the Administration to be acceptable, the student will not be issued a consequence. If the reason given for the student's late arrival is determined to be unacceptable, the student will be issued a disciplinary consequence.

### **TRUANCY PREVENTION INITIATIVE**

#### **5 unexcused absences: Parent letter.**

A brief letter will be mailed from the school office seeking parental assistance. For some families, truancy will end at this step.

#### **10 unexcused absences: Parental contact and Student meeting/disciplinary action.**

Parents receive a second letter and a phone call home. The second letter is more direct than the first letter. Student will meet with the Administration on the importance of attendance and disciplinary action may follow.

#### **15 unexcused absences: Parent letter and Parent and Student conference..**

This formal letter requests that the parents come in to have a conference with the School Administration and the student. The parent is presented with all of the documentation that the school has attempted to improve the student's absenteeism.

**18 unexcused absences:** If the student's absenteeism has not improved and the student has missed **18 days**, the entire case documentation is handed to the Regional Office of Education Truancy Caseworker. The request will be made for the Truancy Officer to schedule a hearing with the parent and the student to determine if the case will proceed to court.

## DAILY PROCEDURES

### 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.

### ARRIVAL PROCEDURES (8:15 AM – 8:30 AM)

1. Please do not enter the building for simple drop off / pick up procedures.
2. Stay in your car and use the pickup line.
3. If your child arrives before 8:15 am, she/he will be put in the before-school Enrichment Program AND YOU WILL BE CHARGED. It is important to us that your children are being taken care of and supervised at all times.

**Preschool Arrival:** Drop your student off to his/her classroom and SIGN IN.

**Kindergarten through 12th Grade Arrival:** Drop your student off at the front door, one vehicle at a time.

### BOOK CLUBS

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.

### 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 disciplinary action and confiscation of the phone for pick up after school in the office by a parent or guardian.

### CHAPEL

Chapel time is an integral part of our school curriculum and programming. Chapel will be held on Fridays from 8:30 – 9:15am and is required for all students in grades K – 12. Mandatory dress is required on all chapel days.

Our chapel times are designed to provide a positive, meaningful experience for all students at FOCCA. 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 room.

### CHILD ABUSE POLICY

The State of Illinois requires FOCCA to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with Parents/Guardians regarding the well being of their children, the Administration is placed between the Parent/Guardian and the state, acting on behalf of the Parent/Guardian and in accordance with state law. It is the school's policy not to contact Parents/Guardians in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

### **DISMISSAL PROCEDURES (3:00 PM – 3:15 PM)**

1. Please do not enter the building for simple drop off / pick up procedures.
2. Stay in your car and use the pickup line.
3. Parents/guardians will enter the pickup line and display their family name placard in the car window each day. *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.*
4. Parents/guardians conducting school business or making teacher contacts at the end of the day need to pick up their students prior to doing such business. Always call the office to make an appointment regarding teacher or staff meetings.
5. Students not picked up by 3:15PM will be escorted to the Enrichment Care room, where the appropriate fee will be applied. Parents will have to enter the building to sign the student out.
6. 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 Dismissal:** Pick your student up from his/her classroom and SIGN OUT.

**Kindergarten through 12th Grade Dismissal:** A FOECA Staff/Faculty will meet you at your vehicle. The FOECA Staff/Faculty will radio in and the student(s) will be released to your vehicle.

### **ELECTRONIC EQUIPMENT**

Electronic equipment (CD players, iPods, laptops, tablets, etc.) is not to be brought to school. Handheld video games or other electronic handheld games may be brought to school and played only before 8:15am and after 3:15pm. 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 - **FOECA is not responsible for lost or stolen items**. 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.

### **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.

### **GYMNASIUM RULES**

Families of Faith practices respect for its facility as it is considered a blessing from God. To insure the best practices of our facility as it is related to our gymnasiums, the following rules shall apply:

#### **ATHLETIC GYMNASIUM**

1. FOECA and First Baptist events take precedent on the use of this gymnasium;
2. All persons using the gymnasium for any reason should be certain to clean up any items from such use and no balls or other equipment should be left in the gymnasium;
3. All persons using the gymnasium are to wear athletic (non-marking) shoes only – no black soles allowed;
4. No food or drinks are allowed at any time in the gymnasium unless purchased from concessions.

#### **AUXILIARY GYMNASIUM**

1. Families of Faith and First Baptist events take precedent on the use of this gymnasium;
2. All persons using the gymnasium for any reason should be certain to clean up any items from such use and no supplies or equipment should be left in the gymnasium;

### **HALLWAY PROCEDURES**

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.

Grade school students must not be on the junior high/ high school wing of the building without special permission. Students (grades 6-12) must not be on the Grade school wing of the building without special permission (only exception being the school library).

Grade school students may only use the restrooms in the auxiliary gymnasium. Students (grades 6-12) must may only use the restrooms in the athletic gymnasium (only exception being with permission during lunch).

## **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.

## **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 FOFA is accessed through some of the computers and is monitored by adult staff. If you do not want your student to have access to the Internet, contact the school office. Violation of Internet policy will result in disciplinary action, which may include loss of computer privileges, suspension, or legal prosecution. The following uses of Internet are not permitted:

- Social Networking. Including, but not limited to: facebook, instant messaging, video messaging, etc.
- Accessing, displaying, or sending offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Employing the network for commercial purposes

## **LIBRARY**

We are pleased to provide a quality library and media center for our students. 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. See Tuition & Fees Delinquency notice.

## **LOCKERS**

**Students are to use their assigned lockers only.** Each student is responsible for keeping his/her locker clean both inside and outside. Pictures and advertisements displayed in lockers must be in good taste and not advertise alcohol, drugs, tobacco, gang symbols or activity, illegal activities, hate messages, sexual innuendo, or vulgar words or gestures. Damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the school office for repair.

## **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/ CAFETERIA**

### **FUN LUNCHES**

Occasionally FOFA will have a special themed/holiday lunch. Parents will receive a sign-up form with the amount of the lunch fee.

### **HOT LUNCH PROGRAM**

We are currently considering several possibilities.

### **MICROWAVES**

Microwaves will be provided for all students until which time the school implements a hot lunch program. Lunchroom monitors will have access to use microwaves for students Pre-K – Grade 5.

The following rules are to be followed:

- Students should follow all directions of cafeteria staff and monitors;
- Students may not cut in line to get service;
- Students are responsible for their disposable materials and the general cleanliness of the area in which they are sitting;
- Students may not leave the cafeteria, go to classroom areas of the building , or to the parking lots during lunch periods;
- Students are to stay on campus for lunch.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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. *Flavored water is NOT allowed.*

### **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 in the school yearbook.

## **DISCIPLINE**

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 procedures will be in effect at all FOFCA functions.

### **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)/Lunch Time Detention (K-4<sup>th</sup> grade)
- 4 – 5 Incident Report issued
- 6 Detention (5<sup>th</sup> -12<sup>th</sup> grade)/ Lunch Time Detention (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.**

## **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 FOCCA.

## **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 (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 (fighting, driving recklessly, injuring another, 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.

## **MAJOR VIOLATION PROCEDURES**

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.

## **DETENTION**

A detention (grades 4–12) is a 60-minute period served from 3:00 PM to 4:00 PM. Detention (grades K-3) will be held during lunch time. 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.

## **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.

### 1. 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.

### 2. 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.

### 3. 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.

### 4. 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.

## **ZERO TOLERANCE POLICY**

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.

## 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.

### GENERAL GUIDELINES

- 1) All DAILY and MANDATORY DRESS uniforms must be purchased from French Toast or Lands End uniform departments ONLY!  
*Shoes, belts, socks, tights/hose for the Daily Uniform may be purchased elsewhere.*  

<b>Lands End</b>	1-800-469-2222	<a href="http://www.landsend.com/school">www.landsend.com/school</a>	School number: 9001-1447-1
<b>French Toast</b>	1-800-373-6248	<a href="http://www.FrenchToast.com">www.FrenchToast.com</a>	School number: QS5UUKR
- 2) Spirit Wear purchased through FOFCA (t-shirts, sweatshirts, hoodies, etc.) may be worn as regular school uniform.
- 3) Sloppy, "grubby", oversized, or frayed clothing as well as clothing worn inside-out is not acceptable.
- 4) Extreme clothing styles are not acceptable. No extreme make-up styles may be worn.
- 5) Hats may NOT be worn during school hours.
- 6) Chains or jewelry indicating gang affiliation may NOT be worn at anytime.
- 7) 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. Facial and hair paint is allowed when showing school spirit at athletic games.
- 8) Piercings: Boys are not to wear earrings. Students are not to wear nose rings, or body-piercing jewelry of any sort during school hours or when representing the school at a school function. Girls are permitted to wear earrings no larger than a quarter.
- 9) If the pants, shorts, or skirt has belt loops, a belt is required.

### HAIR

- 1) Extreme haircuts or coloring will be deemed unacceptable at the discretion of the administration.
- 2) Hair on boys 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.
- 3) Students should be clean shaven; no beards, moustaches or sideburns below the ears are permitted for students.
- 4) 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.

### INCLIMATE WEATHER

- 1) Please purchase clothing appropriate for cold weather.
- 2) No coats may be worn during school.
- 3) 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.

### **MANDATORY DRESS DAYS**

- 1) All students participating in any athletic activities must be in Mandatory Dress Uniform on those days.
- 2) Mandatory dress is required on most all Chapel days (Fridays) and on some Special Assembly days.
- 3) Parents will be notified of other Mandatory Dress Days.
- 4) Specifics for Girls:
  - a. Skirts or Dresses are to be worn at a modest length (no more than one inch above the knee).
  - b. All tops are to be buttoned modestly; they may not be low cut, form-fitting, or see-through.
  - c. 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.
  - d. Sleeveless tops will only be permitted if undergarments are not visible.
  - e. Spaghetti straps and tank tops are NOT permitted.
  - f. Undergarments are not to be visible or noticeable at any time.
  - g. Low riding slacks or skirts are not acceptable.

### **SHOES**

- 1) Shoes must be clean, plain and in good repair.
- 2) Shoes must be plain dress shoes, loafers, or flats.
- 3) Acceptable colors are navy, black, or dark brown.
- 4) Gym shoes may be worn only during Physical Education class time. They must be non-marking, non-black sole indoor athletic shoes only.

### **UNIFORM GUIDELINES**

Grade specific details on the next three (3) pages.

# UNIFORM GUIDELINES (Kindergarten – Fifth Grade)

## GIRLS

GIRLS K-5	DAILY UNIFORM	MANDATORY DRESS DAYS
SHIRTS*	Light blue short or long sleeve Polo shirt.	Light blue short or long sleeve Polo shirt.
UNDERSHIRTS	White short or long sleeve shirts under the Polo. (mock or regular turtlenecks are allowed) NO writing or logos.	White short sleeve (optional).
PANTS*	Navy cargo, capri, flat front, or pleated pants.	N/A
SHORTS*	Navy walking or cargo. (no more than four inches above the knee)	N/A
SOCKS/ TIGHTS	Navy socks with shoe with laces. Optional with non-lace up shoes.	Navy tights. (no design or cable knit)
SHOES	Navy, dark brown, or black plain dress shoes/loafers/flats.	Navy, dark brown, or black plain dress shoe. (no open or low-closed back) (no sandals, boots, or gym shoes)
SKIRTS*	Navy skort (any style).	Navy French Toast kick pleat scooter. (no more than one inch above the knee)
OPTIONAL*	Navy cardigan, cable hoodie, zip front cardigan.	Navy cardigan.
SPIRIT WEAR	Navy or light blue t-shirts, sweatshirts, or hoodies (purchased through FOFCA)	N/A
BELTS	Smooth/ must match shoe color (grades 1-5)	Smooth/ must match shoe color (grades 1-5)

## BOYS

BOYS K-5	DAILY UNIFORM	MANDATORY DRESS DAYS
SHIRTS*	Light blue short or long sleeve Polo shirt.	Light blue long-sleeved button collar Oxford. (may be purchased from any store)
UNDERSHIRTS	White short or long sleeve shirts under the Polo. (mock or regular turtlenecks are allowed) NO writing or logos.	White short sleeve (optional).
PANTS*	Navy cargo, flat front, or pleated pants.	Navy pleated or flat front chinos/pant.
SHORTS*	Navy walking or cargo.	N/A
TIE	N/A	Navy plain tie
SOCKS	Navy	Navy
SHOES	Navy, dark brown, or black plain dress shoes/loafers.	Navy, dark brown, or black plain dress shoes. (no boots or gym shoes)
OPTIONAL*	Navy cardigan, cable hoodie, zip front cardigan.	Navy cardigan.
SPIRIT WEAR	Navy or light blue t-shirts, sweatshirts, or hoodies (purchased through FOFCA)	N/A
BELTS	Smooth/ must match shoe color (grades 1-5)	Smooth/ must match shoe color (grades 1-5)

*\*Must be purchased from Land's End or French Toast.*

# UNIFORM GUIDELINES (Sixth – Eighth Grade)

## GIRLS

GIRLS 6-8	DAILY UNIFORM	MANDATORY DRESS DAYS
<b>SHIRTS*</b>	<b>White or light blue</b> short or long sleeve Polo shirt.	<b>Light blue</b> short or long sleeve Polo shirt.
<b>UNDERSHIRTS</b>	<b>White</b> short or long sleeve shirts under the Polo. (mock or regular turtlenecks are allowed) NO writing or logos.	<b>White</b> short sleeve (optional).
<b>PANTS*</b>	<b>Navy</b> cargo, cropped, flat front, or pleated pants.	N/A
<b>SKIRTS*</b>	<b>Navy</b> skort (any style).	<b>Navy</b> French Toast kick pleat scooter. (no more than one inch above the knee)
<b>SHORTS*</b>	<b>Navy</b> walking, bermuda, or cargo. (no more than four inches above the knee)	N/A
<b>SOCKS TIGHTS/HOSE</b>	Navy or White socks with shoe with laces. Optional with non-lace up shoes.	<b>Navy</b> tights.
<b>SHOES</b>	<b>Navy, dark brown, or black</b> plain dress shoes/loafers/flats.	<b>Navy, dark brown, or black</b> plain dress shoe. (no open or low-closed back) (no sandals, boots, or gym shoes)
<b>OPTIONAL*</b>	<b>Navy</b> cardigan, cable hoodie, zip front cardigan.	<b>Navy</b> cardigan.
<b>SPIRIT WEAR</b>	<b>Navy or light blue</b> t-shirts, sweatshirts, or hoodies (purchased through FOCCA)	N/A
<b>BELTS</b>	Smooth/ must match shoe color.	Smooth/ must match shoe color.

## BOYS

BOYS 6-8	DAILY UNIFORM	MANDATORY DRESS DAYS
<b>SHIRTS*</b>	<b>White or light blue</b> short or long sleeve Polo shirt.	<b>Light blue</b> long-sleeved button collar Oxford. (may be purchased from any store)
<b>UNDERSHIRTS</b>	<b>White</b> short or long sleeve shirts under the Polo. (mock or regular turtlenecks are allowed) NO writing or logos.	<b>White</b> short sleeve (optional).
<b>PANTS*</b>	<b>Navy</b> cargo, flat front, or pleated pants.	<b>Navy</b> pleated or flat front chinos/pant.
<b>SHORTS*</b>	<b>Navy</b> walking or cargo.	N/A
<b>SOCKS</b>	<b>Navy.</b>	<b>Navy.</b>
<b>SHOES</b>	<b>Navy, dark brown, or black</b> plain dress shoes/loafers/flats.	<b>Navy, dark brown, or black</b> plain dress shoe. (no open or low-closed back) (no sandals, boots, or gym shoes)
<b>OPTIONAL*</b>	<b>Navy</b> cardigan, cable hoodie, zip front cardigan.	<b>Navy</b> cardigan.
<b>SPIRIT WEAR</b>	<b>Navy or light blue</b> t-shirts, sweatshirts, or hoodies (purchased through FOCCA)	N/A
<b>BELTS</b>	Smooth/ must match shoe color.	Smooth/ must match shoe color.
<b>TIE</b>	N/A	<b>Navy</b> plain tie.

***\*Must be purchased from Land's End or French Toast.***

# UNIFORM GUIDELINES (Ninth – Twelfth Grade)

## GIRLS

GIRLS HS	DAILY UNIFORM	MANDATORY DRESS DAYS
<b>SHIRTS*</b>	<b>White, navy, or light blue</b> short or long sleeve Polo shirt.	Shirt of own choosing. (must follow specifications found in Handbook)
<b>UNDERSHIRTS</b>	<b>White</b> short or long sleeve shirts under the Polo. (mock or regular turtlenecks are allowed) NO writing or logos.	<b>White</b> short sleeve (optional).
<b>PANTS*</b>	<b>Khaki</b> cargo, cropped, flat front, or pleated pants.	N/A
<b>SKIRTS*</b>	<b>Khaki</b> knee length skirt.	Dress/skirt of own choosing. (must follow specifications found in Handbook)
<b>SHORTS*</b>	<b>Khaki</b> walking, bermuda, or cargo. (no more than four inches above the knee)	N/A
<b>TIGHTS/HOSE</b>	<b>Navy or White</b> socks with shoe with laces.	<b>Navy or White</b> tights.
<b>SOCKS</b>	Optional with non-lace up shoes.	
<b>SHOES</b>	<b>Navy, dark brown, or black</b> plain dress shoes/loafers/flats.	<b>Navy, dark brown, or black</b> dress flats, heels or clean, dress sandals. (no flip flops, jellies or house slippers)
<b>SPIRIT WEAR</b>	<b>Navy or light blue</b> t-shirts, sweatshirts, or hoodies (purchased through FOFCA)	N/A
<b>BELTS</b>	Smooth/ must match shoe color.	Smooth/ must match shoe color.
<b>OPTIONAL*</b>	<b>Navy or light blue</b> cardigan, cable hoodie, zip front cardigan.	<b>Navy</b> cardigan.

## BOYS

BOYS HS	DAILY UNIFORM	MANDATORY DRESS DAYS
<b>SHIRTS*</b>	<b>White, navy, or light blue</b> short or long sleeve Polo shirt.	<b>White</b> long-sleeved button collar Oxford. (may be purchased from any store)
<b>UNDERSHIRTS</b>	<b>White</b> short or long sleeve shirts under the Polo. (mock or regular turtlenecks are allowed) NO writing or logos.	<b>White</b> short sleeve.
<b>PANTS*</b>	<b>Khaki</b> flat front, pleated or cargo.	<b>Khaki</b> flat front or pleated chinos/pant.
<b>SHORTS*</b>	<b>Khaki</b> walking or cargo.	XXX
<b>TIE</b>	N/A	Student choice of tie, in good taste.
<b>SOCKS</b>	<b>Tan or dark</b> socks with pants. <b>White</b> socks with shorts.	<b>Dark.</b>
<b>SHOES</b>	<b>Navy, dark brown, or black</b> plain dress shoes/loafers/flats.	<b>Navy, dark brown, or black</b> plain dress shoe. (no open or low-closed back) (no sandals, boots, or gym shoes)
<b>SPIRIT WEAR</b>	<b>Navy or light blue</b> t-shirts, sweatshirts, or hoodies (purchased through FOFCA)	N/A
<b>BELTS</b>	Smooth/ must match shoe color.	Smooth/ must match shoe color.
<b>OPTIONAL*</b>	<b>Navy or light blue</b> cardigan, cable hoodie, zip front cardigan.	<b>Navy</b> cardigan.

*\*Must be purchased from Land's End or French Toast.*

## EMERGENCIES

### 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. A OneCallNow message will be sent to all parents if school is cancelled or delayed. *Please keep your personal information updated with the school office, especially your home and cell phone numbers.*

You can also 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.

## HEALTH

### 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.**

## PARENTS

### 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.

### CUSTODY

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.

### FINANCIAL RESPONSIBILITY

- 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 30 days past due will be restricted from attending classes, participating in extracurricular events, graduation exercises, and/or receiving report cards or transfer of records 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.
- D. A parent's obligation to pay the fees for the full academic year is unconditional and that upon receipt of signed contract. No portion of fees paid (i.e. registration, materials, tuition, etc.) or outstanding will be refunded or cancelled in the event of absence, withdrawal, or dismissal from Families of Faith. 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, Illinois. A prorated refund will be given.
  2. If a student withdraws before the first day of school, only paid tuition will be refunded. All other fees are non-refundable.

### INVOLVEMENT

- A. 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.

### **ORIENTATION**

Orientation is scheduled for parents of both new and returning students. Students are also required to attend. Attendance will be taken and Orientation will be counted as the student's first day of school. 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

### **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**

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.

### **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.

## TRANSPORTATION

### AUTOMOBILE SEARCH

Any vehicle parking on school property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises.

### 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.

### 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. Students may only park in assigned student parking areas,
2. May not enter their vehicles during the school day without office approval,
3. Must 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.

## TUITION & FEES

Families of Faith Christian Academy is committed to keeping tuition rates as reasonable as possible without sacrificing the quality of education. This is an investment in your child's future. It is also a serious financial commitment. We want to provide the best teachers and the best educational experience possible for your son and daughter. Our commitment is to be affordable to families seeking Christian education.

### DELINQUENCY

All payments must be made on a timely basis as established by the school and administered by TMS (Tuition Management Services). Should you have difficulty in meeting your tuition obligation, information on the tuition assistance application procedure is available upon request from the school financial manager.

On the 25<sup>th</sup> of each month, the school's financial manager will check all accounts. If the family's account is not current, the following may apply:

- ◆ **Academics** – On the first of each month, students may be suspended from classes.
- ◆ **Extra-Curricular Activities** - Students may not be allowed to participate in extracurricular activities including athletics, class/field trips, fine arts, etc.
- ◆ **Graduation** – *Preschool*, Kindergarten and twelfth grade students may not participate in graduation exercises until the school account for the family is paid in full.
- ◆ **Report Cards/Transfer of Records** – Students may not be allowed to take exams; and all student records and report cards may be withheld.

### FEES PAID AT SCHOOL

Throughout the school year, various fees and payments will be sent or dropped off at the school. These may include field trip, fun lunch, and class fees, as well as, fundraising monies and Scholastic book orders. Whenever you plan to leave money with the school office or send it with your student, please send it in a sealed envelope and clearly mark your check or envelopes containing cash with detailed student and payment information.

### **RETURNED CHECK POLICY**

If a check is returned to the school unpaid for any reason there will be a \$30 fee payable to the school and no further personal or business checks will be accepted for the remainder of the school year. All further payments must be made in cash, certified funds, or money order.

### **TUITION MANAGEMENT SERVICES (TMS)**

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.

## **VOLUNTEERING**

Parents are encouraged to volunteer a part of their time on a regular basis to assist office staff, library staff, maintenance, fundraisers, 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.

### **FIELD TRIP CHAPERONES**

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.

### **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.

**VOLUNTEER HOURS**

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

**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.