

# FAIRTON

CHRISTIAN  
CENTER  
ACADEMY

WARRIORS

**Student Handbook  
2025-2026**

**“And all thy children shall be taught of the LORD;  
and great shall be the peace of thy children.”**

**Isaiah 54:13**

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# WELCOME TO FCCA

Fairton Christian Center Academy (FCCA) faculty welcome you! This first section of our handbook will provide you with general information regarding our academy.

## **OUR HISTORY AND PURPOSE**

In 1978, FCCA opened its doors to 40 students. Our guiding vision is to raise up a generation “whose God is the Lord” by instilling in the hearts and minds of our students a passion for the Lord. This being the case, we aim to provide thorough biblical instruction that relates to the whole of life in a learning environment that it is safe, secure, and conditioned by His word.

FCCA was established to give students a place to receive an education in a Christ-centered environment. We give the honor and glory to God for His intervention to fulfill the purpose for which Fairton Christian Center Academy was established and continue that purpose today.

FCCA recognizes that the Lord’s command to love Him with all our heart, soul, mind, and strength is not limited to religious instruction. In fulfilling Christ’s command, we teach children to think biblically when studying math, science, English, art, music, history, or when exercising their bodies.

Clear, consistent enforcement of school policies, parental involvement, and clean, modern facilities contribute to making the school a place where students feel loved and accepted and which gives glory to God. While they are here, it is our privilege and honor to prepare them to be tomorrow’s leaders.

FCCA helps students mature into the unique adults God created them to be. We offer opportunities in academics, fine arts, and sports to assist each student in determining their God-given strengths and interests while learning skills to impact the world around them for Christ. FCCA provides a safe, wholesome environment.

Over the years FCCA has continued to grow and reach into the surrounding community. The current student body represents multiple church congregations from communities throughout the Cumberland county area. FCCA has a reputation for excellent academics, competitive sports, spiritual emphasis, and is well known and respected in the surrounding communities.

FCCA is a ministry of Fairton Christian Center, designed to train youth in a Christian environment, with Christian teachers and a Christian philosophy. The curriculum is Bible-centered with Biblical principles incorporated in every aspect of the school. FCCA provides a link between the Christian home and the Christian church in observance of the Scriptural command, “**Train up a child in the way he should go...**” (Prov. 22:6).

Attendance at this school is **a privilege and not a right**. The goal of FCCA is to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the full Gospel and the highest standards of morality and Christian behavior. FCCA expects every student to strive for academic excellence.

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## **CHRISTIAN AMERICANISM**

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom.

We unashamedly teach the Biblical doctrine of self-discipline, respect for those in authority, and obedience to law. These qualities produce, as their natural outgrowth, a love for God and country. As students of FCCA, students begin each day by stating the following pledges together as a school body. Students are required to memorize and say these pledges when we begin the school day.

- ***The Pledge of Allegiance to the American Flag***

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

- ***The Pledge of Allegiance to the Christian Flag***

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe.

- ***The Pledge of Allegiance to the Bible***

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

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## **MODEL SCHOOL STATUS**

Since the inception of FCCA in 1978, our students have been admitted colleges and universities of their choice. Our school endeavors to provide an academic program of the highest quality possible.

As a school using the Accelerated Christian Education (A.C.E.) curriculum, FCCA maintains high Biblical and academic standards and remains committed to setting children on a path for success. Our goal is to prepare children for the world today and give them the academic and spiritual tools necessary to achieve their God-given potential.

A.C.E. conducts an extensive evaluation of our school annually. FCCA has consistently earned the top rating of "MODEL SCHOOL STATUS" in "recognition of dedication and commitment to spiritual and academic excellence in Christian education." Model School Status is the highest accreditation standard that A.C.E. awards.

A.C.E.'s concepts are based on the following Five Basic Laws of Learning:

1. A child must be at a level where he can perform.
2. He must have reasonable goals.
3. His learning must be controlled, and he must be motivated.
4. His learning must be measurable.
5. His learning must be rewarded.

Based on these principles, the A.C.E. curriculum assures parents of the following:

- A solid, mastery-based, back-to-basics education for their child
- A course of study diagnostically individualized to meet a student's specific learning needs and capabilities
- A program incorporating Scripture, Godly character building, and wisdom principles

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### ***OUR PHILOSOPHY OF CHRISTIAN EDUCATION***

FCCA opened its doors because we believed that a sound education could not be acquired except in a Bible-believing environment. Wisdom and understanding come from God and knowledge of His Word. Therefore, to be well educated, one must have instruction within the framework of Biblical principles and values. FCCA will strive to instill in every student a love for God and country, a hunger for God's Word, and a concern for his fellow man.

We believe that God has ordained a pattern for every child's life. Thus, FCCA will purpose to teach students to strive for the greatest fulfillment in life by learning how to be self-sufficient, to develop a good self-image, and to follow the precepts which God lays down in His Word. A right relationship with God while they follow His plan for their lives will make life rewarding and challenging to the young people who attend this school.

We believe that the spiritual enrichment of each student is vitally important. The school conducts daily devotions and opening exercises that all students are required to attend with Bibles in hand (King James Version). Bible studies, Bible stories, and time for individual prayer and personal devotions are encouraged. Staff members are available to counsel and pray with students who are seeking growth in their relationship with God and their fellow man. The entire school atmosphere is geared toward developing Christian character and an understanding of Christian concepts.

We believe the Christian school is an institution in which parents are afforded the opportunity to carry out the Biblical mandate of training up their children in the nurture and admonition of the Lord. The real test of education is how the students are taught to live and how they are being prepared for life. Only in Christian education can they be taught that their lives must be rightly related to God before they can be rightly related to each other. The best education to prepare children for the real world is an education in Jesus Christ.

### ***CHURCH AFFILIATION***

Students and parents are encouraged to belong to and regularly attend a Bible-believing church.

# ACADEMICS

## **BASIC MATH FACTS**

Students in grades 2 through 8 are tested periodically on basic math facts in addition, subtraction, multiplication, and division. These test results are placed on the report card during the quarter they are given. A grade of 90% or higher on each test is required. If a student should fail a test, it will be repeated until a passing score is achieved.

## **CALCULATORS**

The use of calculators will be permitted with Math PACE 1075 and thereafter to help students understand decimals and percents. However, students must have successfully mastered the basic math facts in order to use calculators. Calculator usage for 7<sup>th</sup> and 8<sup>th</sup> grade levels will depend on the mastery of these facts

## **GOAL CHART**

The goal chart is designed for daily entries during one week of work. The students' goal charts are pinned in their office. Each day as they complete their goals in each subject, they enter reasonable goals for the next day and draw a diagonal line through each completed goal. Students are not permitted to scratch out or cover up their goals. Careless or irresponsible children try to "hide" the fact that they do not assume responsibility to complete goals. Students are required to enter specific page numbers in each subject, using a blue ballpoint pen.

On the first day of attendance and periodically thereafter, the supervisor will hold an orientation on how to set daily goals. In Math, English, and Word Building, students should enter actual page numbers in each subject per day. They should not put "4 pages" in the little box, but should write the actual page numbers in ink. For Science and Social Studies, students should enter actual page numbers or sections, such as I, II, or A, B, whichever is best, depending on page arrangement and the complexity of problems and equations.

Such entries as "Self-Test," "Test," and "Review" are also acceptable; however, it's important to guard against students delaying a test. Such entries should not be repeated two days in a row.

Students working in the A.C.E. Curriculum should score in accordance with built-in scoring controls. Students working in Self-Pacs may score according to their goals or when a concept or section has been completed. Students should always score before and after a Checkup and Self - Test.

When students complete their goals, they put a diagonal line across the page numbers completed. They immediately write in the next day's goals. Since they have just worked on the subject, they can better calculate how much they can complete the next day. By dismissal, they should have completed all their goals, marked off the completed goals on the goal chart, and set new ones for the next school day.

**GRADING INFORMATION - EXPLANATION OF LETTER GRADES**

The letter grades placed on the Progress Report correspond to the following percentages. FCCA uses the following letter grade system. A minimum of an 80% is required for all PACEs.

A +	100% - 98%
A	97% - 96%
A -	95% - 94%
B +	93% - 92%
B	91% - 90%
B -	89% - 88%
C +	87% - 85%
C	84% - 82%
C -	81% - 80%

The following table provides you with a Grade Point scale. This is utilized to calculate a GPA (Grade Point Average).

Percentage	Grade Points
100%	4.0
99% - 96%	3.9
95% - 94%	3.7
93% - 92%	3.3
91% - 87%	3.0
86% - 85%	2.7
84% - 83%	2.3
82% - 77%	2.0
76% - 75%	1.7
74% - 73%	1.3
72% - 65%	1.0
64% - 0%	0.0

Students who transfer from other schools will have their GPA converted to this system. In the case where only letter grades are received from other schools, we will use the A-, B-, C- and D grade points listed above in calculating the GPA.

Since high school students may transfer to FCCA from other schools which have different grading scales, the grading scale above will be used to determine class rank and GPA.

**GRADING PROCEDURES FOR NON-PACE SUBJECTS**

Students in non-PACE courses, such as Art and Music, will be graded on the following scale: E, S, G, N. These grades are based on the completion of classroom assignments and classroom participation. An "Incomplete" will be given for students who miss a significant amount of the work.

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***HOMWORK***

The responsibility for scholastic achievement is placed on the students. It is believed that no students should need to take academic work home. The goals set by them and reviewed by the supervisor are no more than they are capable of completing during the school day. Should students not meet their goals for that day, they will be required, at the discretion of the supervisor, to complete the work at home or after school in the learning center. Should students have homework, a homework slip specifying the pages to be completed will accompany the PACE. The slip is to be signed by the parent and returned the following day.

***IEP/SPECIAL EDUCATION (504 Plans)***

Students who transfer to FCCA with an IEP or Special Education designation will follow a prescribed curriculum which will be determined by the Superintendent and staff. This will be determined following testing and a review of the student's records from the previous school/schools. Parents must notify FCCA if their child has an IEP and request that those records be transferred immediately. IEPs will be reviewed and where possible integrated into the prescribed curriculum.

If your child is a high school student, he/she must complete a minimum of 24 units/credits and complete Paces 1096 in order to receive a diploma from FCCA. Your child will be given an Academic Projection after testing which will indicate the Course of Study your child will follow. Parents/guardians must sign a form acknowledging they are aware that FCCA is a private Christian school. The State of NJ does not require non public schools to follow an IEP. FCCA does not have special education resources.

The ACE curriculum is a self-guided instructional program. Supervisors guide the student through the learning process. Parents of students who have IEPs or Special Education designations must take an active part in their child's learning. Parents must review the material in their child's PACE on a daily basis. This includes, but is not limited, to, checking their child's PACES each day to make sure the work for that day has been completed, reviewing math facts and concepts, quizzing their child on the vocabulary in the PACE, helping their child learn the Scripture in each PACE as well as the monthly Scripture their child must say before the end of each month.

***LEARNING CENTER PROCEDURES***

A student is not permitted to communicate with other students or to be out of his seat without permission during PACE time. The Christian flag should be raised for supervisor guidance in academic activities. The American flag is to be raised for monitor assistance in nonacademic activities (check out reference book, tape player, use restroom, sharpen pencil, etc.). Personal questions should be asked during break time.

***LITERATURE & RESOURCE BOOKS***

Students in the Intermediate (ILC), Junior High (JLC), and Senior High Learning (SLC) Centers are required to purchase literature books for the entire school year. A list will be sent home by the supervisor stating the price for each book. Payment must be made by the end May for returning students and by the end of September for new students. If donated books are available, they will be provided at no cost.

## **MONTHLY SCRIPTURE MEMORIZATION**

As a Christian school, FCCA holds that Scripture memorization is essential to each student's educational and spiritual growth. Each student is required to memorize a monthly Scripture suited to his grade level and ability. This Scripture must be memorized and recited to a staff member by the last school day of each month. When reciting the monthly Scripture, the student is permitted one help for every three verses. The student will be given a ten minute time limit to say the required verses.

Except for extreme or unusual circumstances, as determined and approved by the Superintendent, if a child does not say the monthly Scripture by the last school day of the month, then the child will not be permitted to return to school until he is prepared to say his Scripture. Upon his return, the student must say the Scripture first thing in the morning. If a student is not able to say the monthly Scripture at that time, that student will be suspended from school the following day. If a student is absent on the last day of the month, then the Scripture must be said the morning of the day he returns, or that student will be suspended the following day.

If the student chooses to say the Scripture on or before the 14<sup>th</sup> of the month, he may divide the Scripture in half and say half at a time. However, both halves must be said on or before the 14<sup>th</sup>. If only one half has been said by the 14<sup>th</sup>, then the student will be required to recite the entire Scripture at once, including the half that had previously been said.

Monthly Scriptures should not be studied in the classroom until all PACE work has been completed for that day. Class time should be devoted to PACE work according to the daily schedule of events. The monthly Scripture (with the exception of the August/September Scripture) will be distributed on the first school day of each month. No student will have access to the monthly Scripture before that time.

On some occasions an all-day sport's event occurs the last day of the month. In order for the student to be eligible to accompany the team, the monthly Scripture must be said prior to leaving for the event. If school is in session and the team leaves during any part of the school day, the student may say the Scripture before leaving. However, if the team must leave early in the morning, prior to the school day, the student must say the Scripture the day before or he/she will not be permitted to attend the activity.

## **PACE COMPLETION**

In most subjects, students are required to complete 12 PACEs in one academic year (3 PACEs per marking period). In order to do this, students must complete and test out of each PACE within 13 school days. Any PACE that is not completed and tested within 13 school days may be taken from them, and they will be required to purchase and complete a new PACE, at the cost of \$6.00 per PACE and \$3.00 per Literature Study Guide. A slip will be sent home to parents notifying them of any 13 day violation.

**EXTENSION:** If your child is ill, there must be a signed note from the parent asking for an extension, (no more than 1 day after the child returns to school).

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**DAILY GOALS:** According to procedures, a PACE should be completed up to the Self-Test, within 10 days. Daily goals are established by taking the number of pages in the PACE and dividing them by 10. Day 11 is for the self-test. If students do not score at least a 90% on the Self-Test then day 12 is used as a review day. Day 13 is the Test day.

**GOAL CHART:** Entries such as “self-test,” “review” and “test”, are acceptable; however, the supervisor will guard against students delaying a test. Such entries should not be repeated two days in a row. Demerits will be issued for each day that the supervisor has not given permission for an extension on these entries.

**REPEAT PACE** Those students who fail a PACE Test or have the PACE taken away because the PACE has not been completed within the 13 school day limit or major improper scoring was found, parents will be informed and they must repeat the PACE. This is a Major Infraction. Please see Pg. 45 of the Student Conduct List.

**PACE VOCABULARY**

**4<sup>th</sup> - 8<sup>th</sup> grades** – Before a check-up is signed, the vocabulary from that section must be recited.

**9<sup>th</sup> - 12<sup>th</sup> grades** – All vocabulary must be said before the Self-Test is signed.

**PACES:** Students are not to doodle on or deface their PACEs in any way. PACEs are private property and are not to be shared among students. All PACE work is to be done in pencil. English and Spelling work will be encouraged to be done in cursive writing beginning with PACE 1037 and in Social Studies and Sciences beginning with PACE 1031. Work must be shown in Math and Science PACEs. Calculators are not permitted in the learning center except at the supervisor’s station or with supervisor permission.

After a PACE is completed and handed in, the students wait until the next morning before taking the test. Students are encouraged to take notes but no portion of the completed PACE is to be photocopied. An automatic discipline notice will be issued if any part of the PACE is photocopied.

**PROGRESS REPORT**

The grading system of our school is designed to give parents a true indication of the student’s progress or lack thereof. Every nine weeks during the school year, a Progress Report (report card) will be issued for each student. Parental conferences are scheduled during the school year.

**SCORING STATION**

Students may take only their PACE to the scoring station or table. Score keys are to be handled carefully. Using the red pen at the scoring table, students should mark an “X” beside the number of each wrong answer (this indicates to the supervisor that help is needed). Use only the red pen supplied at the scoring table (never at students’ office).

Score key answers are for scoring work only. Students may not COPY answers from the score keys. Students should correct wrong answers in pencil at their offices, then re-score - circle each red “X” using the scoring table’s red pen if the answer is correct. Using the red pen, students should circle

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each PACE page number when all answers are correct on that page, place red pen in holder and return score key to its proper place.

Periodically, a supervisor may review a student's PACE for scoring violations. Any student with major scoring violations may be subject to disciplinary action and may have to purchase a new PACE and repeat the PACE. This decision is made at the discretion of the supervisor and the Superintendent.

#### ***SELF-TEST***

Students must do all activities and score the PACE completely before taking the Self-Test. Supervisor must review PACE work and initial the Self-Test before student may take it. Students may not look back in the PACE while taking the SELF-TEST. Disciplinary action will be taken for those students who violate this rule.

#### ***SPECIAL PROCEDURES FOR MATH PACES***

Due to the complexity and multiple procedures required in several math PACEs there are special procedures applied to help the student learn the material.

Math PACE 1106 is an algebra PACE which is devoted entirely to word problems. The students will be given the test in three parts. After Check-up one is completed the students will do only those problems on the test that pertain to the material covered up to and including Check-up one. That section will be scored and given a grade. The same procedure will be followed for Check-ups two and three. The final test grade will be the average of the three grades earned on each section of the test. The average must be 80% or higher or the PACE will be repeated.

#### ***STUDENT OFFICES***

Offices are assigned and changed only by the supervisor, and they must be cared for by the student. Anything to be placed in the office must be approved by the supervisor. Students are not to lean or sit on offices or dividers. The goal chart and star chart are to be kept neat and up-to-date. No marks are to be made on the star chart or the goal chart.

#### ***SUPERVISOR SCORING***

When a child has supervisor scoring, he/she needs to notify the supervisor about needing the material scored. One day's worth of supervisor scoring will be checked per day, or as the supervisor deems necessary.

#### ***TERM PAPER***

Students in grade 10-12 are required to do a term paper each year according to their individual program of study. Honors, College Preparatory, and General Program students will begin term papers in the 10<sup>th</sup> grade. Vocational students will begin in the 11<sup>th</sup> grade. The number of paces required in the paper will depend on which grade and which program of study a student follows.

### **TESTING TABLE**

After the PACE is completed, scored, studied, and turned in, the PACE test is issued the next morning. Tests are administered at the testing table. No more than 3 tests in one day can be taken unless approved by the Superintendent. Students may not take anything but a pencil to the testing table (unless approved by supervisor – i.e. calculator). Talking at the testing table will result in an automatic discipline notice. (This includes students talking to themselves as this could be misconstrued as whispering to another student) Students may raise their hands for the supervisor if they have a question but there should be absolutely no talking unless it is to a supervisor or to a monitor.

A PACE test score of below 80% (or below 90% on all Word Building tests and on PACEs 1001-1036 in all subjects **(excluding the Literature and Creative Writing PACEs)**) demonstrates a weakness and/or inadequate learning or insufficient mastery of skills. A child who registers a low score has not sufficiently mastered the materials and is not ready to proceed to the next PACE. Failed PACE prices are as follows: \$6.00 for a failed PACE and \$3.00 for failed Literature. Failed PACEs may be reviewed by the supervisor for scoring violations.

### **YEARLY PACE WORK**

Normally, students are required to complete 12 PACEs in each subject per year. However, if special or supplemental classes are held, students may be required to complete fewer than 12 PACEs per year in those subjects in which special or supplemental classes are held. At the discretion of the Superintendent and supervisor, students will complete selected PACEs from the Scope and Sequence of the A.C.E program. Special or supplemental classes may include, but are not limited to, English/literature, math, science, and social studies.

The number of PACEs students will need to complete will be indicated on the long-range goal charts, which are distributed at the beginning of each academic year. Students will receive grades in the special or supplemental class, which will count towards the 12 PACE grades needed per year. Neither the academic requirements nor our high standards of excellence are being lowered. Students will complete the same amount of work, and in some cases, students may actually complete more work.

We strive to give students a quality education by enhancing our program with supplementary assignments. We feel students will benefit from this approach. If by the end of the year a student has not completed all work required, an “Incomplete” will be placed on the student’s permanent record. When the student completes all work required, the “Incomplete” will be removed and the grade recorded.

### **3-6 REPORTS**

Every third and sixth week of each quarter, the supervisor will send home a written report of the student’s progress. Parents will know exactly the PACEs, Scriptures, and other work that need to be completed in order to remain on target or for obtaining Honor Roll status for that quarter.

# ADMISSIONS

## **ADMISSIONS POLICY**

This school admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, athletics, or any other school-administered programs.

FCCA is a ministry of Fairton Christian Center. We believe that any form of LGBTQ affiliation does not align with the Bible. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. We do not accept or affiliate with the LGBTQ movement.

## **ENROLLMENT PROCESS**

**Step 1. Initial Conference:** Parents who inquire about the Academy will be invited to meet with the Principal. They will be given a tour of the Academy. The enrollment packet will be reviewed. Parents and students will have the opportunity to ask questions.

**Step 2. Submit Enrollment Packet:** Parents will submit a completed enrollment packet which includes a student application and a disciplinary/academic release form. The application and release form must be filled out completely, signed by both parents, and returned to the FCCA office.

**Step 3. Second Conference:** The completed enrollment packet will be reviewed for approval. If it is determined that a second conference is needed, the parents and student will meet with the Principal and the Board. The Principal and the Board will approve applications to the Academy. If a second conference is not required, parents will receive an official acceptance to the Academy.

**Step 4. Testing:** The applicant's name will be placed on our testing schedule. The parents will be contacted as to the testing schedule. The testing fee in accordance with our tuition policy will be due at the time of the test. After an evaluation of the test results, a conference with the Supervisor will be scheduled to review the results and determine a course of study.

**Step 5. Enrollment:** If at the time an agreement is reached that the applicant is able to function in the FCCA program, the applicant's name will be placed on the official school roll. This procedure must be accompanied by the non-refundable, non-transferable first monthly payment. Students entering after June 1<sup>st</sup> of the school year will be given an appropriate payment schedule. After the enrollment procedures have been completed, a packet of forms must be secured from the school office. These forms must be filled out completely and returned to the school office immediately.

**Step 6. Parent Orientation:** All new parents are required to attend Parent Orientation on the scheduled dates. This will help explain more fully how FCCA operates.

**Step 7. Probationary Period:** A probationary period of six (6) weeks for all new students is required for final placement in FCCA.

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***RE-ADMISSION POLICY***

If any child is withdrawn from FCCA for any reason whatsoever, the separation will be considered final. Should he or she ever wish to return, he or she must re-apply. Each case will be reviewed on its own merits. Reinstatement must be approved by the Superintendent and the board. Students who have been dismissed for any reason may re-apply the following year. Re-instatement must be approved by the Superintendent and the board.

***TRANSFER STUDENTS***

Students who transfer from other schools in grades 9-12 will be tested and evaluated as to what Course of Study they will be following at FCCA. Unless students test on level, transfer students will be placed in the General or Vocational Course of Study depending on the results of their diagnostic tests. If a transfer student desires to follow the College Preparatory Course of Study, they may do so once they attain grade level. It will take an additional number of years to complete all the necessary requirements for a College Prep Degree.

# ATTENDANCE

## ***ATTENDANCE/TARDINESS***

On a full day, as well as on half-day sessions, children must be at school for a minimum of 4 hours to be counted as present.

Students missing 15 or more unexcused school days may be required to attend summer school at an additional cost to the parents. Excused absences must be accompanied by a note from the doctor on the day your child returns to school in order for it to be evaluated by the Superintendent. Students are expected to attend school regularly. Students who do not attend school on a regular basis will be subject to dismissal.

Students may do PACE work if they are absent. **Students must obtain permission prior to working through check-ups.** No Self-Tests or PACE Tests are permitted to be taken at home.

**School begins promptly at 8:00 a.m.** Students are required to be in their respective classrooms by that time. Parents should have their children at school no later than 7:50 a.m. so that they will be ready to begin on time.

Excessive tardiness may result in a student having to serve detention/in-school suspension. Exceptions for tardiness will be made for inclement weather, transportation difficulties, or doctor visits when accompanied by a signed note from the parent or guardian and approved by the Superintendent. If your child is in the School Counts Program, please refer to the School Counts Section of the handbook for additional information as attendance is one of the criteria for this program.

## ***BEFORE AND AFTER SCHOOL***

The doors will be kept locked at all times and students and parents should ring the bell for entry. Students may be dropped off beginning at 7:35 a.m. Any students arriving prior to 7:35 am will not be allowed into the building unless special exceptions have been made through the office. Students must enter and exit through the front door only. All other doors will be kept locked for security purposes.

When students arrive, they are to go directly to the designated area (i.e., cafeteria). Students are not allowed to be in the school building unsupervised before or after school. At 7:55 am they will be dismissed to go to their learning center where a monitor or supervisor will greet them. They are to prepare for the day's activities awaiting instruction from the teacher. All students are to be in their respective classroom and seated by 8:00 am, otherwise they will be considered late and will need a late pass from the office.

No one is to leave the designated area without specific permission from the supervisor or monitor once he/she has entered the school.

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School is dismissed at 2:30pm except on Wednesdays and all half-day sessions when all students are dismissed at 12:30pm. **Children whose parents are not here to pick up them up within 15 minutes of dismissal will be sent to our afterschool program (afterschool program fee will be applied).** Afterschool Program ends at 5:00pm each day.

If for some reason you must pick up a student before dismissal, you must first visit the office. Do not go directly to the classroom. In addition, please be prompt when picking up your child. If, for some reason, you will be late, please notify the office. We do not wish to be held responsible for your children after school is dismissed.

If your child is to go home with someone other than their previously approved transportation, FCCA must have parental permission in writing. All notes pertaining to alternate transportation should be taken to the school office at the beginning of the school day.

### ***SCHOOL CLOSING – SNOW DAY/INCLEMENT WEATHER***

In case of inclement weather conditions, we will send a school wide text message to parents regarding school closing, delayed opening, or early dismissal. The information will also be posted to our **Fairton Christian Center Academy** Facebook page.

Students are responsible for daily goals on snow days or inclement weather days. They will not be penalized for working through checkups. No Self Tests or PACE Tests are permitted to be done at home. Please feel free to keep your child home from school or pick up your child from school anytime you feel threatened by weather conditions.

### ***SUMMER SCHOOL***

FCCA may provide a special summer education program for students who need to complete their year's worth of work, or who, because of excessive unexcused absenteeism or tardiness must complete requirements.

## **CONVENTION**

### ***REGIONAL AND INTERNATIONAL CONVENTION***

An exciting and rewarding event for students is the annual A.C.E. Regional Convention. Regional Convention is held for one week in April. Typically, it is hosted at a location in Pennsylvania which is about two hours away. Fundraisers are held during the year to help cover the cost related to the trip.

Students who reach the age of thirteen by December 31 are encouraged to prepare for competition in any of more than 140 events including athletics, music, arts/crafts, academics, and platform arts. Winners are eligible for the International Convention held in May/June.

Contestant guidelines are available to assist students in preparing for competition. The convention supervisor will begin preparations in the fall.

# DRESS CODE

FCCA encourages students to express their originality and identity by the way they use their gifts and talents to serve the Lord and others, rather than by the way they dress. A top quality, professionally made school uniform reflects the highest standard in dress code. There are several important reasons for this policy:

1. The need to place proper emphasis upon the character traits of modesty, personal neatness, and cleanliness; developing the inner person and recognition based upon character qualities rather than mere outward show.
2. Eliminate competition among potential social climbers.
3. Help improve a student's self-image resulting in higher academics and students who are more self-disciplined.
4. Reduce yearly clothing costs.
5. Give identification for building school esprit-de-corps.
6. Contribute to classroom décor.
7. Provide distinct differences, "being not conformed . . . but transformed..." (Romans 12:2).

All students must have the proper emblem attached to their uniforms (vests, sweaters, and blazers). Students should arrive at school in full uniform. All clothing should be clean, in good repair, well pressed, and properly fitted.

Students not in full uniform will verbally be warned by the Supervisor. If the violation persists, students will be sent to the Principal's office and may be sent home. A conference may be needed to discuss the student's attitude and recommendations. No hats, headscarves, or sweatbands are to be worn at any time while in uniform or at any function that requires uniform or dress-up attire. **No tattoo's, writing or drawing on any part of the body will be permitted.**

## ***DRESS CODE FOR SPECIAL OCCASIONS***

The dress code for special occasions such as conventions, award ceremonies, teen social, performances, programs, and all other dress-up activities is as follows:

Girls will abide by the skirt length designated for uniforms. Slits should not be higher than one inch above the knee. Girls may not wear strapless dresses. Spaghetti strap dresses must be covered by a shrug. They may not wear denim skirts or denim dresses at any dressy school function. Girls must wear a dress or skirt. NO pants, shorts, culottes, etc. may be worn. Dress shoes are required.

Boys must wear dress pants with sports jacket or suit, collared shirt, and tie. Dress shoes are required. Boys will not wear jeans at any dressy school function. No sporty hats, headscarves, or sweatbands may be worn at any school function that requires dress-up attire.

Periodically we may have dress-up day or theme day. Themes will be announced as the year progresses. Students who choose not to participate must come to school in full uniform. Any student who violates theme day guidelines as outlined by their descriptions may be sent home and/or may lose the opportunity to participate in our next theme day.

## BOYS' UNIFORMS

<b>Blazers:</b>	A navy blue blazer, which should match uniform pants, must be worn by all Senior Learning Center boys to Opening Exercises and Chapel from December through February. School patch with FCCA emblem must be sewn on upper left hand side of blazer.
<b>Hair:</b>	Standard, conservative tapered cut - Must be off the collar and ears. Nothing shorter than a #2 blade on top. Adolescent boys must be clean-shaven with no stubble or mustache. Side burns are to be no longer than the middle of the ear. Hair must be normal color, no fads.
<b>Decorative:</b>	No neck chains are to be exposed. No earrings or other questionable jewelry items are to be worn. A watch is permissible. Rings are to be limited. No body piercing or tattoos will be permitted. All jewelry must be appropriate and must not be symbolic or represent any worldly trend, philosophy or religion. No nail polish or make-up is to be worn.
<b>Long Sleeve Dress Shirts:</b>	Light blue, solid, plain
<b>Polo Shirts:</b>	Light blue polo shirts with warrior logo are required to be worn from the first day of school through and including November. Beginning in March, students resume wearing polo shirts through the last day of school. <b>All polo shirts must be ordered through the school office.</b> They should fit comfortably and not be too loose or too tight. Fit is subject to the administration's approval. Shirts are to be worn with a straight-tuck.
<b>Socks:</b>	Plain navy blue or black dress socks which completely cover the ankle
<b>Shoes:</b>	Conservative black, navy, brown, or dark tan dress shoe only (May be high top dress shoe) Shoe may be lace up or slip on, but must have a back - no flip-flops or clogs. We prefer shoes with non-marking soles. Shoes must be polished and in good repair. No sneakers, outdoors or athletic shoes will be worn with school dress uniform. Boots may be worn in inclement weather only and student must carry school shoes to change into when arriving in the learning center.
<b>Sweater/vest:</b>	Navy blue, V-neck vest or pullover sweater with FCCA emblem sewn on the upper left hand side may be worn from December through February by all students except Senior Learning Center students.
<b>Tie</b>	Red tie for all students except SLC (SLC boys must wear a red and blue striped tie). Purchase a spare in case one is misplaced. (Available in school office)
<b>Trousers:</b>	Navy blue – Trousers must have belt loops. A dress belt must be worn at all times. <b>Belts must be worn at the waist.</b>
<b>Undershirt:</b>	Undershirts are optional but must be white.

## GIRLS' UNIFORMS

<b>Blazers:</b>	At this time FCCA does not require Senior High girls to wear a navy blue blazer.
<b>Blouses:</b>	Light blue, solid, plain (long or short sleeve), and no button down or round collars
<b>Decorative:</b>	No excessive flashy or gaudy jewelry will be permitted. Jewelry must be conservative and minimal. Student will be asked to remove them if inappropriate. Earrings must not exceed the size 6 of a quarter in length and width. One ring may be worn on each hand. One bracelet may be worn on each wrist. One ankle bracelet may be worn. No worldly or trendy jewelry may be worn. This includes multi-colored plastic or rubber bands. No tattoos will be permitted.
<b>Hair:</b>	Standard, conservative style. Hair must be normal color, no fads.
<b>Hose:</b>	All girls must wear plain, navy blue knee socks, or navy tights. Girls in the Junior and Senior Learning Centers may wear plain navy or neutral hose instead of the knee socks or tights.
<b>Jumper:</b>	Navy blue - The length must be such that the hem touches the floor when the girl kneels, and it should be no longer than mid calf. FCCA emblem must be on all jumpers.
<b>Make-Up</b>	Make-up may be worn modestly. Students who wear excessive make-up will be asked to remove it. Hairstyles must be modest. Nail polish must be a conservative color. No black or other dark color is to be worn.
<b>Polo Shirts:</b>	Light blue polo shirts with warrior logo are required to be worn from the first day of the school year through November. Beginning March, students resume wearing polo shirts through the last day of school. <b>All polo shirts must be ordered through the school office.</b> They should fit comfortably and not be too loose or too tight. Fit is subject to the administration's approval. The shirts are to be worn with a straight tuck.
<b>Shoes:</b>	Conservative black, navy, brown, or dark tan dress shoe only - Shoe may be lace up or slip on, and can be open toe or open back - no flip-flops or clogs. Dress sandals are acceptable. Heel size is not to exceed 1 1/2 inch high with non-marking soles. Shoes must be polished and in good repair. No sneakers, outdoorsy type or athletic shoe will be worn in the building with the school dress uniform. Boots may be worn in inclement weather only, and student must carry school shoes to change into when arriving in the learning center.
<b>Skirt</b>	All Junior Learning Center and Senior Learning Center girls must wear A-line navy blue skirts. Other girls may wear a navy blue jumper or A-Line skirts. All skirts should be no longer than mid-calf. Skirts must touch the floor when kneeling.
<b>Sweater:</b>	Navy blue cardigan with FCCA emblem sewn on the upper left hand side of the sweater - FCCA emblem must be on all sweaters.
<b>Tie</b>	Red crisscross tie for all students except SLC-SLC girls must wear a blue crisscross tie. Purchase a spare in case one is misplaced.

# FINANCES

## **FINANCIAL OBLIGATION**

The financial policy for Fairton Christian Center Academy is a tuition payment system. Tuition is divided into 10 or 12 monthly payments. Billing statements are sent home each month. Tuition paid in full at the beginning of the school year will receive a 5% discount.

No student graduates or returns the following year unless all obligations including, but not limited to, tuition balance are kept current. Accounts must be kept current in order for the child to be considered for re-enrollment for the upcoming year.

## **TRANSPORTATION**

**B7T forms:** Parents who are eligible for transportation rebate are responsible for filling out and returning the B7T forms sent directly to you by the school district. It is important that you mail this form back to your school district (not FCCA) by the deadline stated to receive your rebate. You will receive the B7T form twice a year from the state. FCCA will no longer be responsible for B7T forms.

**B6T forms:** FCCA is responsible for sending to the districts a completed B6T form for each student during the second half of the school year and all new students entering FCCA. This form will be sent home, filled out, and returned to FCCA. Bus service is determined by the surrounding school districts each year. FCCA will notify you if busing becomes available. Parents are responsible to provide transportation if bus service is not available.

## **WARRIOR REWARDS PROGRAM**

Any parent who recommends our school to a new family and meets the following requirements will receive a **\$500.00 tuition credit**. The credit will be implemented the following academic school year.

1. Complete the Warrior Rewards Referral Form.
2. The new family's child is accepted into the school for the upcoming school year.
3. The new child remain in the academy for the entire school year.
4. The tuition of both the new and recommended family is fully paid by the end of the school.

For two completed family referrals, you could receive \$1,000! And just think ... for **eight completed family referrals**, you could receive **\$4,000!** We believe this can be a blessing to the returning families as well as increasing academy enrollment.

# FINE ARTS

## **ART**

Students participating in our Art Class will be graded on the following scale: E, S, G, N. They will have an opportunity to learn various aspects of art. Our Art Class supplements the Art PACE Electives. Students in K-12 have an opportunity to participate in Art Class.

## **MUSIC**

Those students in grades 9-12 who wish to receive high school credit for music can participate in one of the following: Handbell Choir or Choir. They will receive percent grades figured on overall academic average based upon designated criteria as outlined in each activities description. All other students will receive a performance rating, which will not be considered for credit or overall average. Continued participation in these activities will be based on acceptable grades. In addition, any student who wishes to sing in the FCCA Choir could have their participation be considered for academic credit up to  $\frac{1}{4}$  credit per year at the teacher's discretion.

### **Choir**

Our FCCA Choir are made up of students from grades 4-12. This group is designed to teach the fundamentals of singing and to prepare the students for our annual Christmas Program. The objectives for this course are as follows:

1. Learn about music
2. Learn how to sing
3. To perform if instructor feels they are ready.

Choir members may also have opportunities to minister at various venues such as nursing homes and holiday concerts.

### **Handbell Choir**

Our FCCA Handbell Choir is made up of junior high and high school students. This group is designed to teach the fundamentals of hand bell ringing. Members are required to attend rehearsals during school and to perform as scheduled.

Through the years, our FCCA has successfully medaled at the A.C.E. Regional and International Conventions. In the past, our award winning handbell choir has traveled and ministered in a variety of settings such as churches, nursing homes, weddings, parades, the local mall during the holidays, and other community and special functions. Our Handbell Choir a ministry team with a vision to bless others through music. These students attend the Regional Conventions as well as other functions deemed appropriate.

### **Piano**

Our students also have the opportunity to take piano lessons during the school day. Rates for lessons are determined by the piano instructor.

# HIGH SCHOOL/GRADUATION

## ***BACCALAUREATE SERVICE***

At the end of the school year, a special Sunday evening service is held at Fairton Christian Center to honor ALL graduating seniors of FCCA. All seniors are required to participate in this ceremony. Seniors and other students in attendance must dress in Sunday best. A time of refreshments follows.

## ***COMMUNITY SERVICE***

For students in Grades 9-12, they are required to complete 20 hours of community service each year to graduate. Student are to track these hours and have them signed off by the appropriate supervisor. Students can volunteer at school, at church, or in the community.

## ***DRIVING TO SCHOOL***

A student must apply for the privilege of driving to school. In order to do so he/she must reach a responsible standard in academics and conduct. A student request for "Driving Privilege Application" may be obtained through the school office. This application must be completed by the applicant and evaluated by the school administration before privilege is granted or denied.

## ***GRADUATION REQUIREMENTS***

At the end of the third quarter of every year, all eighth grade students and their parents are to meet with the supervisor to prepare an Academic Projection. This is the projected schedule for their high school years. A minimum of 24 units of credit is required for graduation. A prescribed course of study will be determined through a conference among the staff, parents, and student.

Before a student receives his diploma, all tuition balances and transportation fees must be satisfied. In addition, all reference books, sports uniforms, and any FCCA school property must be returned.

All students, as part of their requirements for graduation, must complete the FCCA Bible Soul Winning class. This class is offered to Juniors and Seniors only.

All seniors, as part of their requirements for graduation, will participate in the Baccalaureate and Commencement exercises. Seniors who have not completed all required work will not be permitted to participate in the Commencement exercise.

To be considered for Valedictorian or Salutatorian, the student must have attended FCCA for his/her Freshman through Senior years as a Full Time student, must have completed all requirements for either the College Preparatory or General Diploma and must have a GPA of 3.0 or higher. Students who have attended another Model ACE school for his/her high school years and transfer to FCCA may also be considered for these awards.

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### ***HIGH SCHOOL GRADUATION CEREMONY***

For all graduating seniors of FCCA, a special graduation ceremony is held at the end of the school year. A recognition gift is presented to each graduating senior. **All Senior Learning Center students are asked to attend this ceremony in Sunday dress.**

### ***HIGH SCHOOL JOBS***

High School students must maintain the following requirements to be excused from school early for outside work:

- Attendance in school each day until lunchtime and all required work must be completed
- Note from prospective employer indicating acceptance of the student to work during school hours
- Conference conducted with student, parents, and Superintendent for approval
- Mandatory attendance at Friday morning Chapel

Under certain circumstances, other arrangements may be made with approval of the administration.

### ***PHYSICAL EDUCATION (SLC: GRADES 9-12)***

Male and female high school students must participate in a sport to satisfy their P.E. requirement of one grade and credit/year. Students must have a written excuse from their physician for any extended absence from P.E. If parents feel their child is not feeling well, but the child attends school, a written note will excuse them from this activity for that day. However, they must report to their Supervisor/Teacher immediately on that day. They will not be expected to participate in physical activities.

If a student is unable to participate in a sport, the student must spend at least 4 hours a week at a physical activity (health club, swimming, etc.). This activity must be approved by the Superintendent in order for it to meet the P.E. requirement.

### ***SCHOOL PHOTOGRAPHS***

Once a year in the fall, a professional photographer comes to FCCA to take photographs of each student. These pictures are sold as a packet and may be purchased through the photography studio. It is required that every senior have senior pictures taken. One picture must be given to the school office for the class graduation composite picture.

### ***SENIOR REQUIREMENTS***

Students who have been classified in a public school through special education and those students whom the administration of FCCA feels would be classified are exempt from the spelling requirement of the four Senior Requirements which must have all items spelled correctly. They include States and Capitals, Old and New Testament Books, Ten Commandments, and United States Presidents. Students must make every effort to spell the words correctly but will not be penalized for spelling if it is determined that they have done their best to fulfill the requirement. Students must abide by all other aspects of the requirement. Exemptions will be determined on an individual basis and will be based on the student's prior academic history and a current evaluation of the student's work for classified students and for those who transfer to FCCA for their senior year.

### **SCHOOL COUNTS**

School Counts is a program of the Business Coalition for Educational Excellence of the New Jersey Chamber of Commerce. Eligible students receive an annual certificate documenting performance in school against five criteria:

- Student must be a resident of Cumberland County
- Achieve a 95% attendance and punctuality rate
- Obtain a “C” or better grade in every class
- Complete high school in eight consecutive semesters
- Take more than the minimum number of credits required for graduation
- Successfully complete Algebra I

In order to receive a two-year scholarship to Rowan College – Cumberland Campus, a student must earn **all four of the certificates while in grades 9-12.**

### **STARS PROGRAM**

The state of New Jersey may offer scholarship programs such as NJ STARS. The top 15% of the total number of students entering their senior year may be eligible for consideration. Depending on senior class size, we may or may not be permitted to submit candidates for this program. Parents, please check state sites for any assistance/scholarships that may be offered by the state.

### **SENIOR LEARNING CENTER COURSES OF STUDY**

High School students have the choice of the following courses of study: Honors, College, General, Vocational. The requirements for each course of study are listed on the following pages. Each course of study includes Senior requirements (.5 credit). The requirements for this are listed below.

<b>Senior Requirements</b>	<b>100% score required: (including spelling)</b>
	• Geography-State & Capitals
	• Old & New Testament Books (in order)
	• Ten Commandments (in order)
	• United States Presidents (in order)
	<b>90% score required:</b>
	• Continents & Countries of the World
	• A 100 question test over the United States Constitution
	<b>80% score required:</b>
	• Soul Winning Pace
	• Basic skills Math and Algebra Tests
	• Language Arts Evaluation – Reading Comprehension

***The following tables detail the Course of Study options that are available. Requirements for Courses of Study may be adjusted for students who transfer from other schools. The Superintendent will review the students’ records and make any necessary adjustments.***

## HONORS

COURSE	DESCRIPTION	UNITS
<b>Bible</b>	See electives	3
<b>Computer</b>	See electives	1
<b>English</b>	PACEs 1097-1144	4
<i>Term Papers</i>	10 <sup>th</sup> - 7 pages, 11 <sup>th</sup> – 8 pages, 12 <sup>th</sup> – 9 pages	
<b>Etymology</b>	1097-1108	4
<b>Foreign Language</b>	Spanish I & II (*)	2
<b>Math</b>	Algebra I 1097-1108	1
	Geometry 1109-1120	1
	Algebra II 1121-1132	1
	Trigonometry/Pre-Calculus	.5
<b>Music</b>	PACEs 1-6 or Handbells (2years)	.5
<b>Physical Education</b>	Organized sports meet this requirement	4
	Health 1-2 Grade 10	
	Health 3-4 Grade 11	
	Health 5-6 Grade 12	
<b>Science</b>	Biology 1097-1108	1
	Physical Science 1109-1120	1
	Chemistry 1121-1132	1
	Physics 1133-1144	1
<b>Senior Requirements</b>	Requirements listed on previous page	.5
<b>Social Studies</b>	World History 1097-1108	1
	American History 1121-1132	1
	Geography 1097-1108	1
	Civics 1133-1138	.5
	Economics 1139-1144	.5
<b>Soul Winning</b>	Soul Winning PACE required – Grades 11-12	
<b>Speech</b>	PACEs 1-6	.5
<b>TOTAL UNITS REQUIRED:</b>		<b>28</b>

**ENGLISH:** Ideally, college preparatory transfer students should earn their four UNITS by completing PACEs through level 1144. If they score at least 12.9 on a national achievement test after completing a minimum of any 12 English PACEs, an exception may be noted on the transcript.

\*Another foreign language may be taken in place of Spanish upon the approval of the principal. Parents may purchase an approved Rosetta Stone language for use at home. All quizzes and tests will be administered at school in order for credit to be issued.

## COLLEGE PREPARATORY

COURSE	DESCRIPTION	UNITS
<b>Bible</b>	See electives	2
<b>Computer</b>	See electives	1
<b>English</b>	4 years based on diagnostic testing	4
<i>Term Papers</i>	10 <sup>th</sup> - 5 pages, 11 <sup>th</sup> – 6 pages, 12 <sup>th</sup> – 7 pages	
<b>Foreign Language</b>	Spanish I & II (*)	2
<b>Math</b>	Algebra I 1097-1108	1
	Geometry 1109-1120	1
	Algebra II 1121-1132	1
	Trigonometry/Pre-Calculus	.5
<b>Music</b>	1-6 or Handbells (2years)	.5
<b>Physical Education</b>	Organized sports meet this requirement	4
	Health 1-2 Grade 10	
	Health 3-4 Grade 11	
	Health 5-6 Grade 12	
<b>Science</b>	Biology 1097-1108	1
	Physical Science 1109-1120	1
	Chemistry or Physics 1121-1132	1
<b>Senior Requirements</b>	Requirements listed on previous page	.5
<b>Social Studies</b>	World History 1097-1108	1
	American History 1121-1132	1
	Geography 1097-1108	1
	Civics 1133-1138	.5
<b>Soul Winning</b>	Soul Winning PACE required – Grades 11-12	
<b>Speech</b>	PACEs 1-6	.5
<b>Word Building</b>	Etymology 1097-1108	1
<b>TOTAL UNITS REQUIRED:</b>		<b>25</b>

## GENERAL PREPARATORY

COURSE	DESCRIPTION	UNITS
<b>Bible</b>	See electives	2
<b>Computer</b>	See electives	1
<b>Electives</b>	See electives	3
<b>English</b>	4 years based on diagnostic testing	4
<i>Term Papers</i>	11 <sup>th</sup> – 5 pages, 12 <sup>th</sup> – 6 pages	
<b>Foreign Language</b>	Spanish I & II (*)	2
<b>Math</b>	General Math	1
	Business, Consumer Math, or Geometry	1
	Algebra I 1097-1108	1
<b>Music</b>	1-6 or Handbells (2years)	.5
<b>Physical Education</b>	Organized sports meet this requirement	4
	Health 1-2 Grade 10	
	Health 3-4 Grade 11	
	Health 5-6 Grade 12	
<b>Science</b>	Earth Sci 1085-1096 or Life Sci 1073-1084	1
	Biology 1097-1108 or Origins and Science 1-10	1
<b>Senior Requirements</b>	Requirements listed on previous page	.5
<b>Social Studies</b>	World History 1097-1108	1
	American History 1121-1132	1
	Geography 1097-1108	1
<b>Soul Winning</b>	Soul Winning PACE required – Grades 11-12	
<b>Speech</b>	PACEs 1-6	.5
<b>Spelling</b>	Required based on diagnostic testing	
<b>Word Building</b>	Etymology 1097-1108	1
<b>TOTAL UNITS REQUIRED:</b>		<b>24</b>

<b>VOCATIONAL PREPARATORY *</b>		
<b>COURSE</b>	<b>DESCRIPTION</b>	<b>UNITS</b>
<b>Bible</b>	See electives	2
<b>Computer</b>	See electives	1
<b>Electives</b>	See electives	1.5
<b>English</b>	48 PACEs based on diagnostic testing	4
	<i>Term Paper</i> 12 <sup>th</sup> – 5 pages	
<b>Math</b>	36 PACEs based on diagnostic testing	3
<b>Physical Education</b>	Organized sports meet this requirement	4
	Health 1-2 Grade 10	
	Health 3-4 Grade 11	
	Health 5-6 Grade 12	
<b>Science</b>	36 PACEs as determined by reading level	3
<b>Senior Requirements</b>	Requirements listed on previous page	.5
<b>Social Studies</b>	36 PACEs based on diagnostic testing	3
<b>Soul Winning</b>	Soul Winning PACE required – Grades 11-12	
<b>Speech</b>	PACES 1-6	.5
<b>Spelling</b>	Required based on diagnostic testing	
<b>Word Building</b>	24 PACEs based on diagnostic testing	2
<b>TOTAL UNITS REQUIRED:</b>		<b>24</b>

\*Must complete through PACE 1096 or higher in all subjects in order to graduate

## ELECTIVES:

COURSE	DESCRIPTION	UNITS
<b>Art</b>	Beginning Art	1
	Basic Art	1
	Brush Art	.5
<b>Bible</b>	New Testament Survey	1
	Old Testament Survey	1
	New Testament Church History	1
	Life of Christ	1
	Christian Growth	.5
	Introduction to Missions	.5
	Ten Commandments	.5
	Biblical Worldview	1
	<b>Business</b>	General Business
	Business Math	1
	Keyboarding 1 (Typing 1)	1
	Keyboarding 2 (Typing 2)	1
	Shorthand	1
	Accounting	1
<b>Computer</b>	Computers 1	1
	Computers 2	1
<b>Foreign Language</b>	Spanish 1	1
	Spanish 2	1
<b>General</b>	Learning Center Aide (Principal's permission needed)	1
	School of Tomorrow Training PACEs (Principal's permission)	1
<b>Language</b>	Literature - 12 books (vocational only)	1
	Basic Literature I	.5
	Basic Literature II	.5
	Etymology I	1
	School of Tomorrow College English Composition I	1
	School of Tomorrow College English Composition II	1
<b>Math</b>	Consumer Math	1
	Pre-Calculus	1
<b>Music</b>	Handbell Choir	1
	Choir	.5
	Music PACE's 1-6	.5
<b>Science</b>	Physical Science	1
	Biology	1
	Chemistry	1
	Basic Biology Survey (cc)	1
	Origins and Science (A Case for Creation)	1
<b>Social Studies</b>	Collectivism - prerequisite: American & World History	.5
	Constitution	.5

# HOMESCHOOLING

FCCA offers a homeschool Instruction program for those parents who choose to homeschool their children. An interview with the Superintendent is required. All new homeschool students are required to attend school the first two weeks of school before beginning homeschool Instruction. Returning homeschool students are required to attend only the first week of school.

<b>Attendance Records:</b>	Your children are required to attend school at home every day, Monday-Friday. A record of their attendance is to be kept. Attendance Cards can be obtained from FCCA. If they miss a day of school, the date is circled on the Attendance card. Attendance records are needed for their Permanent Record, which will be kept at the Academy. If and when you decide to enroll your children in a school system, their grades and attendance will be recorded. Students going on to college must have a transcript sent to the college with this information on it.
<b>Chapel:</b>	Homeschool students are <u>required</u> to attend chapel. Chapel (held every Friday from 8:00am – 9:00am) is an integral part of the spiritual life of the school and is mandatory for every FCCA student. Missing chapel constitutes possible dismissal from Homeschool Instruction.
<b>Diagnostic testing:</b>	Diagnostic tests in math and English will be given at FCCA to determine your child's level of learning in these areas.
<b>Discipline:</b>	Homeschool Instruction should be conducted similar to a regular ACE classroom. At times children tend to need controls. At FCCA, we use the Demerit System. For more information concerning this system, please check the Student Handbook. If you have any questions, call the school office or consult the supervisor.
<b>Dress Code:</b>	Students must wear the <u>complete</u> regulation FCCA uniform when participating in any activities at FCCA. This includes, but is not limited to, testing, chapel, field trips, etc. If the dress code policy is not followed, student will be sent home and allowed to return only when a complete, regulation uniform is worn.
<b>Extra-Curricular Activities:</b>	Your children are entitled to participate in activities (Field Trips, etc.) they earn by keeping PACE work and all required work up to date. Honor Roll trips can also be earned. Field Day activities are for every student at FCCA and HSI.
<b>Handbook:</b>	Each family will receive an FCCA Handbook. You will be able to use this for guidelines in the Homeschool Instruction.
<b>Materials:</b>	All Curriculum, Literature Books, PACEs, etc. will be ordered by FCCA and given to the parents as needed. Parents will be shown how to use Goal Charts (setting goals), the Student Progress Chart (Star Chart), and all other procedures that have to do with the classroom. The American and Christian Flag sets may be purchased from the school office.
<b>Motivation:</b>	Every person needs some form of motivation. Make your school interesting for your children. Plan special projects such as Art, Music, Outings, etc. Children will look forward to these little extras, and will excel in their academic work! Students and/or parents are welcome to observe or participate in morning exercises held each day from 8:05 – 8:20 AM.  Homeschooled students are to be at school <u>only</u> for required classes, Friday chapel, and special events as informed by the supervisor. Homeschooled students must sign in and out in the main office each time they come to school. Students in grades

	9 – 12 in order to get their credit for PE are required to attend all practices and games as set up by the coach and athletic director.
<b>Parents:</b>	Homeschooled students are required to complete three PACEs in each core subject every quarter (12 PACEs per year). Students will be evaluated by the principal at the end of each quarter and may face dismissal from the Academy if the required work has not been completed.
<b>PACE Testing:</b>	<p>When students are ready to test in PACE, they will turn in the PACE to child’s supervisor by 12:00 pm the day before test. This will give supervisor adequate time to review all work completed. All projects, book reports, vocabulary, etc. must be completed before PACE is turned in. If any work is found to be incomplete, PACE will be returned to parent for student to complete at home.</p> <p>Student will come in for testing <b>by 9:00 AM</b> the next day. There is no testing on Wednesdays for Homeschool students. Students should come prepared to test. (pencil, erasers, etc.) Prior to taking a PACE test, Homeschooled students must say their <u>PACE</u> Scripture to the supervisor. If they are not able to say the Scripture, they will not be permitted to test that day. Tests will be graded and a new PACE and Congratulations Slips will be issued. If your child does not pass his PACE test, a repeat PACE must be purchased for \$6.00. A new Literature Study Guide must be purchased for \$3.00.</p>
<b>School Calendar Year:</b>	The Homeschool Instruction will be using the same School Calendar Year as the classroom instruction. Please observe all the days closely in areas of attendance. You will find a School Calendar enclosed in your packet.
<b>Scripture Memorization:</b>	Scripture verse portions may be recited at any testing visit, but <u>must</u> be said on or before the last day of each month. Each student will be permitted <u>two</u> tries each session and may not exceed two mistakes (2 <sup>nd</sup> grade), three mistakes (3 <sup>rd</sup> grade) four mistakes (4 <sup>th</sup> grade), and grades 5 through 12 are allowed 1 mistake for every 3 verses.
<b>Standardized Testing:</b>	All Homeschooled students are given an IOWA Achievement Test at the end of the school year (March or April) to measure his learning. This information is recorded on the Permanent Record. This testing will take place at the Academy.
<b>Students:</b>	Your children will be a part of FCCA. It is recommended that you conduct your Homeschool Instruction in accordance with FCCA Handbook guidelines and classroom schedules. Each morning, your children should salute the American Flag, the Christian Flag, and the Bible, and recite the pledges (in the Handbook). The monthly Scripture is also recited at Opening Exercises.
<b>Term Paper Class:</b>	All Homeschool students in grades 9-12 must attend term paper class when class is held. Time and day of class will be determined in beginning of school year. Student will be required to prepare the required number of term papers as set by Superintendent. If weekly assignments and/or final term paper are not completed by due dates, student will receive discipline as deemed appropriate by principal and possible dismissal from Home School Instruction program.
<b>Tuition:</b>	Enrollment & first month’s tuition must be paid before materials are ordered. This fee is non-refundable unless your child is enrolled in classroom instructions during the same school year. If this occurs, this fee will be deducted from the tuition fee.

# LUNCH

All students are encouraged to bring wholesome food to school for their lunch. Lunch boxes portraying “worldly heroes or slogans” may not be brought to school. Lunch must be eaten only at designated areas. No food or drinks are allowed in the All Purpose Room or Hallways. Trash must be deposited in wastebaskets and tables must be cleaned.

A snack cart is available Monday – Friday. On Tuesday’s, Chic Fil A can be purchased. On Friday’s, pizza can be purchased. Specific details will be distributed and order envelopes will be sent home weekly in the “Warrior Dispatch”. Classrooms may have morning snack time. Water is permitted to be consumed in the classroom, but absolutely no other beverage (coffee, tea, soda, etc.) is to be brought into the classroom.

# MEDICAL

## **HEALTH**

Your child’s health is of utmost importance to us. To ensure we are prepared for any medical situation, we have designated teachers and staff members who maintain CPR and First Aid certification. We work closely with parents of children who have food and other allergies to ensure all necessary precautions are taken to protect these children.

## **IMMUNIZATIONS**

The State of NJ conducts annual visits to audit the immunization records of our students. Our main office has a list of the required shots needed at which age. If you choose to decline a required vaccination, the State of NJ requires a letter to be written by the parents.

## **MEDICAL EMERGENCIES**

Every year parents will be given an emergency card for each of their children attending FCCA. These are to be completed, signed by both parents, and returned to the school office ASAP. These cards are kept in a secured file for each student in the Superintendent’s office. A copy of students’ emergency information is available for all school trips including sports, honor roll, etc.

First aid supplies are available in the office for minor injuries. The staff has been instructed to call 911 for ALL medical emergencies. An AED is located on the first and second floor of the building.

***It is the parent’s responsibility to keep emergency information current.***

## **MEDICATIONS**

Medications can be given only with written directions from a doctor or from the parents. All medications must be brought to the office. ***NO medications are to be in the student’s possession.*** This includes all over the counter and prescription medications. The school office normally has over-the counter oral medications such as Tylenol and cough drops. They will not be distributed without parent permission. If you feel that your child will ***periodically*** need oral medications, please send in a supply with written instructions and a permission slip signed by the parents. These will be kept in the office and will be distributed as needed. The office will have general medications on hand (i.e., Tylenol) for ***periodic distribution – they will not be given out on a regular basis.*** At the end of each school year, all medications will be discarded. Parents must send a new supply of medication and new permission slip each school year.

# PARENT INVOLVEMENT

## **DISPATCH ENVELOPES**

Dispatch envelopes are used in each learning center for carrying forms to the parents. The parents sign the back of the envelope and return it to the supervisor with completed forms.

## **PARENT CONFERENCES**

First Quarter - All parents are required to attend.

Second Quarter - Parents of those students who are behind in schoolwork

Third Quarter - All parents/Academic Projections

## **PARENT INVOLVEMENT COMMITTEE**

Parents are invited to join our team. We will meet to develop and implement activities for our students. Activities include, but are not limited to, the following: Thanksgiving Dinner, Christmas Program, Teen Social, Field Day, Baccalaureate, Graduation, Scholastic and Sports Awards Night, and fund-raising events. All parents are expected to support the activities of the Academy and will be expected to give of their time and talents when they are available to do so.

## **PARENT ORIENTATION**

Back To School Night will be held before the beginning of the school year. It is required that all parents attend in order to familiarize themselves with the policies and procedures of FCCA as well as any changes. Please be advised that parents/guardians of all new and returning students are required to attend orientation. If parents/guardians do not attend, they will be required to meet with the Superintendent to review the information.

## **PARENT PLEDGE AND RESPONSIBILITIES**

When parents enroll their children into FCCA, they automatically accept the responsibility to support FCCA fully with regard to the following: financial obligations, school regulations and discipline, attendance at parent functions, and volunteer duties as opportunities arise.

We strongly urge all parents to take an active interest in their children's school program. If you have any questions about classroom procedures or activities, please check with the supervisor. If any problem arises, parents should not make judgments until all sides of the issue are heard. Total cooperation between parents and teachers is a fundamental principle if a child is to progress. For an appointment to talk with a supervisor, parents must call the school office and leave a message with the secretary for the supervisor to return the call at his or her earliest convenience. At NO TIME should parents call supervisors at home.

FCCA provides an education in conjunction with full parental cooperation. It is important that the school and parents function as a team, working toward the same goals. To accomplish this, FCCA needs the full support of all parents. This includes attending ALL school functions, cooperating with school regulations and discipline, enforcing student dress codes, being prompt in paying all financial obligations, volunteering for duties as the need arises, and providing a wholesome home atmosphere where Christ is honored. Another responsibility of the parent is to fill out and return any forms that your child brings home. These may include permission slips for field trips, bus transportation forms, emergency cards, etc.

# RECOGNITION

## INCENTIVE PROGRAMS

***Congratulations Slips:*** Every time a student passes a PACE Test a congratulations slip is given and should be taken home to show the student's achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

***The Thousand Club:*** When a student has passed ten PACE tests with a score of 100%, he receives special recognition during Opening Exercises. Students are encouraged to strive for excellence. Also available are the 2,000 club, 3,000 club, etc.

***Honor Roll:*** Parents are encouraged to support their child's efforts to attain honor roll status. The specific requirements for each student are listed on the long-range goal chart (distributed at the beginning of the school year).

1. Students must complete three (3) PACEs in each subject for that quarter's honor roll, with an overall average of 90% or above to qualify for honor roll status (unless otherwise stated on the long-range goal chart).
2. A qualifying overall grade of:
  - 90% - 94% - Honor Roll
  - 95% - 100% - Distinguished Honor Roll

Grades will be rounded to the nearest hundredth for Honor Roll and medal awards. In calculating high school grade point averages (GPA) to determine Valedictorian and Salutatorian awards, grades will also be rounded to the nearest hundredth.

3. Each of the quarter's monthly Scriptures must be memorized and recited to a staff member on or before the last school day of the month. If a student is absent on the last day of the month, that student will not be eligible for Honor Roll the quarter in which that Scripture should have been said. There is sufficient time during the month to memorize and recite the monthly Scripture and achieve Honor Roll status.
4. Candidates for graduation who have completed specified requirements might be exempted from maintaining academic balance.

## SCHOLASTIC AWARDS

At the conclusion of the school year, an Awards' Presentation is held. At this time, students are commended for their achievements during the school year. This is a very special evening, and it is necessary that all students attend. Only those students who have upheld the standards of conduct, character, and integrity of FCCA will be eligible for awards.

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Gifts, certificates, medals, plaques, and trophies highlight the evening. The end-of-the-year report card will also be given out at this time.

**Certificates:** Students have the opportunity to earn the following certificates:

- Scripture Memorization** (9 monthly Scriptures)
- Distinguished Honor Roll** (95%-100% every qtr.)
- Honor Roll** (90%-94% every qtr.)
- Perfect Attendance Certificates**
- Ministry of Helps Certificates**
- School Counts Certificates**

**Medals:** “Excellence” represents the highest standard. Completing the yearly curriculum and advancing to the next grade is just the starting point towards excellence. Students can pursue and achieve excellence by striving to exceed the minimum expectation. Medals are presented for individual distinguished accomplishments. Criteria for an Award of Excellence is as follows:

1. Following PACE Instructions
2. Displaying a willingness to comply
3. Keeping up with daily goals
4. Completing PACES neatly
5. Scoring with integrity
6. Receiving a 95% or higher in a subject
7. Practical application of PACE material.

Students have the opportunity to earn the following medals:

- **Christian Character Award (BLC only)**
- **Award of Excellence Bible Reading**
- **Award of Excellence Math**
- **Award of Excellence English**
- **Award of Excellence Creative Writing / Literature**
- **Award of Excellence Science**
- **Award of Excellence Social Studies**
- **Award of Excellence Word Building**
- **Award of Excellence Art**
- **Award of Excellence Chorus**
- **Most Improved Student Award**
- **Golden Eagle Award**
- **Penmanship Award**
- **Neat Office Award**
- **Manners Award**
- **Ministry of Helps Award (BLC)**  
(Additional Awards may also be given)

**Trophies:** Students have the opportunity to earn the following trophies:

- **Award of Excellence Medal** - This student has earned the highest average in that subject for their grade level.
- **Supervisor’s Award** - This student has said all 9 monthly Scriptures and completed all work required for the year. He or she has demonstrated cooperation, respect for authority, the proper response to correction, courtesy, good manners, personal self-control, and loyalty to our school.

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- **Pastor's Award (plus Medal)**

This award is presented to an SLC student who best exemplified the character traits stressed by the A.C.E. curriculum and Biblical truths. He or she is not only academically sound, but also moral, hard-working and filled with a love for God, country, and school.

- **Junior Pastor's Award (plus Medal)**

This award is presented to a JLC student who best exemplified the character traits stressed by the A.C.E. curriculum and Biblical truths. He or she is not only academically sound, but also moral, hard-working and filled with a love for God, country, and school.

- **Kindergarten Graduation Trophy (BLC)**

**Scholarships:** Students have the opportunity to earn the following scholarships:

- **Joe Bennett Scholarship** - Presented to a student who has proven that through hard work and persistence one can achieve excellence both scholastically and spiritually.

- **Woodson Moore Scholarship** - The Woodson D. Moore scholarship is given in memory of Fairton Christian Center Academy's founder and Superintendent. It was his desire to see every child have a chance at the abundant life that Jesus purchased for each of us.

**Valedictorian/Salutatorian:**

Calculating high school grade point averages (GPA) to determine Valedictorian and Salutatorian awards will be rounded to the nearest hundredth. The course of study will also be considered in determining these awards (i.e., Honors, College, General). The timeliness of the completed work will also be considered.

# SAFETY AND SECURITY

## **EMERGENCY PREPAREDNESS DRILLS**

Safety drills are a requirement by the State of NJ. We are required to practice these every month, and do not alarm the children in any way, which is why we call it a “safety drill”. Safety drills include the following: Shelter-In-Place, Bomb threat, Evacuation, Lock Down, Active Shooter. Our staff instructs students on what steps to follow for each drill.

## **END OF THE DAY DISMISSAL PROCESS**

For everyone’s safety, parents may park in a single file line starting at the front of the school by the front door. Staff will dismiss students individually in the order of the parents who are parked in the line.

## **FIRE DRILLS**

Fire drills are a requirement by the State of NJ. A fire drill is held each month during the school year. At the sound of the fire alarm, students are to stand and walk out of the building in an orderly manner to a designated place. When all is clear, students may return to the learning center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each supervisor/monitor will be responsible for his/her class.

## **INTEGRATED PEST MANAGEMENT (IPM)**

The State of NJ requires schools to maintain an IPM Binder which we have located in our main office. IPM plans are designed to reduce the use of chemicals to treat pests. FCCA has a routine pest management schedule to monitor and treat our facilities. In the event that chemicals would be needed, parents are always notified in advance.

## **SAFETY AND SECURITY**

Your child’s safety and well-being is our first priority. We take extra measures to ensure the safety of all of our students and staff. This includes drills and procedures to prepare for the types of emergencies we work to prevent. **We have over 30 indoor and outdoor camera recording at all times.** We can go back to review camera footage as needed. Students should be made aware that there is a camera in each classroom.

## **VISITORS**

The building is secured by locked doors accessible only to currently enrolled families and screened visitors. For safety purposes, any non-school personnel – including parents – must report to the front office upon arrival at the school. If you have a scheduled appointment with a staff member or are volunteering in the school, you are required to sign in and receive a visitor’s lanyard. If you have an important message or something to deliver to your child during the school day, please leave it with the school secretary who will make sure that the child gets whatever is needed in a timely manner. This policy is meant to keep disruptions to children’s learning to a minimum as well as for safety.

# SCHOOL ACTIVITIES

## **ATTENDANCE**

Except for extenuating circumstances, on the day of a scheduled performance or practice, if a student is absent or suspended from school, he or she will not be permitted to participate in the performance or practice.

## **CHRISTMAS PROGRAM**

FCCA has an annual Christmas Program in which each Learning Center is represented. This program is coordinated by the classroom supervisors and monitors.

## **FIELD DAY**

In May, a fun-filled day is set aside for students to enjoy a variety of activities. Students rotate to different stations to new activities. Parents are needed to help oversee the activities and serve food. **Students may wear jeans, sneakers, and t-shirts (no worldly logo or slogans, please).**

## **FIELD TRIPS**

Educational and enjoyable field trips are arranged during the school year. Permission slips will be sent home and must be signed by parents before students are allowed to participate. The price varies for each field trip depending on the distance and/or expenses. Uniforms will be worn unless an alternate dress is specified on the permission slip. Plans for field trips will be made by each learning center supervisor with approval of the Superintendent.

## **TEEN SOCIAL**

Each year a special time is set aside for the Teen Social, which includes dinner, entertainment, and an evening of fun. The teens are required to dress informal to formal (dressy type clothing only) and may bring a friend with parental permission. If this person does not attend FCCA, he or she must be approved by the Superintendent.

This evening is open to all students 13 years old or older. All 9<sup>th</sup> through 12<sup>th</sup> grade students are required to attend. All those attending must abide by dress code for special occasions and all FCCA rules and regulations. Clothing may be subject to the approval of the administration.

## **THANKSGIVING LUNCHEON**

Parents will be called to donate food and help prepare and serve a turkey dinner with all the trimmings for the Academy students. This dinner takes place on the Tuesday before Thanksgiving.

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# SPORTS

## ***SPORTS/CLUBS***

Sports and clubs offered include basketball, cheerleading, cross country, soccer, volleyball, ultimate frisbee, and flag football. Scheduled games with other schools will be announced during each season by the coach. A student must maintain both academic and conduct standards in order to participate in these activities.

In order to play in a game, students must maintain academic balance. This will be evaluated every three weeks. In addition, students must say all monthly Scriptures. Except for extenuating circumstances on the day of a scheduled game, if a student is absent from school, or suspended, he or she will not be allowed to play in the game or come to practice.

Should an athletic uniform issued to the student be ruined or lost, the family will be responsible for replacement cost.

## ***SPORTS AWARDS PRESENTATION***

At the conclusion of the school year, an Awards' Presentation is held. At this time, athletic awards signifying the year's achievement will be presented. Only those students who have upheld the standards of conduct, character, and integrity of FCCA will be eligible for awards.

# STUDENT CONDUCT - DISCIPLINE

## STANDARDS OF CONDUCT

FCCA students are expected to refrain from any ungodly activities including, but not limited to, cheating, profanity, smoking, gambling, drinking alcoholic beverages, using, distributing, or possessing narcotics, and any sexual activity. Students who participate in such activities in or out of school will be suspended with potential dismissal at the discretion of the administration and the board.

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Music, books, and computer use will include only things that glorify the Lord.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this academy should immediately discuss the matter with a supervisor. **THIS IS NOT TATTLING.** It has been said, **“All it takes for evil to triumph is for good men to do nothing,”** (Edmund Burke, British Parliament, c. 1775) and **“...To him that knoweth to do good, and doeth it not, to him it is sin”** (James 4:17). The student’s name will remain anonymous.

## STATEMENT OF DISCIPLINE

FCCA recognizes that it cannot meet the educational needs of all children. It is a school offering a high quality of Christian training. Some children do not adjust to a disciplined, academic environment and find excuses to criticize the policies and decisions of staff and administration. In such cases, the school reserves the right to have full discretion in discipline, to place such students on probation for a reasonable corrective period of time, and to dismiss any student who does not cooperate with the total educational program. All students must conduct themselves in a Christ-like manner at all times. If your child does come home complaining about a policy or discipline, please follow this practice:

- Give the staff the benefit of the doubt.
- Realize that your child’s reporting may be emotionally biased
- Realize that your child’s reporting may not include all the information.
- Realize that the school has reasons for all rules and that they are enforced without partiality.
- Support the Administration and call the school for all the facts.

Discipline is training which leads to the gradual and consistent development of self-control, character, orderliness, and efficiency. Discipline is guiding a child so that he learns how to relate properly to family, adults, and peers in an agreeable fashion. The result or final goal is self-discipline... the ability to control oneself in keeping with recognized standards, without the need for control through force, physical punishment, or mental pressure.

Penalties or punishment for unwarranted behavior helps the child to learn and understand that he is experiencing or suffering the natural consequences of his own actions. Denial of privileges,

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removal from a group, being required to pay for damaged property of others, withholding of an expected reward, verbal or written apologies for offenses to others, restrictions on activities, and extra work are examples of actions that may be taken. Discipline or learning that is acquired through love, affection, mutual respect, repetition, frequent recognition, approval, and a desire to please will be of a more permanent nature.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” (I Corinthians 14:40) and that our students should be taught to accept the responsibility to “walk honorably before all men” (I Peter 2:17). At FCCA, discipline is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the learning center through kindness, love, and a genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in every area of life.

- ***“Children, obey your parents in all things: for this is well pleasing unto the Lord.” [Col 3:20]***
- ***“Let every soul be subject unto the higher powers...” [Romans 13:1]***
- ***“Obey them that have the rule over you, and submit yourselves...” [Hebrews 13:17]***
- ***“For the commandment is a lamp: and the law is light; and reproofs of instruction are the way of life.” [Proverbs 6:23]***
- ***“Chasten thy son while there is hope, and let not thy soul spare for him crying.” [Proverbs 19:18]***
- ***“Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.” [Proverbs 22:15]***

Every student has an opportunity to orient himself to the rules and regulations of the school by reading this handbook. A student is expected to take responsibility for his own actions. If he commits an infraction of the rules, he is giving himself a demerit. After a designated amount of demerits in one day, he will receive a discipline notice. When a student receives a discipline notice, a “Disciplinary Notice” is sent home with the student and is to be returned the following morning with parent’s signature.

Demerits are an indication that a student may need direction in the development of the principles of character in his life. Conferences with the supervisor, administration and parents are sometimes necessary to assure this growth.

If a student fails to adjust and adhere to the FCCA regulations and it is apparent that conduct on the student’s part is too distracting for the other students, that student may be issued a suspension or may even be expelled. If a student receives a suspension, the parents will be contacted.

Students must show respect for the authority of the administration and faculty members. Disobedience and insolence will not be tolerated. Improper speech, vulgarity, profanity, and lying shall have no place in FCCA. Students who mutilate or destroy property will be disciplined as well as pay for any damage done.

- **BULLYING or threats of bodily harm WILL NOT** be tolerated at FCCA. Example: “I’m going to kill you...hurt you, punch you out.) At the least, that student will have one day in school suspension - at the most, expulsion.
- Running, shoving, yelling, and other undue boisterousness or “horseplay” shall be considered out of order at all times.
- Stealing and cheating are considered very serious offenses and any student participating in such activities may be subject to immediate dismissal. Getting into another student’s possessions without their permission is also a serious offense, which could be considered as intent to steal.
- Students are forbidden to smoke or vape. Violating this policy will mean automatic suspension with potential dismissal.
- Students who bring articles that distract the attention of other class members will be subject to disciplinary action.
- Any student found to be involved in sexual immorality (fornication) will be dismissed.
- FCCA will not permit married students to attend school.

### **CELL PHONES AND ELECTRONIC DEVICES**

Students are not be in possession of a cell phone, smart watch, or iPad/Tablet on school grounds. If a student needs to contact their parent, students have access to the phone in the main office. If a parent needs to contact their child, they may contact the school at any time

If a student is driving themselves to school *or staying afterschool for a sport/club*, then the student may bring their phone to school but the phone will be kept turned off in a secured locker box in the main office upon arrival to the school and may be picked up upon departure

If a student is discovered to be in possession of a device in the classroom, the staff member will confiscate the device. The device will then be kept in a secured lock box located in the main office. Backpacks and bags may be searched at any time without notice or permission

Cell phone use in schools has been linked to a number of growing concerns including but not limited to: mental health, physical health, academic integrity, distractions, cyberbullying, sexting, and serious misconduct. FCCA recognizes the growing evidence that student cell phone use is detrimental to the overall emotional well-being and academic growth of a student. In addition to this, schools with cell phone bans are reporting positive results including: increased test scores and improved social skills. This policy provides guidelines for staff, parents, and students.

### **IN-SCHOOL SUSPENSION POLICY**

Students must report to the In-School Suspension (ISS) room on Fridays directly after chapel or as directed by the principal. The Superintendent may require students to serve their ISS during the week in a designated area in the office.

There is a \$5.00 ISS fee which will be given to the ISS attendant. There will be a \$1.00 per day late fee charged if the \$5.00 fee is not paid on the day students are scheduled to serve In-School Suspension.

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Students who have tests that morning will take their test in the ISS room. Supervisors will take the tests to the ISS attendant who will distribute them to the students. Tests must be taken right after chapel. Students who have music lessons that day will be excused from ISS for the duration of the lesson. Students will not be permitted to attend any other special class.

No eating or drinking except bottled water (bring your own) will be permitted in ISS except during lunch. Students will not be permitted to purchase pizza, snacks or drinks. They must bring a lunch and beverage to ISS. NO EXCEPTIONS!

Students will eat lunch from 11:15 – 11:30 in the ISS room. Students will be permitted to go to their Learning Centers during their Learning Center lunch time in order to score. Students will not be given breaks during ISS time. They will be allowed to use the restroom once before and once after lunch unless they have a note for that day from their parent/guardian saying they have a special situation.

Students will be dismissed from ISS at 2:05 at which time they will return to their Learning Center. All regular classroom rules apply to ISS. Demerits will be given for any infraction of rules in ISS. Additional days of in-school will be given if rules are broken.

#### ***INCOMPLETE GOALS & SCORING DEMERITS***

In order to avoid confusion about demerits issued for incomplete goals and scoring, we want to clarify under what circumstances these demerits will be issued. Scoring demerits will be issued for goals that have not been scored. For example, a student's goals for the week are as follows: Monday 9-12, Tuesday 13-16, Wednesday 17-20, Thursday 21-24, Friday 25-28. On Wednesday, when goals are checked, a demerit for incomplete goals will be issued if Tuesday's goals have not been completed. The same procedure will be followed each day goals are checked.

#### ***OFF LIMITS***

Areas which will be off limits to students include the following: other students' offices, learning center files, learning center when staff is not in attendance, gymnasium (except under supervised activity), automobiles, parking areas, construction areas, landscaped areas including trees, and any unsupervised areas. A student will be considered off limits if he is in the hallway or restroom without a pass.

#### ***SEARCH AND SEIZURE POLICY***

1. FCCA supports all staff in the maintenance of law, order, discipline, and decorum in its school and during authorized school functions, which take place off school property.
2. FCCA therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum, and public safety. Such materials or objects may include, but are not restricted to the following:
  1. **alcoholic beverages**
  2. **illicit drugs**
  3. **stolen property**
  4. **weapons, either restricted or prohibited by law**

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5. any object which may be used as a weapon and which may cause serious injury
  6. hate literature, racist material, pornography, etc.

3. If it is believed on the basis of reasonable grounds, that students and/or visitors are in possession of any of the materials or objects listed above, the Superintendent or her designates are authorized to conduct searches of handbags, backpacks, offices and lockers. Students/visitors also may be asked to empty their pockets. Searches will be conducted with adults witnesses present. If prohibited materials are found, they will be seized.

#### ***SIX-INCH RULE***

The “Six-Inch Rule” will be observed anytime students are under FCCA supervision. Boys and girls will not hit, shove, grab, fondle, pinch, kick, trip, etc., at any time. Failure to follow the “Six-Inch-Rule” will lead to disciplinary actions.

#### ***STUDENT PLEDGE***

When a student accepts admission into FCCA, that student automatically accepts the philosophy, standards, and code of behavior of the school and agrees to observe all rules and regulations of FCCA.

#### ***COUNSELING***

Our school offers confidential counseling services to support students with emotional, social, and academic well-being. Parental consent is required. A parent may contact the office to request counseling for their child. Counseling sessions are conducted during the school day in a safe, respectful, and private setting.

**THE FOLLOWING TABLE OUTLINES MINOR AND MAJOR INFRACTIONS.**

STUDENT CONDUCT LIST			
INFRACTION	DESCRIPTION	DEMERIT	DISC. NOTICE
<b>Minor Infractions</b>  (Any of these infractions could be considered major depending on the severity)	Talking without permission	1	
	Throwing objects	1	
	Being late for class	1	
	Being late for school	1	1 for 3 lates
	Eating in the learning center (other than lunch/snack time)	1	
	Violation of dress code *	1	
	Off limits	1	
	Littering any part of church property	1	
	Defacing PACEs, goal charts, etc.	1	
	Out of seat without permission	1	
	Disturbance in classroom	1	
	Trouble on playground	1	
	Disciplinary notice not returned or signed	1	
	Teasing other students or name calling	1	
	6" rule violation	1	
	Asking another staff member permission after refusal has been given	1	
	Wasting time	1	
	Goal chart not posted	1	
	Miscellaneous forms not returned (3-6 form etc.)	1	
	Cell phone/pager not turned off during school	1	
	PACE missing (lost or at home)	1	
	Insufficient goals	1	
	Goal chart not filled in	1	
	Improper goals (abusing Self-Test, reviews, PACE tests)	1	
	Improper Procedure – (Reviews not signed, etc.)	1	
	More than one day's work not scored	1	
Homework slip not returned or not signed	1		
PACEs not out and not in order for goal checking	1		
Homework incomplete	1		
Not reading first page	1		
* Student non-compliance with dress code, which includes haircuts, shaving of beards and tucking in shirts, will be written up and possibly sent home. Consistent non-compliance will result in dismissal from school.			
<b>Major Infractions</b>  (Referral to Principal's Office - Automatic)	Cheating (PACE WILL BE DONE OVER)		1
	Lying (verbal, nonverbal)		1
	Profanity		1
	Defacing church or school property		1
	Forging an initial or signature		1
	Disturbance in chapel		1
	Fighting		1
Insubordination		1	

Disciplinary Notice, Loss of Recess Time, Possible Suspension, Possible Dismissal)	Goal chart lost or tampered with		1
	Doing Self-Test without permission		1
	Unsuitable personal property (knife, matches, any other forms of weapon, etc; will lead to suspension/dismissal)		1
	Looking back after Self-Test has been initiated.		1
	Delinquent or inadequate term paper assignment		1
	Talking at the testing table. This may also result in a failed PACE.		1
<b>Major Scoring Infractions (Improper Scoring)</b>			
(Referral to Principal's Office)	First offense: verbal warning		1
	Second offense: \$6 fee to replace PACE, write a 600 word paper on Improper scoring and repeat PACE. Loss of recess time.		1
	Third offense: \$6 fee to replace PACE, write a paper 600 word paper on Improper scoring and repeat PACE. Loss of recess time. In-School Suspension.		1
	Fourth offense: Out-Of-School Suspension. Possible Dismissal.		

DISCIPLINARY PROGRESSION	
TYPE OF DISCIPLINE	NEXT STEP
3 Demerits (Grades 5-12)	1 Disciplinary Notice
4 Demerits (Grades 2-4)	1 Disciplinary Notice
5 Demerits (Grades K-1)	1 Disciplinary Notice
3 Disciplinary Notices in 1 marking period	1 day of In-School Suspension (ISS)
6 Disciplinary Notices in 1 marking period	3 days of In-School Suspension
9 Disciplinary Notices in 1 marking period	5 days of In-School Suspension. Possible dismissal.
Previous In-School Suspensions + another ISS	Possible Out-of-School Suspension (OSS)
Out-of-School Suspension + another ISS or OSS	Possible Dismissal

**While the above table allows parents and students to see a disciplinary progression, the Superintendent reserves the right to suspend or dismiss a student from the academy at any point in the disciplinary process. This will be based on the severity of the incident.**

**If dismissal is necessary and tuition was paid in full at the beginning of the school year, the family will be reimbursed the amount of the future months. For example, if a student is dismissed in December, the family would be reimbursed for the cost of tuition for January to May.**