



**FAITHMOUNTAIN**  
CHRISTIAN ACADEMY

**PARENT & STUDENT  
HANDBOOK**

## SCHOOL CONTACT INFORMATION

Faith Mountain Christian Academy  
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### **Administration**

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## INTRODUCTION

### OUR MISSION

Success by God's measure

We want to see our students succeed and understand *true* success. God's plan is different from this world's. It is our desire to give our students the tools to understand that difference. Our students are equipped both spiritually and academically for their next steps in life.

### WHAT WE BELIEVE

Faith Mountain Christian Academy was established to help parents provide youth with a sound academic education, with emphasis on the Bible and on preparation for future Christian service.

- We believe in One God, eternally existing, as the creator and supreme ruler Heaven and Earth. (Deuteronomy 4:35, 1 Kings 8:60)
- We believe in the Deity of Jesus Christ. (John 1:14)
- His Virgin Birth. (Matthew 1:18, Luke 1:27)
- His atoning death upon the cross. (Galatians 1:4)
- His bodily resurrection and ascension. (Acts 2:24, Acts 1:9-11)
- His imminent personal return. (Acts 1:11, Romans 8:34)
- We believe in the Trinity of the Godhead; God the Father, God the Son, and God the Holy Spirit. (1 John 5:7)
- We believe in the necessity of the new birth for cleansing from sin and creating of new life in Christ Jesus. (Titus 3:5)
- We believe that Salvation is by grace, through faith in Jesus Christ alone. (Titus 2:11, 1 Peter 1:5)
- We believe in the Holy Spirit as the indwelling Comforter and Guide into all truth. (John 14:16-19)
- We believe that the chief end of man is to glorify God. (Isaiah 43:7, Psalm 100:2-3)

## **SCHOOL OBJECTIVES**

- To teach the student to manifest fairness, courtesy, kindness, and other Christian graces
- To relate the various subject matter areas with the truth of the Bible.
- To teach the student to apply himself/herself to his/her work and to fulfill his/her various responsibilities to God, self, and the world in which he lives.
- To teach the student to think for himself/herself and to stand up for his/her personal Biblical convictions in the face of pressure.
- To show the student his/her present civic responsibility and to prepare him/her for adult responsibility.
- To assist the student in comprehending each academic subject to the best of their ability.
- To assist the student in preparing for future academic studies beyond high school graduation

## **SPIRITUAL REQUIREMENTS**

Church: FMCA students are encouraged to attend church services weekly.

Bible: In the Christian school, the Bible is the most important text. Bible classes, memorization of passages, and devotions are all extremely important aspects of our Christian education. Assignments will be treated as equally important as all other subjects. Students must bring a complete New King James Version Bible to school every day. A Bible will be provided for all elementary aged students up to and including 5<sup>th</sup> grade. 6<sup>th</sup> grade and up will be required to provide their own Bible. The New King James Version is to be used for all memory work; however, other reliable versions may be used for study purposes, or comparison.

Chapel: Chapels are held weekly. Special speakers, college representatives, and class presentations may be among some of the programs. Parents are welcome to attend.

Conduct: Students of FMCA are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty, both during and after school hours.

## **PARENTS' RESPONSIBILITY**

Parents should be familiar with, and held responsible for, adherence to all of the Academy rules and regulations, in order to prevent their child from being subjected to disciplinary proceedings due to the parent's oversight. Parental support will aid in reducing confusion between student and staff, and result in a clearer Christian testimony for the Academy.

## **NONDISCRIMINATION STATEMENT**

Admission materials and the Student Handbook shall contain language reflecting the following policy:

"Faith Mountain Christian Academy enrolls students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national origin and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic programs and other school-administrated programs."

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **ADMITTANCE POLICY**

The following information may be considered prior to admittance at FMCA:

- Ages for admission (as mandated by state law):
- Academic screening and placement assessments will be conducted at the discretion of the Administrator.
- Transcripts/Transfer credits
- Guardians must submit documentation of legal representation of student.

To continue to be enrolled a student must exhibit satisfactory academic achievement, emotional stability, positive social behavior, good moral character and willing cooperation with teachers and administration.

The parents must continue to cooperate with the school staff in the training and are encouraged to attend church regularly.

### **SCHOOL RECORDS**

Prior to an admittance decision, children transferring into FMCA from another school must have their academic, health, behavioral, and disciplinary records transferred to FMCA.

### **ATTENDANCE**

Pennsylvania State law requires that all children between eight and seventeen years of age attend school regularly. A child can never make up a day he has missed, even though he may go over the assignments that were presented. The discussions that take place in the classroom are often more valuable than the written material. Parents are discouraged from taking students out of school for family vacations.

### Absences:

A student is legally excused from school for sickness, death in the family, medical or dental appointments, and approved educational trips. All other absences are illegal and may be considered unexcused. Any unexcused absences after 3 will result in detention and must also be reported to the student's district of residence as required by state law.

All absences and tardiness will be determined to be excused or unexcused by the administration, based upon the information received in writing from the parents. According to state law, we do not have to let students with unexcused absences make up tests or quizzes they missed.

### Absence Reporting:

When any student (Pre-K-12) is to be absent from school on a given day, the parent or guardian must call the school office by 8:30 AM on that day to verify the absence. When students are absent or tardy for any reason a written note must accompany them the first day they return to school or the absence will automatically be considered unexcused.

The note should contain the following information:

- \* Date of absence or tardiness
- \* Reason for absence or tardiness
- \* Signature of parent or guardian

Absences of more than three consecutive days must also be verified with a doctor's excuse to be considered excused absences. A parent may excuse up to a total of 10 days of absences (for excusable reasons). Beyond this limit, a doctor's excuse is required for each absence.

### Planned Absences/Approved Educational Trips:

If a student knows in advance he/she is going to be absent, a parent must submit a Request for Planned Absence Approval form to the office 1-2 weeks in advance. The note should explain the absence and request all assignments expected during the absence. Any absence greater than 5 days requires approval from the Administrator. Work must be finished on the day the student returns. Make-up tests and quizzes will be reasonably scheduled within a few days of returning to school.

### Tardiness:

Parents/Guardians are responsible to have students on time to school/class. Reasons such as, but not limited to, oversleeping, missing the school bus, preferring to ride with a parent/guardian or friend, are not acceptable reasons for tardiness. If

a student arrives at school after the start of school, he/she must report directly to the Office to be issued a class admission slip.

A student is considered tardy if he is not in his designated room by 8:15 AM (except in the case of late buses), or is late for any class during the day. Students with more than five (5) unexcused tardies per academic quarter will assigned detention for each additional tardy per quarter. With the exception of a signed doctor or dentist excuse most tardiness will be unexcused due to the allowance of five.

The following criteria will be used for tracking lateness/early departure:

- Arrive after start time until 10:00 am – Tardy
- Arrive after 10:00am until 11:45 am – ½ day absent
- Arrive after 11:45am or Leave before 11:45 – full day absent
- Leave after 11:45am until 1:30pm – ½ day absent
- Leave after 1:30pm – no absence

### Skipping a Class:

Students are expected to attend all classes, chapels, or required activities unless they have pre-arranged permission to be absent.

### Withdrawal:

Should a student be withdrawn from school, a minimum of one week's notice will be given to the office, whenever possible. All school-owned books and materials must be returned and verified and the school district of residence must be notified in accordance with PA law.

When a student is withdrawn from school for any reason, the amount of tuition will be pro-rated based upon the number of days the student was enrolled. There are no refunds of tuition when paid on a 12-month payment plan. Registration fees are non-refundable. Academic records and/or transcripts will not be released until all outstanding financial obligations have been satisfied in full.

Dismissal - Attendance at this school is a privilege, not a right; and this school reserves the right to enroll and disenroll students in harmony with its purpose. If a student is disenrolled during the year for behavioral or disciplinary reasons, the decision to re-enroll student will be at the discretion of the Faith Mountain Christian Academy School Board.

Note: If it is determined by the administration of FMCA that a student has behavioral, developmental, or academic needs that we are not equipped to meet, personnel not approved or requested by Faith Mountain Christian Academy will not be allowed on school property.

## **DRESS CODE**

“Be thou an example of the believer in word, in conversation, in spirit, in faith, in purity.” -- I Timothy 4:12

FMCA does not require that a special uniform be worn to school. It is the desire of the administration that students attend school neat, clean, and wearing clothing that creates an atmosphere for learning. Some aspects of the dress code are not based directly upon Scripture, but rather are part of a reasonable and enforceable institutional standard, the keys to which are modesty and neatness. It is expected that students will adhere to the dress code when arriving, leaving, and riding the bus as well as during class time. Any writing, pictures, decals, imprints, etc. on clothing or accessories must not violate school standards. The following standards have been established for proper dress at school. ***When there are questions about current styles, final judgment on appropriateness will be determined by the administration.*** Parents will be asked to bring in clothing that meets dress code if their student is found to be in violation. Three dress code violations may result in a detention.

Hair – Hair should be well groomed and natural in color. Extremes in hair styles are not allowed.

Shirts – Shirts must be long enough to reach to pants when in sitting position and may not be tank tops. Sleeveless blouses and dresses (not tank tops) are allowed for girls. Shirts must not contain anything offensive.

Dresses and skirts – Girls may wear dresses or skirts that are no higher than 4" above the knee in the sitting position and maintain modesty. Specific guidelines include no sheer or tight clothing, no low necklines, and no styles that expose the midriff or the undergarments.

Pants – Jeans or dress pants may be worn. Pants are not to have holes, are to be loose fitting and are to be worn high enough so that undergarments are not seen. Girls' yoga-style pants/leggings may be worn by 4th graders and older under a dress, tunic or skirt that is no shorter than 4" above the knee when sitting. 3rd grade and younger girls may wear loose-fitting yoga pants without a dress over them.

Shorts - May be worn as long as they are loose fitting and are no shorter than 4" inches above the knee when in the sitting position.

Athletic Wear – Students may wear loose fitting athletic shorts, pants and/or sweatpants. No tight fitting spandex is permitted unless covered by a tunic length shirt. Athletic shorts must be no shorter than 4" inches above the knee when in the sitting position.



Shoes – Students may wear dress or casual shoes, or sneakers which are fully laced and tied, or sandals with a back strap. Flip flops and wheels are not allowed.

Hats – Hats may not be worn in classrooms.

Jewelry and makeup – A limited amount of jewelry and cosmetics may be worn as long as it is in good taste and does not tend to draw attention to the individual.

Tattoos – May only be visible if it is in good taste and does not tend to draw attention to the individual or conflict with the mission of the School. Otherwise they must be covered during the school day and at school activities.

Body piercings –Body piercings are not to be visible during the school day or at school activities.

Physical Education Dress Code – Sneakers must be worn for all gym classes to assist in avoiding injury. Although athletic shorts must meet the 4" rule, this can be accomplished with two layers if desired, i.e. loose short shorts over fitted long shorts.

Note: all students must participate in physical education classes unless a note from a doctor gives specific instructions concerning physical activity.

## **HEALTH GUIDELINES**

Parents of students entering Kindergarten must complete a medical form with shot records, etc. (For other students whose school health records are not available, a form will have to be completed also.) All students must be vaccinated in accordance with applicable state law. Every year, all students must have a complete health record, as required by applicable state law, prior to enrollment. Families will be notified by the School of the specific requirements for each student.

When students need medical attention, the school will notify the parents. No staff member will be allowed to administer any medication, including over-the-counter medication such as aspirin, without written authorization from both the doctor and the parent. The school should be alerted if any student is on medication. Any medication that is brought to school must be brought to the office or the home room for safekeeping. This includes aspirin, Tylenol, cough drops, etc.

## **FMCA ILLNESS GUIDELINES**

Please read and comply with the guidelines listed below regarding sending your child to school after an illness. Students have been returning to school too soon after an illness-related absence which then perpetuates the cycle of contagious illnesses among our students. We appreciate your understanding and cooperation in protecting all our students from communicable or contagious diseases. Students need to be in optimal health for optimal learning.

Students should be symptom and fever free for 24 hours before returning to school.

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases.

A student with **any of the following symptoms** must not attend school until such time as the student is free from symptoms listed below:

- Temperature of 100.0 degrees or more. Student must be fever free for 24 hours, without fever reducing medication, i.e.; Tylenol, Motrin, Advil, before re-entry.
- Vomiting or diarrhea must be symptom free for 24 hours, without medication, before re-entry.
- Undetermined rash over any part of the body accompanied by fever
- Red, draining eyes, intense itching with signs and symptoms of secondary infection
- Open, draining lesions or wounds
- Lice or nits on the shaft of the hair

A note from the child's health care provider may be required for school attendance.

## **GENERAL POLICIES AND PROCEDURES**

### **TELEPHONE USAGE**

Students at school will be allowed to receive calls only if the call is from their parents/guardians and is an emergency-type situation. Messages are gladly received and will be passed on. At no time will the student be allowed to use the phone without permission. Parents may be asked to pay for any long distance calls their child makes.

Cell phones are not to be used during the school day from arrival ~~8:30AM~~ until 3:00PM. If a student is caught using a cell phone it will be taken until the end of the day and parents will be notified.

### **PARENT INVOLVEMENT GROUP**

FMCA has a group of parents who like to be involved in doing special things for the students and teachers during the year. They have a number of fundraisers during the year and coordinate several events to make Faith Mountain a great place to get an education. If you would like more information please contact the school.

## **PARENT/TEACHER CONFERENCES**

Conferences are always encouraged and may be requested either by the teacher or parent. It is of the utmost importance that a parent honor the teacher's request for a conference. The first parent/teacher conference is scheduled in November and we ask that a parent attend to discuss their child's progress. School is dismissed at noon on this day. Additional parent/teacher conferences after the second and third quarters will be mandatory for students who are failing for the year.

## **SCHOOL CLOSINGS**

In the event of emergency school closing or delay due to snow, ice, etc., it will be reported over radio station WPEL -- 1250 AM or 96.5 FM; and television station WNEP. We will also attempt to notify parents via e-mail, text message, on the school website and the "FMCA Friends and Family" facebook page.

## **SPECIAL OCCASIONS AT SCHOOL**

As a rule, parties are kept to a minimum and should be cleared with the administration. In grades PreK-5, a child who has a birthday may bring in cupcakes or cookies to share with his/her class. Halloween is not observed at FMCA. It is expected that when Valentine's Day is celebrated, all children in the class receive cards. Christian holidays will be celebrated in the joyous Christian spirit for which they were intended. Worldly additions (such as Santa Claus and the Easter Bunny) will not be celebrated at FMCA.

## **VISITORS**

Student visitors interested in attending FMCA may obtain permission to visit the school, and should be attired in accordance with FMCA's dress code. All visitors must sign in at the office and pick up a visitor's badge immediately upon entering the building. When visiting FMCA, parents should dress appropriately and modestly.

## **FIELD TRIPS**

In connection with their studies, students have a number of field trips scheduled during the year. There is adequate supervision on all such trips, and permission slips will be required. Only Volunteers who have completed clearances, valid driver's license, insurance and registration on file with the school will be permitted to drive students in their vehicle.

## **EXTRA-CURRICULAR ACTIVITIES**

The school offers opportunities each year for students to participate in activities other than the required academics. These may include sports, musical groups,

clubs, instrumental lessons, and other activities that are available. Students should be committed to whatever activities they choose to be involved in.

## **FINANCIAL POLICIES AND PROCEDURES**

Application and re-enrollment fees are due March 31 of each year. Current students will have preference for open enrollment spots as long as their fee is paid within ten days of the enrollment deadline. After ten days, seats will be opened to pending or waitlist students.

No student will be re-admitted if there is any outstanding tuition and/or fees from the prior school year. No past due accounts will be waived.

Tuition may be paid in one, two or 12 payments.

If you elect the twelve month payment plan, tuition payments are due on the 1st of each month beginning in July and ending with June's payment. There will be a ten day grace period after which \$25 late fee is added to the family's account. If a family's tuition becomes 60 days late, students will not be allowed to attend until account is brought up to date.

## **ACADEMIC POLICIES AND PROCEDURES**

### **ACADEMIC PROGRAMS**

#### **K-4**

This program is available as half-day or full-day sessions (5 days per week) intended to introduce 4-year-old children to school. It is designed for students not yet old enough for kindergarten, but ready to learn in a traditional setting. Reading, writing, and arithmetic will be introduced, with an emphasis upon development of fine motor skills and attention span, music, art, social skills, and spiritual awareness. It is not a pre-school or day-care program.

#### **KINDERGARTEN (K-5)**

This program lays the foundation for the elementary program, establishing the principles of reading, writing, spelling, Bible memorization, mathematics, and introduction of science and social studies. The kindergarten is also involved in weekly music, physical education, art, and chapel.

#### **ELEMENTARY--GRADES 1-5**

This is a complete program of study with Bible, reading, spelling, grammar, writing, mathematics, history, science, music, physical education, art, and chapel. FMCA

believes that children should be encouraged to learn all that they are prepared to handle, and should be given the tools to accomplish that goal.

At the same time, we realize that not all students are prepared to learn at the same rate, and we attempt to meet each pupil's individual needs. Because of the limited resources available to FMCA, there will be some students with special needs that we are not able to meet. We strive to identify these needs and direct the parents to other schools better able to help their children.

#### JUNIOR HIGH--GRADES 6-8

This program consists of instruction in Bible, English, mathematics, history, science, geography, computer keyboarding and word processing, physical education, health, music, and chapel.

#### SENIOR HIGH--GRADES 9-12

FMCA believes that the education it provides should be superior to that offered in the local public schools. Therefore, while adopting some of Pennsylvania's requirements, FMCA has established its own course descriptions and requirements based upon the traditional college preparatory, Christian liberal arts model. Students are always encouraged to pursue the most challenging course of studies that the Lord has enabled them to handle. All courses are offered based upon availability of instructor, materials, and scheduling.

SPECIAL NOTE TO PARENTS OF SENIOR HIGH STUDENTS: When you register your student at Faith Mountain Christian Academy or any other non-licensed, nonpublic school, you should make that commitment prayerfully and fully aware that a return to state education may no longer be a convenient option.

#### **PROPOSED REQUIREMENTS FOR GRADUATION—25 credits**

Bible-- 4	Math--3	Arts & Humanities --2
English--4	Science--3	Physical Education—1.5
History--4	Health--½	Electives – 3

\*Students transferring into FMCA after Grade 9 are required to take and pass Bible each year.

#### **GRADING SCALE**

A+= 98- 100	B+= 88-90	C+= 78-80	D = 67-70
A = 94-97	B = 84-87	C = 74-77	F (Failing) = 66 and below
A-= 91-93	B-= 81-83	C-= 71-73	

#### **PICKING UP/DROPPING OFF STUDENTS**

- No cell phones while car line is moving.

- All parents and student drivers are expected to follow the traffic flow patterns and the direction of FMCA staff
- In order to ease congestion, maximize traffic flow and minimize the risk of injury, FMCA requires that students, parents and visitors follow these guidelines and courtesies at all times:
  - Entry into the carpool area must be made from the west entry.
  - Cars must line up and move in an orderly fashion in the carpool line.
  - No one may pass other cars in the carpool line, unless directed to do so.
  - Never leave your vehicle unattended in the carpool line. If you must leave your vehicle, it must be parked in one of the designated parking spaces and turned off.
  - Drivers will be expected to re-enter the carpool line if their riders are not ready for pick up. Do not hold up others who are behind you.

#### STUDENT DRIVERS - CARS/MOTORCYCLES

- Students may request permission to drive to school immediately after they receive their license.
- All vehicles driven to school by students must be registered in the school office each year.
- School traffic regulations must be followed as well as normal safe driving practices.
- During school hours, student vehicles are to be legally parked within the designated parking lines areas. We suggest that cars remain locked during the day.
- Vehicles must be left unoccupied by students from the time of arrival until the student leaves the school at the end of the day. Students may not go out to their cars during the day unless they have a pass from the office.
- Once a student arrives at school, the student may not leave school property or use his car on school property during the day without permission.
- Passengers - A student driver may not transport other students without the advance written permission of the parents of those students.
- Due to conditions in the parking areas (such as snow or special school functions which cause crowding), the administration may need to withdraw privileges from time to time.
- Permission to drive to school may be denied, revoked or suspended if a student does not follow safe driving practices on or off school grounds, does not show driving courtesy, has 3 or more unexcused lateness to school, or does not follow school driving rules.

## DAILY SCHEDULE (GRADES K-4—12<sup>th</sup>)

### A. ARRIVAL

Students must be in their home room at 8:15. Parents who drive their children and students who drive themselves must arrive in sufficient time so that the student can be in home room by 8:15. Students should not leave the classroom without permission after they have entered.

Supervision is provided in each building for early arrivals at 8:00; no one may be left at the school before that time. Early and late bus schedules will be accommodated. Students arriving on late buses should report directly to home room. Students arriving after 8:15 for any reason will report to the office rather than to home room.

### B. LUNCH

All students grades K-12 eat lunch in class rooms/dining area. Students may bring a bag lunch; a la carte lunch items may be available on occasion. Because of the number of students and lack of facilities, students will not be permitted to use the kitchen or its equipment with the exception of a microwave. Eating utensils, etc., must be brought from home.

FMCA is a closed campus; therefore, students are not permitted to send out nor go for food from any of the nearby establishments.

### C. DEPARTURE

School is over for the day at 3:00. Students riding busses/vans will be dismissed at 2:57. Parents picking up their students at the end of the day should arrive between 2:45 and 3:00. All students who are not staying for extra help, sports practice, or detention must leave by 3:00.

## **CODE OF CONDUCT**

FMCA believes that our students should be reverent, loving the Lord Jesus and serving Him daily; and we further believe that if our students would obey His Word, the Bible, then no other code of conduct would be necessary.

However, we know the sinful nature of fallen man leads each of us to stray from the path that God has set before us. Therefore, we have established this code of conduct to promote godliness, respect, courtesy, virtue, and kindness.

*NOTE TO PARENTS:* Deuteronomy 6:6-7 gives you the responsibility for educating your children and we have no desire to usurp your position. At the same time, in order to provide a safe, wholesome, and uplifting atmosphere for learning, FMCA must have certain established rules and standards. When you as parents agree with and support the academy's stand on issues, your children will be more likely to be content and ready to learn. Cooperation in this area will accomplish much more than conflict!

**All students shall:**

- accept the leadership and authority of teachers, principal, and other staff members.
- respect the property of the school, church, and all others. Any damage will be paid for by the student or his parents.
- practice good citizenship, punctuality, cleanliness, good manners, and the fruit of the Spirit (Gal. 5:22-23).
- dress in accordance with the dress code.
- keep the facilities safe and bright by helping to clean, by avoiding all running or rowdiness, and by showing respect to other students (especially the younger ones).
- be in the proper place at all times. Students should have a pass in order to be outside the classroom during class time; should remain on school grounds until dismissal or until given specific permission to leave;
- represent FMCA and the Lord Jesus with consistent good testimony at all times, whether in the class, on the playground, on the bus, on field trips, and even out of school. Significant public sin may result in disciplinary action even though the incident occurred off campus or after school hours, if it brings reproach upon the academy or may pose a threat to its purpose. Public postings on the internet may be considered grounds for discipline if it brings reproach upon Faith Mountain Christian Academy
- keep romantic relationships pure and God-honoring. To avoid distractions no public displays of affection will be allowed on campus or at school-sponsored events.
- do their best. Students should have all materials for class each day, should listen, and do all work promptly and neatly. Standards defined by the teacher should be followed carefully.

**Students shall not:**

- bring onto campus anything that could prove to be dangerous, distracting, or potential for theft. Specific items included are such things as firearms, lighters, knives, cellular phones or music devices (must be in lockers), skateboards, pets, comic books, indecent reading material, audio or video tapes, or any other questionable items. Articles requested to be brought in by the teacher should stay in the teacher's possession while on school grounds. Violations may result in permanent loss of the item.
- promote worldly thought, attitude, or behavior at FMCA. Casual discussion or promotion of immorality, drug or alcohol use, or others activities associated with



sin or rebellion, etc., will not be tolerated. FMCA wishes to promote an atmosphere of spiritual encouragement, and does not want to give Satan any occasion to distract, discourage, or tempt our students to stray from a life of righteousness.

- use profanity, obscenity, or vulgar language, but only words which glorify the Lord.
- chew gum on school grounds.
- eat or drink in any hallway area.
- become involved in rowdiness. Students should not push, trip, fight, wrestle, pick up, or spit on any other student; and should not throw, launch, or shoot any object.

## **DISCIPLINE**

The obedience of children is a mandate from God's Word (Eph. 6:1), and students who are Biblically obedient will be submissive to authority (Heb. 13:17). Pupils must learn that infractions have consequences both spiritual and natural--here and now (Acts 24:16), and that the purpose of discipline is restoration (Gal. 6:11)

Therefore, we will practice discipline that is immediate, not prolonged, not bringing up previously punished offenses. Discipline will be administered through stern but loving action, avoiding unnecessary humiliation and anger; therefore, privacy will be maintained during the disciplinary process unless a public infraction warrants a public rebuke.

Clear-cut directives will be given before punishments are meted out (Ex. 20), and a positive attitude of rewards for proper behavior will be encouraged, in order to avoid provoking students to wrath (Eph. 6:4).

In the light of the Biblical principles listed above, FMCA's disciplinary code consists of the following actions. Obviously, not every step would be appropriate in each situation; the offense, grade level, and circumstances will determine the proper response in any particular incident.

- |                                |                                    |
|--------------------------------|------------------------------------|
| --Warning (verbal or written)  | --Special assignment               |
| --Time out (head down on desk) | --Detention                        |
| --Privilege lost               | --Probation                        |
| --Notification of parents      | --Suspension (in or out of school) |
| --Temporary removal from class | --Disenrollment from FMCA          |

As a School, FMCA will not use corporal punishment as a disciplinary measure.

## DEFINITIONS

**Warning**--a reprimand for a violation of the spirit or intent of the rules, intended to prevent future or more serious offenses. In the case of older students, a written warning may sometimes be effective.

**Time out**--having the student sit quietly with the head on the desk, allowing the child to calm down. This is especially effective with younger children.

**Loss of privilege**--this can be anything from denying the student recess, to making him/her sit out of a game. Students should not normally be kept out of class or a spiritual opportunity.

**Notification of parents**--if a young person's behavior begins to become habitually or seriously disobedient, disrespectful, or irreverent, then the parents will be notified either by note or by a phone call, so that they may be aware and can work at home to correct the problem. Parents will automatically be notified of detentions, probation, suspension, or expulsion.

**Temporary removal from class**--used when the teacher recognizes the necessity for a student to be separated from the other students for a time of reflection and correction. The student will be sent into the hall just long enough for the teacher to make arrangements for the rest of class; after which the teacher will accompany the student either to a nearby private spot or to the principal's office to be dealt with.

**Special Assignment**--sometimes a student will benefit from a writing assignment or other task designed to remind him that misbehavior can have unpleasant consequences. Assignments may be intended to be done either during detention or at home. Parents may be asked to sign the completed assignments

**Detention**--a period of 30 minutes after school, during which a student is given a remedial assignment directly related to the offense for which the detention was assigned or will sit quietly to be given an opportunity to think about why they have been disciplined. The teacher may use this time as a counseling session if that is appropriate. The student may be asked to help with custodial duties while on detention. Detentions will be held from 3-3:30 PM and notice will be sent home to the parents on the day that the detention is issued. Administrative detentions will be issued for repeated tardiness or violations of dress code, pass rule, etc. All students staying on school property will be subject to detention criteria unless supervised by parent/parents. Students staying without detention will be charged \$3 per student and added to students account.

**Probation**--a period of time when the administrator places a student under restrictions and requirements. This time of observation and remedial discipline may serve as a "grace period" during which a student with serious behavioral or attitude problems can correct the problem; failure to do so may result in expulsion. A student on probation may not participate in athletics, choir trips, etc.

**Suspension**--1-5 day period of restriction from school and school activities. Suspension is designed as a time for the student to consider the seriousness of his actions, and to work out the difficulties with his parents, teachers, and the administration of FMCA. All work assigned must be completed before the student returns to class, and any work not able to be made up will receive a zero.

**Disenrollment**--revoking the privilege of attending FMCA because of serious offenses, primarily gross public sin or an unrepentant attitude of rebellion. Students who leave FMCA as the result of disciplinary action will not be allowed to seek readmission until they have been absent for one complete semester; after which the Board of Education may review the student's status at the request of his pastor.

## ATHLETIC PROGRAM

All students participating interscholastic athletic competition must have a sports physical before the first practice. Specific practice and participation guidelines will be given to the team by each coach, but the following apply to all teams:

- late-night games or practices will be scheduled only on Fridays (any activity that returns students to FMCA after 8:30 PM is considered "late night")
- all team members are expected to be at every practice and game unless prior permission is granted by the coach

### ATHLETIC ELIGIBILITY

AT FMCA, we consider athletics an important part of an all-around education. Athletes should be above reproach and an example to others, as they are our school's representatives. At the same time, academics must have first priority over sports or any other extra-curricular activity. Therefore, we have adopted the following eligibility requirements:

- A student must maintain an average of 70 or better in each subject in order to participate in extra-curricular activities. Grades will be checked bi-weekly throughout the sports season.
- Should a student become ineligible because of a failing grade, he will not be allowed to attend or be involved in any practice, scrimmage, or game from the Monday following the report of the grade, and continuing until the following grade check. (Vacations and holidays may require administration to deviate from Mondays as starting and ending days for this probation period. The principle is that the student has a full week of school to bring up the grade.)
- Students who have raised the average in the failing class above 70 will be allowed to practice and play; students who are still below 70 continue to miss practices, scrimmages, and games for one more week, when a recheck will be made. Students remaining ineligible after this second week of grace will be removed from the team.
- Students who fail any class for the year will be on academic probation until the mid-quarter interim report is issued in October. This means that any grade

below 70 on that report will result in the student being removed from the team, without benefit of extra time to raise the grade above 70. Students passing for the year but failing the 4th quarter will be allowed only one week after the interim report to raise any failing grade in the new quarter.

- Eligibility for transfer students will be determined on a case-by-case basis by the administrator.