



**Families of Faith Christian Academy**  
**ELEMENTARY SCHOOL**  
**PARENT-STUDENT HANDBOOK**

**Mission Statement**

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

**FAMILIES OF FAITH CHRISTIAN ACADEMY**  
**24466 W EAMES STREET, CHANNAHON, IL 60410**

**815.521.1381**  
**admin@fofca.com**  
**www.fofca.com**



## **Families of Faith Christian Academy Administration**

**Rev. Randy Blan - Head Master**

**Karen Blan – Administrator**

**Sherry Blan – Principal**

**Chris Stonebraker-Office Manager**

**Jonathan Chappell- Athletic Director/Upper School Student Advisor**

**Rachal Ayers – Elementary Student Advisor**

### **Revision Policy**

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

Rev. 7/23/21

## INDEX

### STATEMENT OF FAITH P5

### STATEMENT OF CHRISTIAN PHILOSOPHY OF EDUCATION P5

### STATEMENT OF OBJECTIVES AND PURPOSE P6

### STATEMENT OF NONDISCRIMINATION P6

### ACADEMICS P6

ACADEMIC PROBATION P6

ACCOMMODATIONS/MODIFICATIONS P6

ACCREDITATION P7

AWARDS P7

BIBLE & CURRICULUM P7

EXTRACURRICULAR ACTIVITIES P7

FIELD TRIPS P8

### GRADING POLICIES P8

GRADING SCALE P8

GRADUATION P8

HOMEWORK P9

HONOR ROLL P9

JUPITERGRADES P9

ORIENTATION NIGHT P9

PHYSICAL EDUCATION P9

REPORT CARDS P9

STANDARDIZED TESTING P9

SUPPLIES P9

TUTORING P9

### ADMISSIONS/ENROLLMENT P10

CHARTER MEMBERSHIP P9

FINANCIAL AID PROBATION / SUSPENSION P10

FINANCIAL DIFFICULTIES P10

RE-ENROLLMENT P10

### ATHLETICS P10

### ATTENDANCE P10

ABSENCES P11

ATTENDANCE GUIDELINES P11

CLOSED CAMPUS P11

ENRICHMENT CLUB P11

EXCUSED & UNEXCUSED ABSENCES P11

EXTENDED ILLNESS P12

EXTRA-CURRICULAR ATTENDANCE P12

TARDIES P12

TRUANCY PREVENTION INITIATIVE P12

### DAILY PROCEDURES P12

ACCIDENTS & INJURIES P12

ARRIVAL PROCEDURES & DISMISSAL PROCEDURES P12

CELL PHONES P13

CHAPEL P13

CHILD ABUSE POLICY P13

ELECTRONIC EQUIPMENT P13

GUM, CANDY AND FOOD P13

GYMNASIUM RULES P13

HALLWAY PROCEDURES P14

HARASSMENT P13

INSPECTIONS P14

INTERNET P14

LIBRARY P14

LOCKERS P14

LOST AND FOUND P14

LUNCHES P14

CAFETERIA RULES P15

HOT LUNCH PROGRAM P15

MUSIC INSTRUCTION P15

PATRIOTISM P15

PICTURES P15

SKATEBOARDS, ETC. P15  
STUDENT PRESENCE IN OFFICE AREA P15  
TELEPHONE MESSAGES AND USE (OFFICE) P15  
TOYS P15  
VISITORS P15  
WATER BOTTLES P15  
YEARBOOK P15  
**DISCIPLINE/CODE OF CONDUCT P16**  
MINOR VIOLATIONS and GUIDELINES P17  
MAJOR VIOLATIONS and GUIDELINES P17  
ZERO TOLERANCE POLICY P18  
ATHLETIC INELIGIBILITY P18  
CODE OF CONDUCT PROBATION P18  
DETENTION P18  
PARENTAL RESPONSIBILITY P18  
UNAUTHORIZED CELL PHONE/ ELECTRONICS USAGE P18  
**EMERGENCIES P18**  
EMERGENCY CLOSINGS P18  
EMERGENCY DRILLS P18  
**HEALTH P19**  
HEALTH AND IMMUNIZATION POLICY P19  
HEALTH GUIDELINES/ MEDICATION P19  
**PARENTS P19**  
COOPERATION P19  
CUSTODY P20  
FINANCIAL RESPONSIBILITY P20  
INVOLVEMENT P20  
ORIENTATION P20  
PARENT TEACHER CONFERENCES P21  
PARENTAL REQUIREMENTS P21  
PARTIES P21  
SIGN IN & SIGN OUT P21  
**TRANSPORTATION P21**  
AUTOMOBILE SEARCH P21  
CARPOOLS P21  
**TUITION & FEES P21**  
DELINQUENCY P21  
FACTS MANAGEMENT SERVICES P22  
FEES PAID AT SCHOOL P22  
RETURNED CHECK POLICY P22  
**VOLUNTEERING P22**  
FIELD TRIP CHAPERONES P22  
VOLUNTEER DRESS CODE P23  
VOLUNTEER HOURS P23  
YOUNGER CHILDREN AT SCHOOL/FIELD TRIPS P23

## **STATEMENT OF FAITH**

We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice.

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is fully God and fully man.

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God in hell.

We believe all human beings are born with a sinful nature.

We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified, by faith in Him, on the grounds of His shed blood.

We believe in the imminent return of our Lord and Savior, Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

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

True Christian Education will recognize that:

A differentiation must be made between earthly wisdom (1Cor. 1-2; Jam. 3:15) and spiritual wisdom (1Cor. 1:30, 7:10-16; Jam. 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Prov. 1:7, 9:10, 15:33; Col. 2:3).

The purpose of Christian education is to convince the student of his need for a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Rom. 12).

The process of Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph. 4:4-6).

Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Deut. 4:10, 6:6-7, 20:17-18; Psalm 106:34-37; Jer. 10:2; Matt. 12:30; 2 Co r. 6:17; Ezek. 44:5; Ezra 7:25; Prov. 22:6).

God has ordained one woman/one man marriage, the family (Gen. 2:27-28; 3:18-24), and the Church (Matt. 16:13-18; Eph 5:23-32) as the institutions, which He desires to use to accomplish His divine will on Earth. Local gatherings of believers, called churches, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area, there are two types of schools: the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three, parents, church, and Christian school, is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it" (Prov. 22:6).

The Biblical and philosophical goal of Families of Faith Christian Academy is to develop students into mature, Christ-like individuals, who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Families of Faith Christian Academy, all students are expected to exhibit the qualities of a Christ-like life that will be taught by the school and to refrain from certain activities or behavior. Thus, Families of Faith Christian Academy retains the right to refuse enrollment or to expel any student who engages / supports in immoral practices, such as: sexual immorality, homosexual/bisexual behavior, substance abuse, theft, gang affiliation, bringing weapons to school, etc. (Exod. 20:15; Lev. 20:13; Rom. 1:27; 1 Cor. 6:19; Eph. 5:3)

## STATEMENT OF OBJECTIVES AND PURPOSE

Family of Faith Christian Academy seeks:

To guide each student toward a personal relationship with our Lord and Savior, Jesus Christ.

To offer a quality co-educational program in grades Pre K - 12 that, are both God-centered and educationally sound.

To provide learning experiences which develop the student's maximum spiritual, intellectual, social, physical, and emotional potential.

To prepare students for life in this world and the eternal world, which they will one day enter.

To meet the individual needs of the student through utilization of proper placement, ability grouping where appropriate, and continuing guidance regarding the ongoing selection of a student's course of study.

To instill in students a respect for God and others.

To foster an attitude of personal responsibility for one's actions.

To equip students to be able to make sound decisions based on high moral and ethical standards.

To develop within each child a healthy, respectable self-image.

To encourage a discipline of daily devotions (prayer and personal Bible study) that will produce a happy, joyful, victorious Christian life.

## STATEMENT OF NONDISCRIMINATION

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

## ACADEMICS

### ACADEMIC PROBATION

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

Academic probation can begin prior to the beginning of a semester or at the quarter grading period breaks. Any student failing two classes at the end of the quarter grading period will be placed on academic probation for the remainder of the semester. Any student displaying a pattern of failure will be reviewed and evaluated in order to determine the causes of academic difficulty.

Recommendations will then be made to the parents. The following provisions exist for students on academic probation:

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

A teacher or the administration may request tutoring. All students failing three or more classes at the conclusion of the semester will be subject to review and possible dismissal. Students and parents will be notified after the end of the semester concerning their current academic probation status. If you have a student who seems to be struggling with his/her work, contact the Administration Office at 815.521.1381 to arrange for a meeting to determine what options are available.

### ACCOMMODATIONS/MODIFICATIONS

Accommodations/modifications are academic changes made for a specific student because of a diagnosed learning difficulty.

Accommodations are a change of the curriculum for a specific student. Modifications are an adjustment of academic goals involving classroom setting, schoolwork, and homework for the purpose of helping a student become successful. No accommodations or modifications will be made without administrative approval.

## **ACCREDITATION**

Association of Christian Schools International accreditation is a process - a self-study and an analysis, a comparison to established standards, an assessment of a school's mission, a commitment to quality education, and a willingness to be accountable. Christian schools can use all these components of the process to reach toward their goal of excellence in education.

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

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

### **WHY ACCREDITATION?**

We do not want to be JUST a school, but a school of excellence. ACSI provides the means for us to become just that through credibility, accountability, integrity, and guidance. We always want to maintain the highest of standards that qualify our graduates for admission to higher or more specialized institutions.

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

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

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

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

### **WHAT WILL THE FACULTY REQUIREMENTS BE?**

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

## **AWARDS**

The Year-End Award Ceremony is always an exciting time for our school as we celebrate our students and their accomplishments. Many will be recognized for their achievements as well as those who have received special honors in school-related activities i.e. High Honor Roll (final grade of A in all subjects), Honor Roll (final grade of A and B in all subjects), Good Samaritan Award, Most Improved, Perfect Attendance (being in school every day without absence and less than 3 tardies). Everyone is welcome to attend this great time of celebration!

## **BIBLE**

Bible study is of prime importance in this school. Each grade level focuses on a Biblical character and their relationship to salvation history for the greater portion of the school year. Other favorite Bible stories are included as well. In addition to the content, the course emphasizes Scripture memorization, music, and prayer. It is not our purpose to advance any particular denominational position. We encourage students to have a personal, saving relationship with the Lord Jesus Christ and live out the truths of God's Word.

## **CURRICULUM**

The ABeka Curriculum is our main supplier. We believe in a solid, traditional mathematic program and strong phonics-based reading program.

## **EXTRACURRICULAR ACTIVITIES**

FOECA offers many options for a student to grow and use their God-given talents. Some of the opportunities may be as follows:

**Art Fair**— Our school strongly encourages the students to participate in the Art Fair. FOECA students continue to compete in the ACSI Art Competition which includes a variety of work ranging from abstract paintings to clay models.

**EagleNotes Choir** – The FOCCA choir performs many times throughout the year, everywhere from our school to the District ACSI Music Festival. The choir has been invited to sing in the past at the Joliet Slammer’s ballpark as well as the Joliet Mall.

**Science Fair and History Wax Museum** – FOCCA students are encouraged to apply hands on learning through the Science Fair and the Wax Museum. Each class participates in these special learning opportunities.

**Spelling Bee** – The ACSI Spelling Bee is held annually for students in 1st through 8th grades. ACSI provides a list of spelling words designed to help students integrate both writing and reading exercises with spelling. Students first compete in a school-wide spelling bee. The winners advance to the District competition with opportunity to advance to the Regional competition. The objective of this competition is to develop good spelling habits, good vocabulary, proper communication as well as to promote fellowship with students from other Christian schools.

**Talent Show** – FOCCA students come together to produce a school-wide talent show each year. We have an amazing group of talented students we encourage to use their gifts. From singing, dancing, skits, and even drawing, students enjoy this special showcase.

NOTE: Fees may incur for some of the above activities.

### **FIELD TRIPS**

Students may have the opportunity to attend field trips throughout the year. Permission slips will be sent home in advance. Students are not required to attend any of the field trips; however, if a student chooses not to attend, they will be the responsibility of the parents. At the discretion of the teacher, specific field trips may be used as a class grade.

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

### **GRADING POLICIES**

100 points – Tests

50 points – Quizzes

50-100pts – Special Projects/Papers

5 points – Homework assigned

5 points – Daily participation

50 points/week – Daily Work

These are approximate.

### **GRADING SCALE**

A+	100 - 99	C+	84 – 83
A	98 - 95	C	82 - 79
A-	94 - 93	C-	78 – 77
B+	92 – 91	D+	76 – 75
B	90 - 87	D	74 – 71
B-	86 - 85	D-	70 - 69

### **GRADUATION**

We will hold Pre-K, Kindergarten, 8th Grade and High School Graduations to commemorate successful completion of the student’s corresponding program of study. On the night of 8<sup>th</sup> and High School Graduation, there will also be an Awards Ceremony recognizing various 6<sup>th</sup> – High School students and their achievements. All are welcome to attend these amazing celebrations.



## **HOMEWORK**

Homework is assigned for the purpose of review and the enforcement of concepts, not for teaching. Homework assignments not turned in when they are due will be considered late.

We request parents' full cooperation in seeing that the homework assignments are completed. Parents are required to sign the daily homework assignment book. Elementary students are to take their assignment books home daily for review.

Homework will be noted in Jupitergrades as well as grades for completed work. Incomplete work will be noted as a "0". The student has no more than 2 days to complete missing/incomplete work. After three missing homework assignments in one quarter - a lunch detention will be served with assigned work. (This is a great time to teach the responsibility of doing assigned work and consequences to when they do not complete work. Once again, the teacher will be responsible to keep track and communicate to parents.)

## **HONOR ROLL**

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

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

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

## **JUPITERGRADES**

JupiterGrades allows students and parents to check their current grades and homework online anytime. Everyone has their own password, so grades are always private. You can access JupiterGrades from any computer with internet access: Mac or Windows; Firefox, Internet Explorer, Safari, or Chrome. Attendance will be kept on JupiterGrades and students can access a homework calendar for all their classes on one page, including any missing assignments. We highly encourage all parents to regularly check JupiterGrades. All Code of Conduct violations will be logged in JupiterGrades and will be our main form of communication with our parents when it comes to discipline.

## **ORIENTATION NIGHT**

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

## **PHYSICAL EDUCATION**

Each grade will participate in a structured physical education class each week in addition to the scheduled recess period. Students who are unable to participate in the regular physical education program must bring to the school office a written order from their doctor. The doctor's order must state any restrictions related to medical, surgical, or injury and must include an end date or date of next appointment. Parent requests for a one (1) or two (2) day excuse are to be presented directly to the office.

## **REPORT CARDS**

The school year is divided into four quarters. Report cards come out after the end of each 9-week quarter.

## **STANDARDIZED TESTING**

Standardized achievement tests will be given during the spring semester of each year. Dates will be published.

## **SUPPLIES**

General supply lists are available in the office or on the school's website at [www.fofca.com](http://www.fofca.com).

## **TUTORING**

Additional tutoring may be offered (for a fee), and in some cases required, for students needing more individualized assistance. A tutor may be required by:

- The administration, based on student academic performance.
- The teacher, based on student academic performance.
- The parent. Please contact the individual teacher to determine the days and times available for your student.

Please note that the teachers are also willing to help a student before or after school.

## **ADMISSIONS/ENROLLMENT**

### **CHARTER MEMBERSHIP**

FOFCA is excited to be able to participate in a program that will afford families an opportunity to secure placement of their child/children in an innovative and dynamic Christian education program right here in the heart of Channahon, Illinois. Upon execution of a Charter Agreement and tuition paid in full each participating year, Families of Faith Christian Academy agrees to recognize the student as a "Charter Member" of FOFCA; receives guaranteed placement for every consecutive year attending FOFCA; and tuition guaranteed for K-12th grade at the rate of the present year's tuition for the grade the student will be entering (Elementary, Junior High, High School). The Charter Member Family agrees to the following: pay the charter fee up front; be faithful to pay the student's yearly tuition in full- and on-time during re-enrollment week. A Charter membership is a privilege and is non-transferable. (See Administration for more details on how to become a Charter Member.)

### **FINANCIAL AID PROBATION / SUSPENSION**

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

### **FINANCIAL DIFFICULTIES**

If you have any extenuating circumstances that are or may impact your financial obligations to FOFCA, please contact the School Administration immediately. Early and frequent communication is the key to resolving difficult issues.

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

### **RE-ENROLLMENT**

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

## **ATHLETICS**

FOFCA will offer athletics beginning with 4th grade boys and girls. A participation fee is mandatory for each sport to offset costs involved. Participating students must have had a physical examination within the past year. Athletes and their parents must attend the Sports Information Meeting on Orientation Night. All athletes are expected to exemplify Christ-like values in conduct, sportsmanship, effort, and attitude. Any student not exemplifying such qualities will be suspended from all athletic practices/events.

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

1. The athletic program must be sponsored by FOFCA and therefore offered to all students of the same grade level or range.
2. The athlete must be eligible in the grade range (i.e. in high school to get a varsity letter).
3. The athlete must be enrolled in FOFCA at the time of the awards ceremony (i.e. you must have finished the school year).
4. The athlete must meet specific letter qualifications for each sport.

It is an honor to receive a letter in athletics. The letter is designed to recognize the hard work and dedication an athlete puts in during the course of the season. The letter also recognizes the sacrifice required to be at practices and games while also maintaining academic requirements to be eligible. All athletes must abide by the Athletic handbook for more information regarding the sports programs. **Please note that tuition must not be more than one month late for your student to be eligible to play in any FOFCA athletics.**

## **ATTENDANCE**

Punctual and regular attendance at school is a shared responsibility between the student and his/her parent(s) or guardian(s). Regular attendance prepares the student for the world of work and adult responsibilities. FOFCA expects all students to attend school, to be punctual to school and to classes, and to bring appropriate school materials with them.

## **ABSENCES**

A student will be limited to a total of ten (10) full day absences (excused and unexcused combined) per semester. All absences, including illness and family vacations will apply toward the 10-day attendance policy. Any exceptions to the 10 Day policy will be determined by the Administration.

On the tenth absence there will be a review of the student's status. Unless there are extenuating circumstances, when a student accumulates eleven (11) full day absences (**excused or unexcused**), the student will be dropped from the attendance roll. School personnel will review the absences prior to the student being dropped.

Arrangements for absences due to doctor appointments, court appearances, vacations, etc., should be made in advance.

In order for an absence to be excused, a student will be required to provide documentation the day they return to school.

It is necessary that parents call the office to verify and explain the absence **before 9 A.M.** on the day of the absence.

Absences due to in-school suspensions, out-of-school suspensions and doctor or health care provider verified medical excuses for absences due to chronic illness will not be applied toward the 10-day absence count.

Any work missed or due on the day of unexcused absence must be turned in and missed quizzes or tests taken during the school day he or she returns. Teachers may (but are not required) to make exceptions.

The State of Illinois policy states, "A child may not be absent from a public school without a valid cause for 5% or more of the previous 180 regular days, or 9 days." Please note this is 9 days for the full school year.

## **ATTENDANCE GUIDELINES**

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

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

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

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

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

## **CLOSED CAMPUS**

All students are to report to their scheduled locations and are to remain in school until the end of their scheduled school day. No one is authorized to leave the school without a note or phone call from home and properly signing out of the school office. Students who leave the building without following the proper procedure will be considered truant, which is a Code of Conduct Major Violation.

## **ENRICHMENT CLUB**

We provide a before and after school Enrichment Club as a convenience for parents. Operation is contingent upon enrollment. Before-school Enrichment Club hours are from 7:00 AM to 8:30 AM; after-school Enrichment Club hours are from 3:00 PM to 5:30 PM. For more details, contact the School Office.

## **EXCUSED & UNEXCUSED ABSENCES**

**Excused absences** will include but may not be limited to:

Illness	Death in the immediate family
Family emergency	*Pre-arranged family vacation (that does not fall during testing or final exams.)
Pre-arranged college visits	Family Court

\*Please arrange family vacation times during holidays and scheduled days off. It is extremely difficult on the teachers as well as students when students miss several days.

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

Habitual car trouble	No transportation
Court/traffic ticket	Oversleeping
Truancy	No parent call or letter on absence
Ditch days	

## **EXTENDED ILLNESS**

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

## **EXTRA-CURRICULAR ATTENDANCE**

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

## **TARDIES**

A student who has 4 unexcused tardies per semester will receive a lunch detention. Tardy violations will be recorded separately from other violations. A student is considered tardy when arriving to school after 8:30 a.m. and will be noted as being tardy for each violation. (This will be the teacher's responsibility to keep track of this.) Please refer to the Discipline & Consequences Chart.

## **TRUANCY PREVENTION INITIATIVE**

### **Four (4) semester absences: Parent letter**

A brief letter will be mailed from the school office seeking parental assistance.

### **Six (6) semester absences: Parental contact and Student meeting**

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

### **Eight (8) semester absences: Parent letter and a Parent/Student conference**

The formal letter requests that the parents come in to have a conference with the School Administration and the student.

### **Ten (10) semester absences: Parent letter and a Parent/Student conference**

The parent is presented with all of the documentation that the school has attempted to improve the student's absenteeism.

### **Eleven (11) absences**

Unless there are extenuating circumstances, when a student accumulates eleven (11) full day absences (excused or unexcused) in a semester, the student may be dropped from the attendance roll.

## **DAILY PROCEDURES**

### **ACCIDENTS & INJURIES**

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

## **ARRIVAL PROCEDURES & DISMISSAL PROCEDURES**

### **ARRIVAL (8:15 AM – 8:30 AM)**

- Please do not enter the building for simple drop off / pick up procedures.
- Stay in your car and use the pickup line. Drop your student off at the designated door, one vehicle at a time.
- Students arriving before 8:15AM will be escorted to the before school Enrichment Care room, where the appropriate fee will be applied. Parents will have to enter the building to sign the student out. It is important to us that your children are being taken care of and supervised at all times.

### **DISMISSAL (3:00 PM – 3:15 PM)**

- Please do not enter the building for simple drop off / pick up procedures.
- Stay in your car and use the pickup line.
- Parents/guardians will enter the pickup line.
- Parents/guardians conducting school business or making teacher contacts at the end of the day need to pick up their students prior to doing such business. Always call the office to make an appointment regarding teacher or staff meetings.
- Students not picked up by 3:15PM will be escorted to the Enrichment Care room, where the appropriate fee will be applied. Parents will have to enter the building to sign the student out.

- Students can only be dismissed to parents/guardians or those listed on their Arrival/Dismissal plan form. You MUST call the office to change the pick-up person. Photo ID will be required for new pick-up persons.
- A FOCA Staff/Faculty will meet you at your vehicle. The FOCA Staff/Faculty will radio in and the student(s) will be released to your vehicle.

### **CELL PHONES**

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

### **CHAPEL**

Chapel time is an integral part of our school curriculum and programming and is required for all students. Mandatory dress is required on all chapel days.

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

### **CHILD ABUSE POLICY**

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

### **ELECTRONIC EQUIPMENT**

Electronic equipment (CD players, iPods, laptops, tablets, smart watches, etc.) are not to be brought to school without prior parent and teacher permission. On occasion, school-related projects or programs may make allowance for laptop and or tablet use. Handheld video games or other electronic handheld games may be brought to school and played only before 8:15am and after 3:15pm. All handheld games and game cartridges should be clearly marked with the child's name. All games are to be age appropriate; inappropriate materials will be confiscated. The toy is to be the child's responsibility, and therefore, any electronic games brought to school are done so at your own risk - FOCA is not responsible for lost or stolen items. Any student violating this (playing with a game when they are not supposed to) will have the item taken away, and the parents must pick it up in the office.

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

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

### **GYMNASIUM RULES**

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

1. FOCA events take precedence in the use of this gymnasium.
2. Persons using the gymnasium for any reason should be certain to clean up any items from such use; no balls or other equipment should be left in the gymnasium.
3. Persons using the gymnasium are to wear athletic (non-marking) shoes only.
4. Outside equipment not belonging to FOCA (basketballs, etc.) must be approved before used on the gymnasium floor.
- 5/ No food or drinks are allowed at any time in the gymnasium unless purchased from concessions.

### **HALLWAY PROCEDURES**

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

Students must not be in the middle school and high school wing of the building without special permission (only exception being the school library).

Students may only use the restrooms in the gymnasium (only exception being with permission during lunch).

### **HARASSMENT**

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

### **INSPECTIONS**

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

### **INTERNET**

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

1. Social Networking including, but not limited to Facebook, Instagram, instant messaging, video messaging, etc. Accessing, displaying, or sending offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Violating copyright laws
5. Employing the network for commercial purposes

### **LIBRARY**

We are pleased to provide a quality library and media center for our students. We do all we can to make sure the books are age appropriate. If you find something inappropriate in any of the books, please let the office know.

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

### **LOCKERS**

Students are to use their assigned lockers only. Younger students are assigned lockers with no combination locks. Each student is responsible for keeping his/her locker clean both inside and outside. Pictures and advertisements displayed in lockers must be in good taste. Damages caused by misuse will be charged to the student responsible.

### **LOST AND FOUND**

The school will maintain a lost and found. Found items should be brought to the office. The school assumes no responsibility for lost items. Lost and Found items will be donated locally if not picked up. Please make sure all personal items are properly labeled. For the safety of the student's possessions, they are encouraged to not share their locker combinations with others.

### **LUNCHES**

Student may bring their lunch to school. No microwaves or refrigeration will be available for student's use. In case student does not bring lunch to school, he/she is to contact the Office Manager. At that time, a parent will be contacted for permission to purchase a peanut butter sandwich and drink for \$2.

### **CAFETERIA RULES**

1. Students should follow all directions of cafeteria staff and monitors.
2. Students may not cut in line to get service.
3. Students are responsible for their disposable materials and the general cleanliness of the area in which they are sitting.
4. Students may not leave the cafeteria, go to classroom areas of the building, or to the parking lots during lunch periods.
5. Students are to stay on campus for lunch.
6. Due to food allergies and other dietary restrictions, students are encouraged to NOT share their lunches with others.

### **HOT LUNCH PROGRAM**

More details to come.

### **MUSIC INSTRUCTION**

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

Music is taught to students at FOFCA because we feel the students need to be taught its importance in serving God. Music as an act of worship and a sacrifice of praise is stressed. We encourage students to give the best of their musical talents to the Lord. There are many opportunities for FOFCA students to use their gifts and talents musically. One is to be part of Eagle Notes Choir as well as serve in various chapels and other special events.

### **PATRIOTISM**

We expect students to respect our country and the government. Students will be asked to pledge to the American Flag. Out of respect for those who have served, we honor our veterans.

### **PICTURES**

School pictures will be taken each fall by a professional photographer. The pictures will be available for parents to purchase; details will be sent home in advance. In April, retakes and graduation pictures will be scheduled and made available for purchase.

### **SKATEBOARDS, ETC.**

No in-line skates, wheeled shoes, skateboards, and any other items that could be damaging to persons or property may not be used on school grounds

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

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

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

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

### **TOYS**

NO TOYS ARE ALLOWED TO BE BROUGHT TO SCHOOL AT ANY TIME DURING SCHOOL HOURS.

### **VISITORS**

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

### **WATER BOTTLES**

There are times when the weather requires that children be continually hydrated. Clear water bottles with closing caps will be allowed in the classroom. These bottles must be made of plastic or another unbreakable material. Note: Flavored water is NOT allowed.

### **YEARBOOK**

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

# ELEMENTARY DISCIPLINE & CONSEQUENCES

Unexcused tardies, dress code violations, and behavior incidents will each be recorded separately per semester. For every violation, an incident report will be generated and entered into JupiterGrades, as well as emailed to the parents. Please note the following chart:

<u>TARDIES</u> (p.12)	<u>DRESS CODE</u> (p.18)	<u>INCIDENT</u> (p.17)
1. Violation Report	1. Violation Report	1. Violation Report
2. Violation Report	2. Violation Report	2. Violation Report
3. Violation Report	3. Violation Report	3. Violation Report
4. 1hr lunch detention/no recess	4. 1hr lunch detention/no recess	4. 1hr lunch detention/no recess
5. Violation Report	and parent to bring appropriate clothes to the office	5. 1hr lunch detention/no recess & parent letter
6. 1hr lunch detention/no recess & parent letter	5. 1hr lunch detention/no recess & parent letter	6. 1hr lunch detention/no recess & parent letter
7. 1hr lunch detention/no recess & parent letter	6. 1hr lunch detention/no recess & parent letter	7. One day in-school suspension, meeting with parent(s) and Student Advisor/Administration.
8. One day in-school suspension, meeting with parent(s) and Student Advisor/Administration.	7. One day in-school suspension, meeting with parent(s) and Student Advisor/Administration.	8. 1-3 days out-of-school suspension
9. 1-3 days out-of-school suspension	8. 1-3 days out-of-school suspension	9. Expulsion/Administration Recommendation
10. Expulsion/Administration Recommendation	9. Expulsion/Administration Recommendation	

\*\*\*The specific areas will not be combined. For example, tardies will be addressed separately from dress code and behavioral incident reports. The Student Advisor will be meeting periodically as needed with the student regarding their discipline issues. All violations as well as their consequences will be recorded through Jupitergrades to the parent(s).

\*\*\*Parental support is absolutely vital. The goal is that the applied discipline with consequences will help bring the student to a place of repentance and restoration.



## **DISCIPLINE/CODE OF CONDUCT**

Each class has their own set of classroom rules and discipline procedures. If the student's behavior is not corrected through the classroom discipline, then the Code of Conduct will go in force. All discipline issues will be noted in the student's JupiterGrades for the parents to view. Detentions and suspensions can be recommended at any time by the Administration if deemed necessary. The Administration has the authority to determine whether or not a given disciplinary situation warrants expulsion from the school. Disciplinary procedures will be in effect at all FOCA functions.

### **MINOR VIOLATIONS**

All minor violations accumulate per semester unless a student has reached suspension. In this case, the Administration will outline consequences for the second semester. Minor violations include, but are not limited to:

- Classroom disturbances
- Gum chewing
- Disrespect to a teacher, staff member, or any adult in charge (i.e. lunchroom helpers)
- Food outside the cafeteria
- In the hallway without a pass
- Unauthorized use or possession of cell phone or another electronic device
- Throwing of possible dangerous objects

#### **MINOR VIOLATION GUIDELINES-see Discipline and Consequences Chart**

### **MAJOR VIOLATIONS**

All offenses listed under the ZERO-TOLERANCE POLICY are considered major violations.

Major violations also include, but are not limited to:

- Behaviors, actions or word that occurs on or off campus that is antagonistic to the basic goals and objectives of the school, or has an adverse effect on other students (e.g. illicit sexual behavior, gambling, etc.)  
Bullying or Intimidation
- Cheating (Giving or receiving any information on an assignment, quiz or examination.)  
Endangering the health, safety, or well-being of oneself or others (fighting, driving recklessly, injuring another, etc.)
- Forgery
- Harassment
- Insubordination (refusal to comply to a reasonable request from school personnel)
- Insolence (attitude of contempt)
- Lying
- Mockery (malicious insults, malicious teasing, etc.)
- Off- Campus Illegal Activity: If a student attends a gathering where illegal activities are occurring outside of school and he or she fails to leave the premises immediately.
- Profane, vulgar, or obscene language or actions
- Possession or use of fireworks, lighters, etc.
- Possession of knives of any kind
- Possession of obscene and/or offensive materials
- Possession, use, sale or distribution of tobacco products on or off school property.
- Theft
- Threats of violence or reprisal
- Truancy (see Attendance section of handbook)
- Willful destruction or defacement of school property or private property (Student will pay for repairs)

#### **MAJOR VIOLATION GUIDELINES**

- Removal from class and sent to the office.
- Parental contact by the Administration.
- Major Violation consequences will include immediate detention, in-school suspension, probation, and / or expulsion from school. At times, the violation may result in a "0" daily grade in all subjects.

## **ZERO TOLERANCE POLICY**

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

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

## **ATHLETIC INELIGIBILITY**

Every Wednesday, the administration/athletic director will check for eligibility: 1. Fees must be paid for a student to play, 2. A student will not play until detentions or suspensions are served, 3. A student will not play if they have unexcused absences, or 4. If a student is failing any class. If they are found ineligible on a Wednesday, the parents are notified the same week and the student is unable to play the following week (more info in Athletic Handbook).

## **DETENTION**

Detentions will be served during lunch and recess in office. Please refer to the Discipline & Consequences Chart for more information. Notices will be sent home telling when detentions earned will be served.

## **PARENTAL RESPONSIBILITY**

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

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

## **UNAUTHORIZED CELL PHONE/ ELECTRONICS USAGE**

All violations will result in confiscation with a written incident report for each case. Parents will be expected to make arrangements to pick up the phone or electronic device from the school office. Third violation will result in losing cell phone or electronics privileges (including before and after school care, FOECA media/press, etc.).

## **EMERGENCIES**

### **EMERGENCY CLOSINGS**

Families of Faith Christian Academy will remain open unless hazardous road or other emergency conditions (including utility problems, electricity or natural gas outages) necessitate a closing. A decision to close will normally be made by 5:30 AM and will be based upon weather reports, police reports and personal inspections of major highways. A OneCallNow message will be sent to all parents if school is cancelled or delayed. Please keep your personal information updated with the school office, especially your home and cell phone numbers. You can also listen to the following stations to hear closing updates:

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

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

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

Internet: [www.emergencyclosings.com](http://www.emergencyclosings.com) or [www.weatherclosings.com](http://www.weatherclosings.com)

### **EMERGENCY DRILLS**

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

## **HEALTH**

### **HEALTH AND IMMUNIZATION POLICY**

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

### **HEALTH GUIDELINES/ MEDICATION**

- An Emergency Card must be signed by a parent / guardian and kept on file in the office for each student. This card provides the school with emergency phone numbers and authorization of emergency medical treatment. This card contains an acetaminophen and ibuprofen release option. Acetaminophen is commonly sold in drug stores under the brand names of Tylenol or Anacin III.
- If your child should need to be on medication during the school year, we ask that only adults carry medicine.
- Bring the medication to the office in the prescription bottle (you may request 2 bottles from your pharmacist; one for home and one for school).
- Be prepared to give in writing the date, name of the medication, dosage and time for administering.
- If the office is not open, give the information to the Enrichment Club worker / teacher on duty.
- If the medication is over-the-counter medication, bring the store bottle with your child's name clearly marked on it. No envelopes or bags, please.
- If your child is at school and it is determined that he/she has fever or vomiting, we ask that you arrange to have your child picked up within 30 minutes of notification. Also, a child should not return to school if they are still exhibiting symptoms of the prior illness. Please keep your child home if they show any signs of fever, diarrhea, vomiting, etc. and must be symptom free for 24 hours before returning to school.

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

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

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

\*All medication is to be given to the office and will be dispensed through the office only – please provide instructions for all medications.

## **PARENTS**

### **COOPERATION**

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

We understand that enrollment in Families of Faith Christian Academy is not a right, but a privilege, and do affirm that there are standards that must be maintained for the welfare of each student, as well as, for the entire school. Therefore, we give permission for our teachers and/or other school personnel to make and enforce school regulations in a manner consistent with Christian principles of discipline as set forth in Scripture and the Parent/Student Handbook. We will continue to uphold the authority of the teachers and staff of FOCA by recognizing their right to use appropriate disciplinary measures.

I have read FOCA's discipline procedures and expectations. I agree to encourage my child to comply with the rules and conduct expected at all times – including evenings, weekends, vacations, and holidays. Furthermore, I agree to provide a home environment which supports FOCA's expectations.

I understand and agree to the school's right to provide consequences – including suspensions or separation from the school, to my child, for violations of FOCA's discipline procedures and expectations, which occur at any time while my child is enrolled at FOCA, including violations that take place on evenings, weekends, vacations, and holidays.

I agree to provide FOFCA with any and all information regarding arrests or convictions pertaining to my child while enrolled and understand that this information may be used by FOFCA to determine consequences.

### **CUSTODY**

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

### **FINANCIAL RESPONSIBILITY**

The operating budget of FOFCA is funded by tuition, fees, and contributions. Capital improvements are funded principally by gifts. Parents are asked to consider making both annual and capital gifts as an expression of their interest in and commitment to Families of Faith Christian Academy.

Parents are expected to pay their bills on time. If you know you are going to be late, please let the office know within 7 days so that arrangements can be made. If we do not hear from you, students whose accounts are 30 days past due will be restricted from attending classes, participating in extracurricular/athletic events, graduation exercises, and/or receiving report cards or transfer of records until the account is brought current. COMMUNICATION IS VERY IMPORTANT! We operate on tuition payments. Our teachers are paid because of faithful parents.

In event of academic failure, disciplinary reason, expulsion, or an extenuating circumstance all tuition monies, deposits, and fees already paid will be forfeited. Parents/Guardians have entered into a contractual relationship with FOFCA for the payment of ALL tuition and related fees for the entire school year.

A parent's obligation to pay the fees for the full academic year is unconditional and that upon receipt of signed contract. No portion of fees paid (i.e. registration, materials, tuition, etc.) or outstanding will be refunded or cancelled in the event of absence, withdrawal, or dismissal from Families of Faith. The only exceptions to this policy area include:

In the event of a geographic relocation of the family beyond a 60-mile radius of Channahon, Illinois. A prorated refund will be given.

If a student withdraws before the first day of school, only paid tuition will be refunded. All other fees are non-refundable.

### **INVOLVEMENT**

Parent-Volunteer hours: 7 hours for part time preschool parent, 15 hours per child with a maximum of 30 hours per K-HS family or pay the appropriate amount in lieu of volunteering (\$10 per hour).

Both the father and mother (where there is no separation) are expected to participate in their child's education. Both parents are expected to participate in teacher conferences and Student Orientation Night.

In keeping with the Biblical principle of offering grievances, (Mt 18:15-17), FOFCA strongly urges parents to refrain from gossiping; as such conversations are destructive to the administration, students, and the parents. Parents are expected to take the following steps to resolve a problem:

1. Go directly to the appropriate teacher and not to other parents if there is a problem in your child's class.
2. Go directly to the Principal and not to other parents if a problem arises that the teacher cannot handle, happens outside the classroom, or if you believe the situation is not being resolved.
3. Go directly to the Administrator and not to other parents.

### **ORIENTATION**

Orientation is scheduled for parents of both new and returning students. Students are also required to attend. Attendance will be taken, and Orientation will be counted as the student's first day of school. Important policy and procedure changes will be discussed. Parents will also need to have all paperwork sign by the first day of school.

## **PARENT-TEACHER CONFERENCES**

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

## **PARENTAL REQUIREMENTS**

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

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

1. Attend Parent Orientations.
2. Attend scheduled parent/teacher conferences.
3. Respond to communications from FOFCA.
4. Fulfill their volunteer hours.

## **PARTIES**

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

## **SIGN IN & SIGN OUT**

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

## **TRANSPORTATION**

### **AUTOMOBILE SEARCH**

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

### **CARPOOLS**

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

## **TUITION & FEES**

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

### **DELINQUENCY**

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

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

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

### **FACTS MANAGEMENT SERVICES**

All tuition and fees are paid through FACTS Management Systems. Tuition and/or Incidental Fee Accounts with FACTS must be set up by the family at the time of registration and may be done through the link on our website [www.fofca.com](http://www.fofca.com). There is a FACTS enrollment fee of \$50 for automatic payments and \$100 for invoiced payments. Incidental Accounts are free with a tuition account, or \$20 for Incidental only. FOCA will waive the \$20 Incidental account fee for families who pay their tuition in full. Please note that registration and FACTS payment fees are nonrefundable.

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

### **FEES PAID AT SCHOOL**

Most school fees will be charged to your FACTS Incidental account. However, there may be a time when you may need to send a payment to the school directly. Whenever you plan to leave money with the school office or send it with your student, please send it in a sealed envelope and clearly mark your check or envelopes containing cash with detailed student and payment information.

### **RETURNED CHECK POLICY**

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

### **VOLUNTEERING**

Parents are encouraged to volunteer a part of their time on a regular basis to assist office staff, library staff, maintenance, fund-raisers, sporting events, etc. Our school could not function without our volunteers. Please call the school office if you are available and would like to know how you can help.

### **FIELD TRIP CHAPERONES**

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

The following are guidelines for chaperones:

1. If I am driving children other than my own on a field trip, I will submit to the classroom teacher copy of my valid driver's license and current verification of automobile insurance. I will make sure the dates of expiration are readable and valid for the date of the field trip (the office will photocopy these). I will submit these before the day of the field trip.
2. If I have access to a cellular telephone, I will bring it with me on the trip for safety reasons. I will notify the teacher of the phone number, so he/she knows how to contact me. I will not talk on my cell phone while driving FOCA students.
3. Students will be in seat belts at all times (note that only one child is permitted per working seat belt).
4. I am aware of the airbag restrictions in my vehicle, and I will comply with the rules for safe transportation of children regarding airbag restrictions.
5. I will follow directions to the destination. I will obey the rules of the road in speed and driving procedures. If I arrive early to the destination or back at school, I will keep the students with me and adequately supervise them. If I become lost or experience car trouble, I will call the school for instructions if the teacher is not available.
6. I will be aware of the music being played in the car. All music MUST BE FAMILY FRIENDLY! We recommend 104.
7. If a bus is being used, I will help in adequately supervising the students.
8. If I have volunteered to chaperone and an emergency or change takes place making me unavailable, I will notify the teacher as soon as possible by calling the office if necessary to get the message to the teacher (815) 521-1381.
9. The classroom teacher is in charge. As the leader of my group, I will maintain control of my group. If a child disobeys, I will notify

- the teacher. My role is to supervise my group every single minute of the field trip. I will go where they go, and they will go where I go.
10. I am to be impartial if my own child is in my group. I will be fair and consistent with all.
  11. I understand that this field trip is for the children in the class. I will not bring other children that are in my care on this trip.
  12. I will bring a watch, noting meeting places and times to avoid making the group wait.
  13. I will comply with the dress code unless other arrangements have been set for the day.
  14. I will not chew gum or hand it out to the students unless they have permission to chew gum.
  15. I will not bring or spend money on treats or souvenirs for the group, unless allowed by teacher
  16. I will not smoke on this field trip.

#### **VOLUNTEER DRESS CODE**

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

#### **VOLUNTEER HOURS**

K-12th Grade Students: Fulfill a required 15-hour, per child, volunteer commitment to FOCCA (Maximum hours required: 30 per family). Any hours not fulfilled will be billed at \$10 per hour. Buy out of volunteer hours is also an option at any time.

Preschoolers: Fulfill a required 7-hour for 1 session, 15 for both sessions, per child, volunteer commitment to FOCCA. Any hours not fulfilled will be billed at \$10 per hour.

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

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