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REGULAR SCHOOL & ELC HOURS

Nursery-K4	6:40AM - 5:15PM
K5 -12 th	7:55AM - 3:00PM

THESE HOURS APPLY EACH DAY, MONDAY THROUGH FRIDAY, UNLESS OTHERWISE ANNOUNCED.

SCHOOL OFFICE HOURS

7:30AM - 3:30PM

Monday - Friday

Closed On All School Holidays Unless Otherwise Notified

BEFORE AND AFTER SCHOOL CARE HOURS

K5-6th grade

7:00AM - 7:40AM

3:00PM - 5:15PM

Monday - Friday

Closed On All School Holidays Unless Otherwise Notified

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School Office Email: lydia@facslions.org

Finance Office Email: finance@facslions.org

ELC Director: kim@facslions.org

FACS Website

www.facslions.org

TO OUR PARENTS:

We at FACS commend you for choosing a solid education in a Christian environment for your child. We are aware that your choice brings about certain sacrifices on your part, and we pledge ourselves to making the academic and spiritual benefits received worth each of those sacrifices. It is the desire of the Faculty and Administration to work together with the parents as a team in building the lives of the young people God has committed to our trust.

The primary objective and purpose of FACS is to train the student in a personal knowledge of God, to establish within each student biblical values and principles for living, and to provide him/her with an excellent academic education. This is a worthy goal and a great responsibility to undertake, but with your cooperation we commit ourselves to its accomplishment.

Contained within this handbook, you will find helpful information about the policies and general operational procedures of FACS. Adherence to these policies and procedures creates a smooth running and fair program. **Please read it carefully and keep it for reference throughout the year.** Should you have any questions regarding any area of the school, please contact the school office. I personally desire to be available to discuss any concerns you may have regarding your child.

Thank you for entrusting us with your child this school year. Our hope is that it will be a rewarding experience for everyone.

In His Service,

Keith Jones, Administrator

VISION STATEMENT

FACS desires to be recognized as a Christian school providing quality education in a Christ-centered environment preparing young people with a Christian worldview who are capable of influencing the world around them for Christ.

MISSION STATEMENT

FACS exists to be an extension of the Christian family in training and developing the whole student for committed service to our Lord Jesus Christ through quality academic instruction, imparting Biblical values and providing activities designed to foster personal growth.

STATEMENT OF FAITH

We believe and teach that the Bible, both the Old and New Testaments, is inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; II Peter 1:21).

We believe and teach that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit – who created man by a direct immediate act (Genesis 1:1, 26 – 27; Matthew 28:19; John 10:30).

We believe and teach the deity of the Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 12:3; Ephesians 1:7; Hebrews 2:9); His bodily resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe and teach the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; 2:8-10; Titus 3:5).

We believe and teach the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and them that are lost into the resurrection of damnation (John 5:28-29).

We believe and teach the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

We believe and teach the present ministry of the Holy Spirit by whose indwelling and infilling the Christian is enabled to live a godly life and witness to the saving grace of Christ (Acts 1:8; Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18; Titus 2:11-14).

PHILOSOPHY OF CHRISTIAN EDUCATION

FACS recognizes the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). **The place of the Christian school is to be an extension of the Christian family and should assist and complement the parents in that responsibility.**

The Bible is the foundation for the education of our children. From the Scriptures, we understand that God desires certain principles, beliefs and values to be developed in our children. These include:

1. The view that knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth that God has established.
2. Respect for authority (Romans 13:1; Hebrews 13:17). One's view of authority directly influences his concept of God.
3. The meaning of true success and how it is achieved (Joshua 1:8; Proverbs 22:6). The key is for each person to discover what God's will is for himself, and then do it through developing the traits that are good and correcting those that are not.
4. The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in any area of Christian education.
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule helps improve relationships.
6. Personal integrity (Psalms 1:1,2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
7. Productivity and the desire to always do one's best (Ecclesiastes 9:10; 2 Timothy 2:15). A healthy work ethic has application in so many areas of life.
8. Personal conviction and Christian witness (James 4:17; Matthew 5:16; 28:19,20). Being willing to take a stand for the cause of right and declare the Gospel of Jesus Christ in word and deed is much needed in today's world.
9. Holding to the traditional family structure (Genesis 2:24). God's plan for the family is still one man and one woman for one lifetime.
10. Moral purity (1 Corinthians 3:16, 17; 6:19, 20). Since our bodies belong to God, we must refrain from any act that would defile or degrade them, and maintain personal health and hygiene in order to strengthen them.

11. Patriotism (Romans 12:6-8). Love and respect for America and those who have sacrificed to preserve our freedom is the duty of each one who lives in a nation so blessed of God. This attitude coupled with prayer for our country (2 Chronicles 7:14) is vital to keeping our nation strong.

It is, therefore, the goal of FACS to teach and support these principles, beliefs, and values in our role as an extension of the Christian family in the process of educating our children.

ADMISSIONS POLICIES

All applications are made to the governing authority of FACS which reserves the right to accept or reject any application. The admission procedures include the submission of a written application form, an application review, a family interview, review of previous school records (if applicable), payment of the registration fee, and testing to enable the administration to make a responsible decision. All applicants who are accepted are done so on a nine-week trial basis. Also, if at any time during the school year the student's conduct or academic performance or any other requirement for admission falls below the acceptable standards as established by the School Board, tutoring, testing or withdrawal may be required. (Below acceptable standards are failing grades in three subjects.)

We understand that parents are the ultimate educators and are responsible to God for the education of their children. This responsibility is shared with the school during school hours when the Biblical directive to raise children in the nurture and admonition of the Lord (Ephesians 6:4) is transferred to the teacher. Parents, teachers, and the church are partners in teaching the children at home, at school and at church with the consciousness that all truth comes from God (Colossians 2:3). Godly precepts and truths practiced and taught at home should be consistent with those adhered to at school and at church.

Students entering four-year-old kindergarten must have reached that age by September 1st of that current year. Students entering five-year-old kindergarten must have reached that age by September 1 of that current year. First grade students must be six years old by September 1.

New students entering first grade or students who are transferring from other schools will be expected to take an entrance examination as part of an overall screening process. Should the student be accepted and his accomplishments as shown by the test and/or previous grades are on the grade level to which the student has been promotion, then the student will be admitted to that grade. However, should the student's accomplishments as indicated by the test and/or previous grades be on a lower level then acceptance and grade placement determination will be made by the school. It is the policy of the school not to accept students whose accomplishments, both academically and behaviorally, have not been up to acceptable standards.

Enrollment for the coming school year begins in March with present students at the school having the first opportunity to re-enroll before enrollment is open to the public. Enrollment as a student at FACS does not guarantee readmission or continued enrollment. The school reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the best interest of the school or student to allow admission or continued enrollment.

NON-DISCRIMINATION POLICY

FACS admits students of any race, color and national or ethnic origin. However, we do have restrictions based on Christian beliefs and lifestyles. Please refer to FACS Mission Statement and Statement of Faith. Parents/ guardians must agree to comply with the terms, conditions, and beliefs stated in the FACS Student Handbooks.

FINANCES

REGISTRATION: An annual registration fee is charged to each family at FACS. For both returning and new students, the fee is \$150.00 if paid by May 31st, or \$200 if paid June 1st or after.

*New student registration fee is due with application and is non-refundable.

**Returning students must submit the registration fee with their re-enrollment applications. This fee is non-refundable and non-transferable except under the following conditions:

1. Student moves out of the area before August 1.
2. Based on the results of the entrance test and interview, FACS administration determines that the student would not function well at FACS.
3. Space is unavailable in the class.

BOOK FEE: A book fee is charged to cover the cost of textbooks, workbooks, and updated teaching materials for the school year. For pre-registered students, the fee is due by May 1 for the following school year. Books cannot be ordered for any student until the book fee has been paid. If paid after June 1st an additional \$25.00 will be added to cover additional expenses. Book fee: Grades K-6 - \$200 and for grades 7-12 - \$250.

TUITION: FACS annual tuition is \$2,300.00 per child/ per year and is payable in 10 equal payments. Students attending one day or more of any month will owe the full tuition for that month. Tuition is due the 1st- 5th of each month and is considered delinquent on the 10th. All tuition accounts carried past the 30th of the current month for which tuition is due will be charged a \$25 *late fee*. Also, a \$30 check fee will be charged to any account whose check is returned by the bank. If two checks are returned, the account will automatically be placed on a cash or money order basis. Permanent records will not be released to any school until the student's account is paid in full. No student will be admitted for the following school term if there is a balance due on the student's account. Please note that high school students do not receive a FACS tuition discount for participating in dual enrollment.

Expanding Learning Possibilities: After school program for students K5-6th.
3:00 pm- 5:00
See Alyssa Hurst for details and registration.
\$10 Registration fee per student. No program fee.
Program includes snack.

PAYMENT METHODS: Tuition and other account payments may be paid in the office, placed in the payments boxes, paid by debit/credit card online or in person, or mailed to:

**First Assembly Christian School
P.O. Box 697
Ashland, Alabama 36251.**

All account charges (tuition, childcare, book fees and registration) may be paid with one check if logged on the check. Field trips, school supplies, lunches and other items which are not billed to a student's account must be paid separately. Younger classes will be instructed by the teacher.

Checks written to cover final balances on student accounts must clear the bank before report cards or other official records are released. Cash or money orders for final payments are recommended.

REFUND POLICY: A refund of tuition and/or fees will only be issued in the event of family relocation and at the discretion of FACS administration.

ACT TESTING

All students in grades 9th-12th will be **required** to take the ACT at least once during each school year. The test date will be scheduled by the counselor. The testing fee is due by July 1.

COMMUNITY SERVICE

All students in grades 9th-12th will be required to participate in community service at approved institutions in order for this to be used on their resume. This will be arranged by the school counselor.

FUNDRAISING PROJECTS

FACS endeavors to keep low tuition rates for the benefit of each family. For this reason, we have to operate fundraising programs each year. It is expected that each student and parent will participate in helping raise the additional funds needed for designated school projects and the overall operation of the school.

FACS FORMAL

Students in grades 9-12 participate in the formal. Outside dates must be within in grades 9-12 also. Dresses for all girls attending the formal must be approved prior to formal according to the deadlines set by Mrs. Lori Crawford.

FIRST DAY OF SCHOOL

We feel it is in the best interest of the child if parents leave him/her with the teacher on the first regular day of school. Even if the child seems frightened or uncertain, the teacher is trained to help your child soon feel loved and comfortable in the classroom. Parents remaining at the door make the period of adjustment more difficult for the child, the parent and the teacher.

DROP OFF & PICK UP PROCEDURE

DROP OFF: The driveway loop of the FACS Center is ONE WAY; please do not pull into the driveway backwards at ANY time. Drop-off times are between 7:00AM – 7:55AM. An assistant will be available to help your child into the building between 7:30-7:55AM. Parking in the upper level lot is mandatory procedure if walking your child into class is necessary. The lower parking around the school is reserved for faculty.

PICK UP: K5-6th grade between 3:00PM-3:15 PM. Children will be called out of class by an assistant and meet you out front to be picked up. 7th-12th grade class day ends at 3:00 PM. Students picked up before 3:00PM must be signed out through the office. Children K5-6th will be sent to after school care at 3:15PM. If they have not been picked up by 3:20PM, the afterschool charging begins.

HOLIDAYS

FACS will not “emphasize” the humanistic view of the holiday seasons. The scriptural emphasis of each holiday will always be maintained. For example, our Fall emphasis will be on “Harvest” rather than Halloween. The Christmas emphasis will be “The Birth of Jesus” rather than Santa Claus. The emphasis at Easter will be “The Resurrection of Christ” rather than the Easter Bunny. Valentine’s Day is about the Love of Jesus.

EXPANDING LEARNING OPPORTUNITIES (AFTER SCHOOL)

Students may arrive for school beginning at 7:00AM. Students are to go directly into the FACS center. No playing or loitering will be allowed inside or outside the building. Expanding Learning Possibilities (ELP) begins at 3:00 PM and ends at 5:15PM. Students will be sent to ELP fifteen minutes after the class dismissal time.

These programs are designed for students K5 through 6th grades. Students in 7th grade and up must make arrangements to be picked by 3:15PM. The school door will be locked at 3:15PM. Only students staying for sports, clubs, or tutoring will be allowed to remain in the building.

Parents taking advantage of our ELP are reminded that this is available on regular school days only, not during any school holidays or when FACS is closed.

FACS partners with SAFE Sylacauga to offer the ELP program. There is a \$10 per student

registration fee due upon registration. A snack is included, and no fee is charged. ELP is an academic enrichment program which requires student participation in the weekly Zoom meetings and class activities. Homework assistance is not offered at this time.

EMERGENCY CARE

Regardless of age, students not registered in EDP, who remain at school for ANY reason other than a school-related function (detention, participation in school sports, etc.) longer than fifteen minutes after dismissal time, will be sent to the designated care area, listed as Emergency Care and parents will be charged as such. This will ensure proper supervision while waiting for their ride home since **no student is allowed to be left unsupervised while on school property**. Students may be permitted to call home to check on the parent's expected arrival time once they are sent to Emergency Care.

STANDARDS OF CONDUCT

FACS holds that the Bible is the infallible, divine Word of God, and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a whole life which fulfills both God's moral law and high law of love (Matthew 22:37 – 39; Romans 12:8 – 10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

FACS must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment.

All of the activities of the Christian must be subordinated to the glory of God Who indwells us (1 Corinthians 8:9, 12 – 13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental or spiritual well-being (1 Corinthians 9:27).

A sense of the need for spiritual growth in light of these principles has led FACS to adopt the following standards. These standards are conducive to an environment that will promote the spiritual welfare of the student. The school, therefore, requests that each student and parent, whether at home, school or elsewhere, abide by the following principles:

1. Absolutely no public display of affection, swearing, indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, pornography, premarital sex, homosexuality, sexual perversion or involvement in questionable forms of music which deviate from Christian principles.
2. To maintain Christian standards in courtesy, kindness, honesty, morality, modest attire, and respect for authority.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, FACS believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its overall objective.

***Students and parents* are expected to abide by these standards throughout their enrollment, whether at home, school or elsewhere. Students or parents found to be out of harmony with the FACS ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.**

In the atmosphere of definite and positive Christian standards of conduct, good scholastic planning and genuine personal interest between faculty, students and parents, there is a fine opportunity for development of strong Christian character.

DISCIPLINE

Discipline is ordained by God and is directed by His Word for the instruction and development of one's character (Proverbs 29:17; Hebrews 12:6-7). Therefore, loving discipline will be a part of the daily program of FACS.

Each teacher is given the liberty of enforcing classroom regulations in accordance with Christian principles and discipline as set forth in the Scriptures, which may include time out or similar punishment, detention, corporal punishment, suspension or expulsion. We strongly feel that the teacher's time should be spent on academic instruction, rather than being consumed with behavioral problems. Full cooperation from both student and parents is expected in the education of the student. First offenses will be dealt with immediately and carefully by the teacher. If not resolved, the teacher is to come with the student to the Principal. Repeated, willful disobedient offenses will require stronger measures of correction. Parents will be notified of disciplinary actions taken, and these actions will become part of the student's school records. **If at any time the school feels that student or parental cooperation is lacking, the student may be requested to transfer.**

Attendance at FACS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at FACS.

Our goal at FACS is to discipline your child in the most effective manner possible. We will communicate with you as to the most effective manner of discipline your child responds to. We will attempt to discipline your child in a way consistent with how you normally discipline. However, if this method is not effective, we will escalate discipline for the benefit of the student and school.

If a student engages in any of the following offenses, a behavior log will be posted on Teacher's Ease and e-mailed directly to the parents.

MINOR OFFENSES

Talking without permission
Tardy between classes
Making inappropriate noises
Loitering
Failure to follow directions
Messy desk
Chewing gum anywhere/Eating in class
Being in an unauthorized area
Throwing objects inside or outside of classroom
Failure to return signed papers or assignments on time
Use of cell phone during school hours without permission
Dress code violation (must be corrected to enter class)
Name calling, picking on someone, mildly abusive language, gossiping
Loud or inappropriate behavior in classroom, lunchroom, restroom, chapel or play areas
Display of bad attitude or poor sportsmanship
Out of seat without permission
Not paying attention
Tampering with another person's property
Loud talking or running in hallways
Soiling walls unnecessarily
Skipping detention
Minor inappropriate behavior
Littering
Passing or writing notes
Unprepared for class
Failure to obey safety rules
Minor destruction or defacing of property
Misbehaving on field trips (will include loss of one field trip privilege)
Bringing unauthorized items to school (magazines, toys, comic books, cards, games, etc.)
Any other violation which the administration may deem fall into this category

MAJOR OFFENSES

Horseplay (pinching, biting, pushing, shoving)
Cursing/flagrantly abusive language/obscene gesture
Inappropriate display of affection (1-3 days)
Serious/willful destruction of property (1-3 days)
Possession of ANY kind of weapon (1-3 days or
Expulsion) Disrespect of authority (1-3 days)
Skipping class or leaving school grounds (1 day for each day skipped)
Student's or Parent's failure to cooperate with school discipline (Expulsion)
Possession or use of ANY illegal or un-prescribed drugs, alcohol, or pornography (Expulsion)
Sale of ANY drugs, tobacco, alcohol, or pornography (Expulsion)
Striking or cursing a teacher or authority (Expulsion)
Gambling

Cheating (will also receive a “0” grade)
Three Minor’s in a nine-week period (1-3 days)
Stealing (1-3 days)
Lying (1-3 days)
Smoking or possession of tobacco to include vaping (1-3 days)
Disrespect toward a teacher or authority. No addressing administration, teachers, coaches, or other authority figures by their first or last name only.
Sexual misconduct (Expulsion)
Serious moral offense (Expulsion)
Continued bad attitude (Expulsion)
Repeated violation of school rules (Expulsion)
Any other violation which the administration may deem fall into this category.

POLICY ON FIGHTING

The Scriptures are quite clear on the concept of fighting. The following scripture was taken out of the New Testament (NASB).

I Peter 3:8 – 17

“To sum up, let all be harmonious, sympathetic, brotherly, kindhearted and humble in spirit; not returning evil for evil, or insult for insult, but giving a blessing instead; for you were called for the very purpose that you might inherit a blessing. For let him who means to love life and see good days refrain his tongue from evil and his lips from speaking guile. And let him turn away from evil and do good; let him seek peace and pursue it. For the eyes of the Lord is against those who do evil. And who is there to harm you if you prove zealous for what is good? But even if you should suffer for the sake of righteousness, you are blessed. And do not fear their intimidation, and do not be troubled, but sanctify Christ as Lord in your hearts, always being ready to make a defense to everyone who ask you to give an account for the hope that is in you, yet with gentleness and reverence; and keep a good conscience so that in the thing in which you are slandered, those who revile your good behavior in Christ may be put to shame. For it is better, if God should will it so, that you suffer for doing what is right rather than for doing what is wrong.

Romans 12:14 – 20

“Bless those who persecute you; bless and curse not. Rejoice with those who rejoice and weep with those who weep. Be of the same mind toward one another; do not be haughty in mind, but associate with the lowly. Do not be wise in your own estimation. Never pay back evil for evil to anyone. Respect what is right in the sight of all men. If possible, so far as it depends on you, be at peace with all men. Never take your own revenge, beloved, but leave room for the wrath of God, for it is written, ‘Vengeance is Mine, I will repay,’ says the Lord. But if your enemy is hungry, feed him and if he is thirsty, give him a drink; for in so doing you will heap burning coals upon his head.”

The appropriate action if a student is provoked in word or deed is to immediately report the incident to a teacher or person in authority. It should be known that under no circumstances is the

victim to take any action upon himself/herself other than to protect one's person. This does not mean that the victim has a right to attack in the name of defense. If the student that was provoked takes it upon himself/herself to strike back or any type of revenge whatsoever, he or she too, is guilty of fighting. Many times a student will say that he/she is defending himself/herself by striking back. **This is not defense; it is revenge.** If that student cannot control himself/herself then they must be prepared to suffer the consequences. We realize that when struck by another person it is hard to control one's emotions, but the Word of God is clear on the behavior of a person, and it must be enforced as a policy of this school.

DRESS CODE

Our dress code helps foster a school atmosphere of respect, civility, and responsibility and is reflective of the mission of FACS. We ask that parents take an active role in ensuring **their children leave home dressed according to the school's dress code.** Students are expected to be in dress code during the school day and for after-school activities, whether for after-school care or athletic events.

Students are expected to maintain modest dress at all times. Violation of the dress code may result in contacting parents to bring appropriate clothing for student. Repeat offenders will be disciplined at the discretion of the principal. The dress code is subject to change at the discretion of the principal and will only require verbal notification.

TOPS:

- No cold shoulder shirts or sleeveless shirts.
- Cap sleeves are allowed.
- Shirts must be long enough so that no part of the stomach shows.
- Graphic t-shirts must have appropriate slogans, characters, etc.
- No body suits, no see through material, and no mesh are allowed.

HOODIES, JACKETS, COATS:

- May display FACS, college or professional sports logos.
- NO area schools' logos besides FACS are permitted.

BOTTOMS:

- Jogging pants, athletic pants, athletic shorts are allowed.
- No sweat pants or leggings are allowed. (Leggings may be worn under a dress or skirt.)
- Khaki joggers are allowed
- Holes in jeans are permitted IF the holes are below the knee ONLY.
- Shorts and skirts must be no shorter than 5 inches above the knee.

SHOES:

- No flip flops or house shoes allowed.

FIELDS TRIPS

On days when students leave the FACS campus as a group (field trips, nursing home chapels, competitions), students will be expected to dress nicely and appropriately. Students will be representing FACS and will be expected to dress as such.

BOOK BAGS AND LUNCH BOXES

Book bags and lunch boxes may not display messages, pictures, symbols, or any subject matter that is in conflict with Christian values. When an item is questionable the final decision will be made by the school Principal.

If a parent is uncertain about whether a certain item is acceptable, please contact the school office **before purchasing it** or allowing your child to bring it to school.

JEWELRY AND MAKE-UP

Jewelry is not to display any subject matter that is in conflict with Christian values. Girls who wear makeup should wear it modestly. Facial piercings are not allowed. Girls are allowed to have ear lobes pierced. Boys are not allowed to wear earrings.

HAIR STYLES

Hair styles for boys and girls should be modest and neat in appearance. Students should avoid extreme hairstyles. Signs and messages may not be shaved into student's hair.

HATS/CAPS

No hats may be worn inside the building, unless special permission is granted by the Principal.

GENERAL INFORMATION

Students who do not conform to the dress code will face disciplinary action, and parents will be called to bring the proper attire to school.

The school administration reserves the right to approve or disapprove of any questionable area regarding the dress code.

CELL PHONE

Cell phones must be turned off on arrival and placed in the cell phone receptacle. We have an “Away for the Day” policy. Use is prohibited during the school day. Students may retrieve their phones as they leave school.

CELL PHONE DISCIPLINE POLICY:

1ST OFFENSE- Cell phone will be taken to the office. Students may pick up cell phone at the end of the day. Parent will be contacted.

2nd OFFENSE- Cell phone will be taken to the office. It must be picked up by a parent. Student will be written up.

Students in 6th grade and below must have special permission to bring cell phones on campus.

CONFERENCES

The teachers and administration of FACS pledge to communicate with the parents concerning the needs and behavior of their child.

Parents are welcome to consult with the office about any problem or question that concerns the welfare of their child. Conferences with the Administrator, Principal or Teacher should be arranged in advance. Before school hours is a very important preparation and staff meeting time for teachers, and is therefore not conducive for surprise visits or lengthy conversations. Please call the school office or see the teacher after school to set up an appointment for a conference.

Also, please make arrangements through the office if you wish to visit a classroom or see a teacher or student. No one will be allowed in the classrooms without prior approval. The Administration reserves the right to restrict interruptions during class instruction time.

CHRISTIAN CONCILIATION

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and administration, teacher and a student, teacher and parent, parent and the school or any one of several possible areas. This is often the result of a lack of communication between those involved. As Christians, scriptural principles for resolving conflicts should always be followed. Matthew 18:15 —17 and 1 Corinthians 6: 1 – 7 determine the procedure of Christian conciliation that is used in resolving all disagreements at FACS.

If a problem arises, a person should first go to the one directly involved or through whom the offense came. If the problem cannot be resolved at this level, they should agree to be in disagreement and together obtain counsel of the administration.

On the basis of 1 Corinthians 6: 1 – 7, all parties should agree to accept the final resolution of any dispute as arbitrated by the Principal and without pursuing unnecessary court action.

PARENT VOLUNTEERS

Opportunities for parents and grandparents to be involved in school activities are not only provided but are welcomed and encouraged. Volunteer assistance is needed in many areas and can be coordinated either through the student's teacher or the FACS Parent-Teacher Ministry (PTM).

TRANSPORATION

FACS does not offer transportation to/from school.

GUIDANCE SERVICES

The Guidance Counselor at FACS can be seen by students for academic guidance including sessions to help students develop academic skills as well as assistance with applying for college admission and college scholarships.

FACS utilizes, upon parent request and approval, local services such as Vocational Rehabilitation Services and the Clay County Mental Health Liaison.

REPORT CARDS

Report cards are issued for five-year-old kindergarten through twelfth grade at nine-week intervals. Progress reports will be available online to view as often as needed. If you do not have a computer for this capability, notify the school office for a hardcopy.

GRADING SCALE

FACS has adopted the following standard for determining grades:

<u>Numerical Score</u>	<u>Letter Grade</u>
100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - BELOW	F

ASSESSMENT POLICY

Students in grades one through eight will take the Terra Nova Assessment in the spring each year. Students in grades nine through twelve will take the ACT at least once per year. Each teacher has a classroom assessment policy that can be provided upon request.

SEMESTER EXAM EXEMPTION POLICY

1. Students must have a 85 average or higher in the class before taking the exam.
2. Students cannot have more than three (3) unexcused absences in a semester. Please note that five (5) unexcused tardies equals one (1) unexcused absence.
3. Students who meet the above requirements can choose to exempt the semester exam if allowed by teacher. Please note that some teachers do not allow for semester test exemptions.

RETENTION

Students in grades one – eight who receive TWO or more “F’s” for the year in major subjects (Bible, Math, English, Reading, Science and Social Studies) will be required to repeat the year.

High School 9th-12th grade have required credits, see below.

Kindergarten students may be either recommended or not recommended for promotion.

Students who do not satisfactorily meet the attendance requirements of FACS are subject to retention or forfeiture of academic credit.

The Principal reserves the right to make any decisions regarding the promotion, retention or academic credit of any FACS student.

HIGH SCHOOL GRADUATION REQUIRMENTS

HIGH SCHOOL CREDITS

Credits are earned toward high school graduation in grades 9–12. One full credit reflects the successful completion of two semesters of any one subject taken every Monday through Friday. Half credits may be earned by successfully completing a subject taken every Monday through Friday for one full semester.

REQUIRED CREDITS

In order to graduate, a student must have the following credits:

Bible	4 Credits or 1 Credit for each year at FACS
English	4 Credits
Social Studies	4 Credits
Mathematics	4 Credits

Science	4 Credits
Physical Education	1 Credit
Foreign Language	1 Credit
Elective	1 Credit
Health Education	½Credit
Arts Education/Misc.	½Credit
TOTAL CREDITS	24

*In order for a student to receive full credit for a subject, he must pass with a yearly average of 60 or better. A ½ credit is lost for each semester the student fails. If a student fails a semester but his/her final average is a 60 or above, they will pass and earn the full credit. This does not relate to ½ credit courses.

ADVANCED DIPLOMA

To earn an Advanced Diploma, the student must maintain a GPA of 3.0 or higher. Furthermore, the student must have outstanding Christian character and above average study habits/skills.

MAKING UP LOST CREDITS

Students who fail to earn credits required for graduation must make up the lost credits to graduate. This will be done during the summer months at the student's expense. The administration will determine the appropriate method of summer instruction. Successful completion of summer credits may be required for admission to FACS in the fall.

GRADUATION POLICY UPDATES

Policy on 6th grade graduation and GPA requirements for Valedictorian and Salutatorian:

All sixth graders with passing grades will participate in graduation exercises. There will be a fee for graduation and the reception that follows. The fee may vary from year to year and will be determined by the number of students graduating. The selection of Valedictorian will be based on his/her grades from fourth through sixth grade. Should a student transfer to FACS at any time during grades four through six then, a higher weight will be given to those years he/she attended FACS. The same calculation will be used for the Salutatorian award as well. Should a student fail a subject and be ineligible to graduate, the administration has decided that they **WILL NOT** walk with their class or be allowed to participate in any other graduation activity.

Policy on 12th grade graduation and GPA requirements for Valedictorian and Salutatorian:

All seniors who satisfy graduation requirements will participate in graduation exercises. There will be a fee for graduation and the reception that follows. The fee may vary from year to year, and will be determined by the administration. The selection of Valedictorian will be based on his/her grades from 9 through 12. Should a student transfer to FACS at any time during grades 9 through 12, then a higher weight will be given to those years he/she attended FACS. The same calculation will be used for the Salutatorian award as well.

ELIGIBILITY REQUIREMENTS FOR VALEDICTORIAN AND SALUTATORIAN

1. The student shall have followed the advanced curriculum.
2. The student who has the highest cumulative grade average for grades nine through the first semester of grade twelve shall be Valedictorian. The student with the second highest average shall be the Salutatorian. The student with the third highest average will be the Honor Student. These averages shall be carried to the thousandths place with no rounding involved – a tie, although unlikely, is possible).
3. The Valedictorian, Salutatorian, and Honor Student GPA's will be determined by averaging the students' final grades from the Advanced Diploma Program, excluding electives.
4. Students must be enrolled at the beginning of the eleventh grade in order to be a candidate for Valedictorian or Salutatorian.

ACADEMIC BANQUET

An Academic Banquet will take place near the end of the school year for the purpose of individual awards. Students in grades seven through twelve with A's and B's on their report card for the year will be invited to attend as well as any student receiving an award at the banquet. Grades for the first three (3) nine weeks will be considered.

ACADEMIC/BEHAVIORAL PROBATION

Students may be placed on academic probation status if they fail to meet entrance test or previous course grade requirements, or if during the school year their overall grade average falls below acceptable standards.

Behavioral probation may result from any previous behavior problems involving the student.

Students in grades 7-11 who do not complete the year with a 2.0 or "C" average will not be eligible to participate in FACS sponsored athletics.

Participation in certain school related activities may be restricted for a student on any probationary status. The administration will determine when the probationary period is ended.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students and to help them advance in their studies. Every effort will be made to keep homework to a minimum on Wednesday nights and weekends.

Parental cooperation is necessary in order to meet this responsibility. Failure to complete homework will affect the student's daily grade. Homework is given for several reasons:

1. **For reinforcement:** We believe that most students require adequate review to master material essential to their education.
2. **For practice:** Following classroom explanation, illustration and review of new work, homework is given so that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework following instruction is given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments and projects are some of the activities that are frequently used as homework assignments in certain areas of study.

ABSENCES (Read Carefully)

Excessive absences hinder academic performance and should be avoided. There are no excused absences except for student illness, death in the immediate family, or cases in which prior approval was granted by the Principal.

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. **The note must be sent to the school with the student on the day he/she returns to school in order to determine if the absence may be excused. If a student returns without a note, the absence will be unexcused.**

Students who have excused absences may be given make-up work to do and will be allowed to take any regular test missed. It is the student's or parent's responsibility to see the teacher and ask to make up the necessary work or test.

A grace period of one day for each day of absence may be granted, if needed, to make up homework or tests that were given while the student was absent. This DOES NOT cover special projects, research papers, or anything given to you in advance. Students are expected to be prepared for class when they return from an absence, including readiness to take a test or quiz that was assigned prior to the absence. Work that is not made up will be recorded as a "0". Students with unexcused absences **WILL NOT** be allowed to make up any work or test.

No refunds on tuition are made because of absences. A total of 20 (twenty) absences per year or 10 (ten) per semester will be considered the maximum number of absences allowed for a student to receive credit for each class or course whether excused or unexcused. All emergency tardies and absences are built in the 20 days. **Once a student reaches ten absences in a semester, any further absences for the remainder of the semester will be unexcused. Furthermore, any work missed on days of additional absences will be given a zero and will not be allowed to be made up. Please note that this could significantly impact a student's grade.** Absences in excess of the above stated amount may require the student to repeat the course, semester or year. Absences will be kept per class in grades 9-12. A student may not receive credit for a class in which they have 20 or more absences per year or ten per semester, per class.

The goal of limiting the number of absences per semester is to encourage and teach responsibility.

TARDINESS

School begins at 8:00 a.m. each morning. Students not **in the classroom** at 8:00 a.m. will be marked tardy by the teacher and a tardy slip must be obtained from the school office to enter class. All tardies are considered unexcused, with the exception of illness, traffic delay due to an accident or approved unavoidable reasonable circumstances.

Five unexcused tardies or early check outs will constitute an unexcused absence. A student who checks in during the first hour will be marked as tardy. A student must be present for at least one half of their scheduled school hours in order to receive credit for a full day's attendance.

Between classes tardies will be dealt with according to the school discipline policy. Five unexcused tardies in a high school or junior high class will constitute an unexcused absence for that class. This will result in the student receiving zeros for all scheduled activities in that class.

Since a student coming into class late disrupts the entire classroom and hinders the late student's school routine, parents are strongly encouraged to assist in making sure their children are prompt in arriving and departing school.

CHECKING IN AND OUT

Any student checking IN or OUT of school must have a note explaining why he/she is checking in or out OR parent must verbally give reason to office staff. It is to be documented on the check in/check out sheet with written notes being kept for records. This documentation will be evaluated to determine if the absence is excused or unexcused.

Students checking out must get their work BEFORE leaving school. Failure to do so will result in a zero for the assigned work missed.

Any reason other than ILLNESS, DEATH IN FAMILY, OR CIRCUMSTANCES APPROVED BY ADMINISTRATION IS UNEXCUSED AND ***WORK CANNOT BE MADE UP, RESULTING IN A ZERO.***

WITHDRAWALS

All withdrawals from the school must be made through the school office. Forty-eight hours advance notice in writing to the Principal is expected. Full payment for the current school period based on the ten month tuition payment plan must be made. All charges on the student's account must be cleared. Records are released to another school upon written request from that school ONLY after the account is cleared.

LUNCHES

Students will be asked to bring their lunches each day. Students will not be allowed to exchange or share their lunches since some children may have allergies to certain foods. Please instruct your child not to exchange or give away food without express permission of the teacher. Also, please include forks, spoons and napkins as needed for your child during lunch.

SENDING MONEY TO SCHOOL

School snack and lunch money may be sent to school with the student. Larger amounts such as tuition, EDP payments, or fundraiser money should be brought to the school office or designated location by the parent, or a check or money order mailed to the school. If you send small amounts of money to school, **please put it in a sealed envelope with the student's name, amount of money enclosed and purpose for the money indicated on the outside.**

SICKNESS AND MEDICATION

For the welfare of your child and others in the school, all children who are sick must be kept at home. If your child has a fever, please do not send the child to school until they recover. **(Students must be free of fever and vomiting for at least twenty-four hours before returning to school.)** Since students do participate in outdoor activities as the weather permits, please see that they are dressed appropriately in order to prevent illness.

No medication, including aspirin or Tylenol, will be administered at school unless written permission has been given by the parent. Prescription medications will not be administered at school unless the parent has filed the necessary form with the school office. Students with communicable diseases will be excluded from school while ill and during recognized periods of communicability. FACS reserves the right to make all final decisions necessary to enforce its illness and communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

PRESCRIPTION MEDICATION

Prescription medications will not be administered at school unless the parent has filed the necessary form with the school office. Once the necessary forms have been filed, the following procedures must be followed.

A. Labels on Medication

1. Prescribed medication must be stored in the original container in which it was dispensed by a licensed prescriber/licensed pharmacist. Medicine NOT in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

- a. On the prescription bottle:
 1. Full name of student

2. Name of medication
 3. Dosage and time intervals for administration
 4. Name of physician (required for prescription drugs only).
- b. On the permission form:
1. Possible side effects, any severe reactions
 2. Any special instructions for administering the drug.
2. Nonprescription medication should be in the original container (labeled with the child's name) and be accompanied by the completed permission form with the necessary details for storage and administration.

WEATHER DAYS

FACS will announce via School Cast any decisions concerning school closings due to bad weather or other necessary reasons. Listen for a specific announcement concerning FACS regardless of what Clay County Schools or any other school system may decide.

BIBLE

Bible study is recognized at FACS as of fundamental importance and is a required subject. Scripture memorization is given particular emphasis. Biblical truths are also interwoven into the study of each academic subject. Without knowledge of the Bible, a student cannot be considered truly educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of our students as "The Book of Books."

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from its study.

Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

CHAPEL AND ASSEMBLY

Chapel services are conducted weekly. These services are designed to spiritually inspire and build character in each student. Members of the faculty or special guests may speak at or conduct these chapel services upon approval of the Principal.

Students are required to participate when their class ministers in chapel. A grade may be given and averaged into their nine-week grade for Bible.

Occasionally general assembly programs will be scheduled for promotional, entertainment or personal enrichment purposes. The times for these assemblies will be announced. K-3 through 6th grade will have chapel on Fridays 8:15-9:00 AM.

PATRIOTISM

Along with a love for God and His Word comes a love for our country. We endeavor to develop a love and respect for our country and the freedom we enjoy as a God-given gift.

EMERGENCY SAFETY DRILLS

Planned escape routes, safe shelter procedures, and other emergency measures will be practiced by the students, teachers and administration in the event of an emergency.

LABELS

Parents are asked to label everything that their child brings to school: coats, sweaters, supplies, lunch boxes, etc. NO TOYS are to be brought to school unless the teacher has given permission for a specific reason.

TELEPHONE CALLS

Students are not allowed to make telephone calls from school except in cases of emergency or necessity as determined by the school office. Parents are also asked not to make calls to students unless absolutely necessary.

PROPERTY

Each student is expected to respect the property God has provided to FACS and the rights of others. Any student who breaks or defaces any school or personal property is responsible to replace or pay for the broken or damaged item. The school will not assume responsibility for the carelessness of a student. A student must never go into a teacher's desk or use items belonging to someone else without permission from the owner or teacher. No student is to add to or delete anything from any bulletin board without teacher approval. Each student is expected to help maintain the general cleanliness of the school by picking up any paper or litter dropped.

SPORTS

The FACS sports program consists of Varsity Boys Football, Jr. Varsity and Varsity Girls Volleyball, Jr. Varsity and Varsity Girls Basketball, Jr. Varsity and Varsity Boys Basketball, Varsity Girls Softball, Varsity Boys Baseball, and Girls and Boys Archery, all based on adequate student participation. Age requirements and additional information will be provided during the school year. Students must maintain a "C" average to participate in extracurricular sports activities. Failure to maintain a "C" average will constitute athletic probation after the 1st semester. If the average is not brought up to an acceptable standard, the student will not be

eligible to participate during the 2nd semester. Students who are out of school **for any reason** and counted absent for the day will not be eligible to play in the sport that day.

STUDENTS WITH LEARNING DISABILITIES

FACS does not have a special education teacher on staff. IEP's and/or 504 Plans are not written or utilized. If a current or potential student receives a diagnosis of a learning disability that requires special accommodations, a meeting must take place to determine if reasonable accommodations can be made.

Each case will be treated as a unique situation dependent upon student performance, formal diagnosis, behavioral issues, and school attendance.

An agreement between the principal, teacher, and parent will be reviewed and updated **annually** concerning any learning disabilities/difficulties and accompanying accommodations.

Please note that no accommodations will be made until parents provide evidence of a formal diagnosis from an outside credible source.

IMMUNIZATION REQUIREMENTS

FACS utilizes ImmPRINT through Alabama Department of Public Health. Required immunizations are set forth by the Department of Public Health. Students' immunization records are reviewed annually. If an immunization is needed, a form will be sent home to parents. Parents are expected to have students up to date on immunizations within two weeks of notification.

HOW TO HELP YOUR CHILD SUCCEED IN SCHOOL

Here are some helpful guidelines to consider in making home life positive and constructive for success in school:

1. Encourage your child to be enthusiastic about his school work.
2. Be sure your child schedules sufficient time for home study.
3. Provide your child with a suitable, quiet place to study at home and help endeavor to establish a regular study pattern or schedule. Pencils, pens, paper, books, dictionary, ruler etc. should be at hand.
4. Have family agreements that are enforced regarding the use of the telephone or television.
5. Be sure your child is in bed each night at a proper hour to insure proper rest.

The following guidelines for effective study habits should be shared with your child:

1. Attitude is important; think positively and work independently.
2. Learning requires concentration; keep your mind on what you are doing.
3. Have a definite, well-lit and quiet place to study each night.
4. Read your entire assignment rapidly for basic content; then re-read for detail.

Do not let study chores wait until the last minute; keep yourself prompt and on schedule. Child discipline originates in the home. The parent is the first teacher of his/her child and should develop in them good behavior habits and proper attitudes toward school. A parent should follow these guidelines:

1. Recognize that the teacher represents the parent and authority while the child is in school.
2. Teach the child respect for law, authority, the rights of others and for private and public property.
3. Arrange for prompt and regular school attendance and encourage full compliance with school procedures.
4. Work with the school in carrying out recommendations made in the best interests of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

LOCKER POLICY

Grades 7-12 provide lockers. Girls' lockers are located on the right hallway as you enter the building and boys' lockers on the left hallway. Lockers must be kept neat and clean at all times. No food or drinks are allowed in or on top of the lockers without being in a lunch box or container. Before students leave each day, all food and containers must be taken home. Nothing is to be left on top of the lockers and all locker doors must be closed. FACS teachers and administrators reserve the right to inspect the lockers at any time. Students are not allowed to access other students' lockers.

FACS SIGNATURE ACKNOWLEDGMENT

Handbook

I will read the information in the FACS Parent-Student Handbook. I will share any pertinent information with my child(ren). I understand that this handbook constitutes the rules, policies and procedures of First Assembly Christian School.

_____ Initials

Financial

I understand the financial policy of FACS. I understand that my records will not be released unless my account is a zero balance.

_____ Initials

Facebook and media

I hereby grant FACS the irrevocable and unrestricted right to use and publish photographs or other images of me/my child, or in which me/my child is included, in any print, electronic, digital, or other media; and to alter the same without restrictions. I further acknowledge that my participation is voluntary, and that I will not receive financial compensation of any type associated with the taking or publication of these images. I irrevocably assign such images' rights and uses to FACS into perpetuity. I hereby release FACS and its legal representatives and assigns from all claims and liabilities relating to said images.

_____ Initials

Parent Signature _____ Date _____

Student Names _____
