

FARMERS CHRISTIAN ACADEMY



POLICIES & PROCEDURES HANDBOOK

600 Whispering Oaks Road
Morehead, Kentucky 40351
(606) 780-1281
(606) 776-9780
fcatackett@gmail.com



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Dear Parent,

We trust the School Policies and Procedures Handbook will be helpful in answering questions about Farmers Christian Academy. Our school ministry is a vital part of our church ministry. What we believe and hold to as a church, we believe and hold to as a school. As you will see on the following pages, our sole authority for faith and practice is the Word of God. We do not teach religion, necessarily, we teach the Word of God. If we can be of any further assistance as a church, please contact me.

In Christ,

Joe Cline, Pastor
House of Prayer

Dear Student,

Welcome! I am excited that you have chosen to attend Farmers Christian Academy. It is my goal to provide you with a safe, positive, Christ-centered learning environment. With your cooperation, reaching this goal will be easy. I will be praying for you daily throughout the year. I encourage you to study diligently and learn as much as possible. Set goals that will help you avoid mediocrity and become excellent. Be the best you can be, for God always has and always will give His best to His children. Good grades and a good education are very important. Your handbook contains important information and guidelines to help you succeed in attaining your educational goals. Best wishes for success in all your educational pursuits.

In His Service,

Lesley Tackett, Administrator
Farmers Christian Academy

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Our Mission Statement

The mission of Farmers Christian Academy is to lead students to a close and personal relationship with our Lord and Savior, Jesus Christ; to train up the next generation of children for Christ; to provide a Biblically based, individualized education; and to prepare and guide all students through an arduous program of academic excellence by Christ-centered teaching, application, and example.

Our Philosophy

Farmers Christian Academy is based upon the Word of God. The primary objective and purpose of the academy is to train the student in the way of life presented in the Scriptures while giving him a quality education for life.

Since Farmers Christian Academy is a ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word. We adhere to Biblical principles concerning life, marriage and family values.

Our academic program emphasizes the mastery of the fundamentals necessary for satisfactory achievement and stresses the acquisition of facts and concepts in the various areas of study. Methods of teaching proven to be effective are utilized as we encourage each student to do their best to reach their full potential.

The objective in building a private Christian school is to obey the Scriptural imperatives of **Deuteronomy 6:5-7**, *"...love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children..."* Children are gifts from God (**Psalms 127:3-5**), and parents are mandated by God to "train-up" their children in the way of the Lord and not the ways of the world (**Proverbs 22:6; Ephesians 6:4**). Teaching is training. Training for life must include training for eternity. This is why character training is an integral part of what we do. The school staff works closely with parents to train the child in the way he should go. Part of the philosophy of ministry that we hold to is the simple fact that parents are the most important educators that a child will ever have. That is why we desire to work closely with parents in educating their children.

Attending Farmers Christian Academy is a privilege and not a right. The goal of this school is to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the Word of God, and the highest standards of morality and Christian behavior. All of our policies, rules, and regulations are Biblically based.

Statement of Faith

The sole basis of our beliefs is the Bible. We believe that all sixty-six books of the Old and New Testament were uniquely, verbally, and fully inspired by the Holy Spirit and were written inerrant in the original manuscripts.

- There is only one God, who eternally exists in three persons – Father, Son, and Holy Spirit – each of whom possesses equally all the attributes of God.
- Jesus Christ is the Son of God who became flesh by the miraculous conception by the Holy Spirit and His virgin birth.
- Jesus lived a sinless life and voluntarily died on the cross as a substitute for human sins. By doing this, he satisfies divine justice and accomplished salvation for all who trust in Him alone.
- Jesus rose from the dead three days after He was crucified in the same body.
- Jesus ascended into Heaven and sat down at the right hand of God to be the mediator between God and humanity where He continually makes intercession for those who are born again.
- Adam and Eve were created in the image of God. They sinned by disobeying God which brought all people under divine condemnation.
- Salvation is a free gift of God's grace given to those who repent of their sins, confess Christ as their Lord, and put their faith and trust in Him alone.
- Jesus is the Head of the Church, His Body, which is composed of all people, living and dead, who have joined Him through saving faith.
- Jesus will come again to the Earth – personally, visibly, and bodily – to fulfill history and the eternal plan of God.
- Jesus commanded all believers to proclaim the Gospel throughout the world and to disciple people from every nation. The fulfillment of the Great Commission requires that all worldly and personal ambitions be subordinated to a total commitment to Him who loved us and gave Himself for us.

Notice of Non-Discrimination Policy

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

Model Release

Any student's or parent's picture taken at a school function may be used in any Farmers Christian Academy publication, web site, etc.

Biblical Principles

Bible study is recognized here as fundamentally important. It augments the study of all other subjects. Without knowledge of biblical truths, a student cannot be considered educated.

The Bible gives direction for life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books." It has been said that a simple one word definition of education is "life." A person is not ready for life until they are ready for death. The Bible, God's Word, shows that the source of all life is Jesus Christ.

Therefore, the source of all education is Jesus Christ. "In regards to this great Book (the Bible), I have but to say it is the best gift God has given to man. All the good the Savior gave to the world was communicated through this Book. But for it we could not know right from wrong. All things most desirable for man's welfare, here and hereafter, are found portrayed in it." ~ Abraham Lincoln

Farmers Christian Academy uses the biblically based A.C.E. and ABeka curricula, which include Scripture memory passages and are designed to draw students to a deeper relationship with Jesus Christ—each designed to help students develop moral character and wisdom.

All Scripture quotations and passages are taken from the King James Version Bible.

Parental Involvement

Volunteer work around the school benefits not only the school but also the parents' understanding of the ministry. Please feel free to contact the school if you are interested in volunteering in any capacity. All parents are welcome and encouraged to help with parties, field trips, and other special events. Prior arrangements are required to assist within the classroom on regular days of school. If you're unable to volunteer directly within regular school functions, please find ways to help with fundraisers. This helps keep our tuition as low as possible.

For safety purposes we have a "locked door" policy. Because of this we require anyone needing to enter the school building for any reason during school hours (8:00-3:20) to come to the office. Please DO NOT go directly to the classroom. Visitors need to wait in the office until gaining permission to enter the Learning Center.

- Parents talk with your child's teacher on ways you can get involved with the school. Let your child know how proud you are of all their accomplishments and hard work.
- Classroom parties are generally scheduled for Christmas and Valentine's Day.
- If you want to celebrate your child's birthday, you must bring supplies, food, etc. for everyone.
- Avoid handing out invitations unless every student in the class will be included.
- We strongly encourage parents to be fully involved in your child's education and supportive of your school.
- If you notice a problem, please don't complain or grumble in front of the children. Offer a solution! We want our kids to receive the best education and be proud of their school.
- Any fundraising ideas would be greatly appreciated.
- Report any changes in address or phone numbers.

Remember - It takes the parents, church, and school to train up a child in the way he should go.

Admissions Policy

- Application and all enrollment forms, including immunizations, birth certificate and a medical history form must be completed in full and submitted to the school office accompanied by an annual registration fee.
- Any student transferring from another school must provide the name, and contact information of the school from which the child is transferring in order to obtain the student's records.
- Each student must reapply for enrollment at the beginning of each year.
- Applications are reviewed for acceptance by an enrollment committee.
- Applicant's academic balance, ministerial spirit, and citizenship are the qualifications considered in determining if FCA is right for each child.
- Each parent and student must sign a *Behavior Agreement* each year.

Parent Orientation

Prior to the start of each new school year, Farmers Christian Academy will hold a mandatory Parent Orientation. The policies, rules, objectives and more will be discussed at this time.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled as needed or upon request by parent or guardian.

Chapel Services

Weekly chapel services are held every Thursday for students and parents are welcome to attend. This chapel service illustrates to the students the importance of Christian education and how it relates to the ministry of the church. Local pastors and missionaries may be invited to speak. Students must bring their King James Version Bible, a notebook, and pen to all chapel services.

Scripture Memorization

The Word of God is taught daily in each classroom and monthly Scripture memorization is required at Farmers Christian Academy. The Bible enhances the study of other subjects such as English, history and the sciences.

Attendance

The school days are Monday through Friday from 8:00 A.M. until 3:20 P.M. Regular attendance is absolutely essential to successful school work. Absenteeism causes hardships for everyone involved; therefore, we require each parent to do your best to avoid unnecessary absences. Faithful class attendance is vital for a student's success. If a student is absent, we request that the parent call the School before 10:00 A.M.

If your child will be absent from school, please notify the school by telephone, (606) 780-1281 or send a note in advance, if possible. Parent notes for unforeseen circumstances will be excused up to (4) per semester or (8) per year. Doctor, dental, music and other appointments are to be scheduled after school hours, if possible. Notes from parents/guardians, or doctors must be submitted on the day of return following an absence. Medical absences with notes will be excused and up to 4 parent notes per semester, but **all missed work must be completed** unless it is physically impossible. Students should ALWAYS bring an excuse following any absence. Since students at FCA work at their own pace, **excessive absences put them behind, causing unnecessary frustration.**

Because of the curriculum used at Farmers Christian Academy, attendance is vital to the complete education. Failure to attend school may result in a student's failure to complete the entire prescribed course of study for a given year. If a student has more than ten unexcused absences (10) in a given quarter, the administration reserves the right to withdraw the student from the Academy.

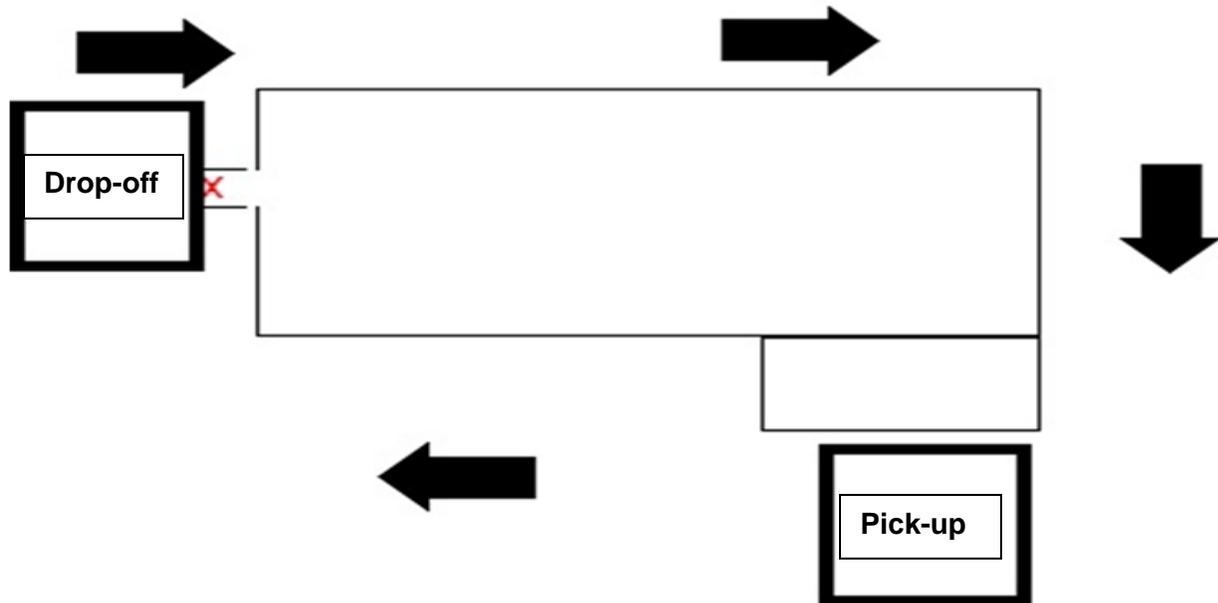
Tardiness

Punctuality is a character trait that we desire for each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student's academic progress. Students who arrive after 8:00 a.m. or leave before 3:00 p.m. will be considered tardy. (4) tardies are equal to (1) absence. (2) tardies are equal to 1/2-day absence. Any student with an absenteeism rate in excess of 10%, who also has more than 10% of yearly goals undone, will be reviewed by school board for re-enrollment.

The doors are locked at 8:05 A.M. every school day. Late students must stop by the office to obtain permission to go to the classroom for safety purposes.

Drop-off and Pick-up

- When approaching the school building, turn left off Whispering Oaks Road toward school entrance and drive clockwise around building.
- School hours are from 8:00 a.m. to 3:20 p.m.
- Students may be dropped off any time after 7:30 a.m.
- Please **do not** pick students up until 3:20 p.m. unless you have an emergency.
- Students are to be picked up at the main doors upstairs at 3:20.
- Park in the church lot if you arrive early.
- A list must be provided of who may pick up your child.
- Any student arriving early must remain in their designated area.



Social Networking

All students with any form of social networking account (i.e. Facebook, Instagram, Twitter, Pinterest, etc.) could be required to “friend,” “follow,” or using any other terminology make their social networking account open to the Administration and teaching staff of FCA.

Posting of any “inappropriate” comments, pictures, suggestions, etc. is prohibited. Such “inappropriate” comments, pictures, suggestions, etc. may lead to disciplinary action. Our goal is to be a true Christian school and avoid anything that may lead to negative opinions of our church or school. We carry the name of Christ, and we want to be careful to honor Him in every way.

Standards of Conduct

We believe our students deserve a quality education in a safe environment. We hope to achieve this goal by promoting Christ-like social behavior and teaching respect for God, self and others. Our hope is that our students will become hard working, responsible and respectful citizens. We ask for your full support in making this a reality.

Students of this school are EXPECTED TO REFRAIN from talking about or engaging in cheating, swearing, sexual conversations, un-Christ like language, un-Christ like entertainment, vulgar and obscene gestures, vandalism, inappropriate physical contact or any un-Christ like behavior. Students who participate in such activities are subject to disciplinary action.

Students are expected to act in an orderly and respectful manner, being hospitable and friendly, and maintaining biblical standards of courtesy, behavior, cheerfulness, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

*“Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” **Ephesians 4:29.** “Neither filthiness, nor foolish talking, nor jesting, which are not convenient: but rather giving thanks.” **Ephesians 5:4***

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this academy should immediately discuss the matter with a supervisor. THIS IS NOT TATTLING. “It has been said all it takes for evil to triumph is for good men to do nothing. “

*... To him that knoweth to do good, and doeth it not, to him it is sin.” **James 4:17***

General School Rules

Undoubtedly, there are extenuating circumstances to almost every policy or rule. The administration of the school reserves the right to have the final authority on exceptions to any rule or policy. Any exception to the policy for one family or one situation will not be considered an exception to policy for all.

- Students are to speak respectfully to all administration, staff and volunteers. There is no back talking or arguing with teachers. This applies to any school related event.
- Proper and kind speech is expected. Vulgarity, profanity, swearing, teasing, belittling, and lying shall have no place at FCA.
- There is to be no talking or getting out of your seat during instructional time by a teacher or staff member. There are times in class when talking in groups, getting out of a seat, or carrying on a private conversation is permitted. These times are determined by the teacher.
- Uncontrolled actions or words that demonstrate a lack of self-restraint are always out of order. Things such as rough housing, wrestling, jumping, yelling, throwing things, passing notes, writing on or defacing school property, or running in the hallways are examples of uncontrolled actions.
- Certain areas of our campus are off limits to students. Teachers' desks and personal property, kitchens, closets, nurseries, or offices are areas that are generally off limits. This includes other students' desks as well.
- MP3 players, tablets, video games and any other electronic devices are not allowed to be used by students while at school or on activities unless previous arrangements have been made or these devices are being used for required school purposes. The use of cell phones by students is prohibited before, during and after school, while on field trips or after-school events or practices without permission. Any student in possession of a cell phone must keep it put away. The cell phone may be confiscated by the teacher, and parents may be asked to pick the phone up from school. Generally speaking, **KIDS WITH CELL PHONES AT SCHOOL HAVE AN EXTREMELY HARD TIME FOCUSING ON THEIR STUDIES!!!!!!**
- Students are not to show physical affection in any form at school or during school-related activities. Any form of conversation of a sexual nature is inappropriate. Private or personal notes are not to be written nor passed.
- Our most important rule is that students maintain a Christ-like attitude at all times. Students must maintain a good witness while away from campus if FCA is to present a

good reputation in the community. Behavior of any kind that may damage this testimony while at or away from the school shall be subject to disciplinary action.

- Magazines, books, newspapers or any other printed or electronic material is not permitted, unless previous express permission has been given by the Administrator.
- Other age appropriate rules may be enforced by the administration and teachers of the academy as needed.
- A student's locker, desk or back pack may be searched at any time deemed necessary by the administrator, without prior notice being given to the student.
- Students will be held responsible for any damage to the premises.
- All objects considered a weapon (guns, knives, etc.) are strictly prohibited.
- No gum, eating, or drinking is allowed in the Learning Centers, except for fundraising purposes, class parties or teacher's discretion. Bottled water with a lid may be kept in a water bottle at the student's desk. Other drinks with **spill-proof lids** may be kept at the child's desk with teacher discretion for \$.50 a day.
- Students are asked to refrain from discussing grades, PACEs, and amount of work completed. Everyone is on an individual program, so this could cause embarrassment.
- Students are expected to use good manners.
- No horse playing, bullying, cheating or stealing.

We will honor the Golden Rule and treat others the way we like to be treated – with kindness.

Discipline

The primary rule is “Study hard and always do your best.”

All children will be disciplined firmly, but with loving kindness and instruction.

Merits, demerits, incentives, and privileges are the primary disciplinary tools used at FCA.

Incentives are ineffective without parental support. Parents please do not allow your child to be absent from school on Fridays and please do not pick them up before “Fun Friday” begins if they did not earn enough green dots to participate. Students not earning enough homework “green dots” will continue their studies until school is dismissed.

The “Law of Kindness” is our standard guideline. Name calling or teasing are not allowed. Students are reminded to encourage and uplift each other. No tolerance will be given for any student who is disrespectful to teachers or staff. Foul language or filthy communication will not be tolerated at any time.

All homework must be completed and mistakes corrected. Any student with undone homework will not be attending break until old work is completed. Ask your children to see their homework notebooks each night. Sign only when you know all homework is completed. **We must work together** to ensure each student gets the best education. Students whose parents closely monitor academics ALWAYS do better.

Farmers Christian Academy is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be “reformed”. We are here to work with the home, but NOT to take the place of parents who have experienced difficulty in fulfilling their roles. Let’s all work together at home and at school to teach Christian values and good manners to our children.

If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Support the administration and call the school for all the facts. It’s always best to get both sides.
 2. Realize the school has reasons for all rules and that they are enforced without partiality.
 3. Middle school and high school students, in particular because of their influence on younger children, are trained to adhere to the academy’s philosophy and Biblically-based program. Such adherence includes abstinence from unbiblical practices.
- No dating relationships are permitted at school. Boys and girls must observe the one-foot rule at all times.

FARMERS CHRISTIAN ACADEMY

Dress Code

Our goal is to create a learning environment in which academic excellence, professionalism and Christian character is emphasized. THE SCHOOL ADMINISTRATOR RESERVES THE RIGHT TO DETERMINE WHAT IS ACCEPTABLE OR UNACCEPTABLE.

SHIRTS

- Solid color polo shirts monogrammed on the left side are **ALWAYS** to be worn. Monogrammed hoodies or jackets may not be worn in place of polo shirts.
- Uniform shirts or jackets may be purchased through the school. Prices are posted in the office.
- Solid colors only: no words, emblems, designs or patterns.

PANTS/SKIRTS

- Pants, shorts or skirts must cover the knee. These should be work stock clothes – no denim, sportswear, skinnies or jeggings.
- Leggings may be worn underneath skirts but may not be worn in place of uniform items.
- Solid colors only: no words, emblems, or designs.
- No tight or form-fitting clothing.

OTHER

- Girls **ONLY** may wear small earrings.
- No hats in buildings, body piercing, or tattoos of any kind.
- No unnatural hair fads, extreme make-up, or excessive jewelry.
- Please send gym shoes for breaks.
- Parents, do not send your children to school dressed inappropriately.

Our goal is to honor God while creating a working environment free of distractions.

Dress Code Violations

Teachers will note violations of dress code standards. Students will have a corrective action note sent home for the parents regarding the dress code violation. Obvious violations of the dress code may necessitate that a student remain in the school office until the parent(s)/guardian(s) bring a change of clothing. Areas of subjectivity are left to the discretion of the supervisors and administration. The dress code is presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled in the academy.

Corrective Measures for Unacceptable Conduct

Remember: Our **GOAL** is to have a **CHRISTIAN SCHOOL**. Each parent and student will be required to sign a “*Behavior Agreement*.” If a student’s behavior violates the “*Behavior Agreement*,” the student will be reminded and/or reprimanded. A student who receives a Corrective Action Notice will have the notice signed by parents and return it to the teacher. Following is a list of unacceptable behaviors and consequences / corrective measures:

Cursing/Off-Color Language – 1, 2) reminder and lose break. 3+) 1-day ISS and CAN.

Cheating/Stealing/Lying – 1, 2) reminder and lose break. 3+) 1-day ISS and CAN. Stolen property must be repaid, and 1-day ISS.

Undone Homework – Parents can excuse up to 6 times a semester. No break until completed. 7+) CAN.

Cell-Phone Use At School – 1, 2) Phone will be confiscated with a reminder. 3) Parent pick up phone. 4+) 1-day ISS, parent pick up phone and CAN.

Dress Code – 1-4) reminder and lose breaks and group activities. 5+) work in a separate room or be picked up and CAN. *Appropriate uniform attire can be brought to school.

Illegal Substances / Weapons – 1) 3-day suspension; meet with board and / or law enforcement official and decide on expulsion.

Hitting/ Mistreating Others – 1+) 1-day ISS with apology and 2x CAN.

Name Calling / Bullying – 1-3) Reminder, lose break, and apologize. 4+) Lose breaks for the day, separate lunch and CAN (2x CAN for bullying).

Disrespect – 1-3) reminders, lose break, and apologize. 4+) lose break and CAN.

Complaining/Grumbling – 1-3) Reminders. 4+) P/T Conference and CAN.

Unexcused Absence – 4 parent notes per semester; 8 per year. Sit out 1 break if no note. No green dot for unexcused absence. CAN for each absence over limit unless full day’s work done.

Vandalism – Pay for damages. 1, 2) Sit out 2 breaks and CAN. 3+) 1-day ISS and CAN.

Any Mean/Harmful Behaviors – teacher discretion

Any student receiving 25 CANs within one semester will receive 3-days ISS. If student earns another 25 CANs before end of school year, he will be dismissed from the school. At the administration’s discretion, he may be allowed to continue school for the remainder of the year as a home school student while paying full-time tuition.

Withdrawals

All withdrawals from school must go through the office. Parents may withdraw a student for any reason. The school also retains the right, for any reason, to ask student(s) to withdraw, with a seven (7) day notice.

When a child is withdrawn from school the following policies shall govern that withdrawal:

REGISTRATION FEES obligate the school to hold a place in the Academy for the student. These fees are non-refundable and are charged each year for new and returning students.

TRANSCRIPTS will not be released until all books are returned and all bills paid in full. The administration reserves the right to make exceptions to this policy on an individual basis.

Medical Guidelines

No staff member will be allowed to administer any medication without authorization in writing by a physician. The medication must be properly labeled. If the academy does not receive written authorization, it will be necessary for a parent(s)/guardians(s) to stop by and personally administer the medication. All medication must be kept and administered at the school office, except in case of emergency (i.e. Epi-pen, inhaler, etc.).

It will be necessary to bring your student's health reports to the office prior to the first day of school. No child may be admitted to class until this is completed as required by law.

Illness or Incapacity

If a student has a fever or any contagious illness, he should not be sent to school. If the student is sent to school under such circumstances, the parents may be called to pick him up. If a parent, legal guardian, or emergency contact cannot be reached, professional care may be sought, and an injured or ill student may be transported via ambulance to the hospital to receive appropriate medical attention.

If for some important reason, a student is not able to participate in regular school activities, the school must be notified in writing by a physician of the nature of his incapacity and the probable length of its duration.

Communicable Diseases

Upon having the following diseases or conditions listed below, a student must have written consent from either a physician or the Health Department to return to School:

AIDS	Impetigo	Ringworm	Upper Respiratory
Bedbugs	Influenza	Salmonella	Infection
Chickenpox	Measles	Scabies	Whooping Cough
Conjunctivitis	Mononucleosis	Scarlet Fever	
Head Lice	Mumps	Streptococcal	
Hepatitis	Pinworms	Tuberculosis	

Requirement to Report Suspected Child Abuse

Kentucky law requires that any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in her professional capacity or within the scope of his or her employment whom he knows or reasonably suspects has been the victim of child abuse to report the known or suspected child abuse to a child protective agency immediately or as soon as practically possible and to send a written report thereof within 36 hours of receiving the information concerning the incident.

Reasonable Suspicion “occurs when “it is objectively reasonable for a person to entertain such a suspicion, when based upon the facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse.”

Health Forms and Certificate of Immunization

KRS 158.035 states no child shall be eligible to enroll as a student in any public or private school without first presenting an Immunization Certificate. The following criteria must be met:

An original Immunization Certificate must be provided to the school. You may obtain a certificate from the doctor’s office where your child received their shots. All shots received by your child from infancy to the present must be listed on the Certificate. **An Immunization Certificate must have an expiration date.**

An eye exam and dental record are required for all Preschool students. Please provide medical/insurance information in case of an emergency.

Property Searches

The school staff, with probable cause, has the right to search any student’s automobile, backpack, purse, pocket, lunch box, locker, desk, or person. This will always be performed within the guidelines of Christian modesty.

Student Relationships

Farmers Christian Academy does not permit any relationship, beyond that of friendship, between students. We do encourage wholesome friendships between boys and girls. Improper conduct such as hand-holding, kissing, or any bodily contact is not acceptable at any time while at school, or any related functions.

Failure to uphold this policy will lead to a Parent/Teacher Conference and an agreement will be reached on how to solve the problem.

Financial Information / Tuition

Tuition rates are set by the administration each year. Farmers Christian Academy's annual budget is dependent upon student tuition, fundraisers and gifts for operating expenses. All contributions are tax deductible.

Tuition payments are not tax-deductible. No refunds of tuition payments, even if paid in advance, will be issued for any student that is expelled from the academy. No refunds of tuition payments will be issued for the month a student withdraws from the academy.

- Each family enrolling must pay a non-refundable registration fee of \$80.00 for each new school year.
- Tuition for students is \$220.00 per month, \$25.00 less for 2nd child, 3 or more \$100.00 each. Tuition for House of Prayer members is \$195.00 per month, \$25.00 less for 2nd child, 3 or more \$100.00 each.
- Payments are made for **TEN** months, beginning in August and ending in May. Tuition is due on the tenth of each month.
- If a payment is made late, a \$20.00 late fee will be assessed. If payment is 30 days late, **KEEP YOUR CHILD AT HOME UNTIL TOTAL BILL IS PAID.** Please be honorable with payments and late fees!!
- A supply list will be provided at the beginning of the school year. Additional supplies may be needed during the school year.
- On March 1st, a one-time testing fee of \$27.00 will be charged. High school students taking Spanish, biology, physical science, chemistry, Algebra I or geometry must pay \$10 each year.
- If paying by check, please note student's name on memo line.

Lunch

- Students are responsible for bringing their own lunch.
- Pre-school / Kindergarten will also have a snack.
- Keep lunches simple (i.e. when sending ramen noodles have them pre-cooked in a bowl so they only need re-heating).

Diagnostic Testing

This is an instrument used to identify a child's academic achievement level in relation to PACE's. Diagnostic tests are available for Math, English, Reading, and Word Building. New students entering into the 2nd-12th level learning centers are required to take the Diagnostic Tests. We do not have a program at any level for students who do not speak, read, or write English. Therefore, we do not admit such students in the Academy.

Inclement Weather

Farmers Christian Academy's goal regarding possible weather closures is the safety of all students and family members. Therefore, we reserve the right to cancel school for inclement weather, if the administration deems it unsafe.

School closing announcements will be made by local television stations: WLEX, WKYT and WTVQ.

Computers

All students are given opportunity to learn how to use computers. Each high school graduate is expected to be computer literate. Students are given computer time each week to enhance computer proficiency. Programs, such as Readmaster, WordBuilder, MathBuilder, TypeMaster, and other programs are designed to enhance the student's overall academic performance. These programs are used daily in the classrooms. Foreign language is also taught on computers using the Rosetta Stone program, as well as PACEs.

Progress Reports

The grading system of our school is designed to give parents a true indication of the student's progress or the lack thereof.

Progress reports are handed out on the Tuesday following each nine-week period. The report is to be signed by the parent and returned to the school by Friday.

Setting Goals

- Students will set daily goals. A PACE should be completed within twelve (12) days or less.
- Everyone must receive an 80% on each test to pass.
- Incentives will be offered for students achieving weekly goals and honor roll.

*PARENTS – Your close attention is necessary to ensure that your child finishes on time.

Grading

We strive to maintain the highest quality of education. We believe that only the highest quality is honoring to our Lord and Savior Jesus Christ. The following grading system will be followed:

A = 94%-100%

B = 88%-93%

C = 80%-87%

Homework

The responsibility for scholastic achievement is placed on students. The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required to complete the work at home.

Every attempt will be made to complete the required work within the school day. However, should the student have homework, a Homework Slip giving the pages to be completed will be sent home. The slip is to be signed by the parent and returned the following day. Please provide a notebook for your child to carry back and forth listing homework assignments.

If the homework is not completed, the student will not be allowed to participate at break until the work is completed.

It is the student's responsibility to complete the homework and have the parent sign the slip, but encouragement from the parents is very helpful. The parents should provide each student with homework a designated area, free from distractions, with enough light, and a reasonable amount of time to complete the homework. TV watching, telephone conversations, etc. should be limited to promote better and more complete work. Parental help with homework is encouraged if students don't understand a concept, but parents should insist that the students do the actual work themselves.

Students need to have yellow boxes, check-ups and quizzes signed by the teacher before leaving school if done for homework. Students will be quizzed over vocabulary words and definitions. Projects are to be completed at home before each pace is completed. All self-tests and tests must be completed first thing each morning.

Field Trips

- Field trips will be scheduled as incentives and educational enrichment for those students who have met the minimum requirements.
- Students achieving “E” privilege and Honor Roll will be eligible for additional outings or rewards.
- If any student is unable to attend a field trip due to financial restraints, please discuss this prior to the scheduled activity.
- Students are expected to behave as if they were in the classroom.
- You will be expected to donate for gas, if riding the van.
- If you are able to drive for any event, please let us know ahead of time if other students may ride with you.

Remember: You are representing your school!



Revised 7-4-18 (LAT)