

Faith Assembly Christian Academy Word of Truth

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*Excellence in Education Through the Arts
& Business*



Parent & Student Handbook

Revised 02/14

Section A – Introduction

1. History

Bishop Leroy McKenzie III founded Faith Assembly Christian Academy in 1997 in Durham, NC. His God given vision of “Changing A Generation One Child At A Time” was birthed. As a result of society’s morals and values fading away, Bishop Leroy McKenzie saw a need for children to be taught under Christian leadership. He believes that teaching and molding students in their youth with the Word of God will direct their adult life. The foundation of the Academy is set on redirecting the minds of children to give them belief in God, faith in humanity, and to build their confidence. As a result of the vision in Durham and Apostle Cates having the spirit of her leader Faith Assembly Christian Academy Word of Truth was founded in August 2006. She understood children needed to be in a safe environment where children could learn academically and grow spiritually.

2. Statement of Faith

Faith Assembly Christian Center, Inc., accepts the Scriptures as the revealed will of God, the all-sufficient rule of faith and practice. The spiritual activities and practices of this Church shall be at all times, consistent with the following Statement of Faith:

Preamble

We believe the bible is to be inspired of God, the infallible Word of God. “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for instruction in righteousness” (2 Timothy 3:16).

The Bible is the only God-given authority which man possesses therefore, all doctrine, faith, hope, and all instruction for the Church must be based upon, and harmonize with, the Bible. It is to be read and studied by all men everywhere, and can only be clearly understood by those who are anointed by the Holy Spirit (1 John 2:27). “...No prophecy of the scripture is of any private interpretation. For the prophecy came not in old time by the will of man: but holy men of God spake as they were moved by the Holy Ghost” (2 Peter 1:20,21).

3. Mission Statement

The mission of Faith Assembly Christian Academy is to *educate* and *train* students based upon the Word of God. We *develop* the *whole student* spiritually, mentally, and physically.

We provide a quality Christian education based on biblical principles. We believe that teaching children Christian values in their youth will provide them with a solid Christian foundation (Proverbs 22:6). Functioning as an *extension of the Christian home*, the school supports parents who seek to obey the biblical instruction that gives them ultimate responsibility for the education of their children (Deuteronomy 6:7-8). We are dedicated to the success of every student regardless of race, color, or creed.

4. Goals

- To *teach* students Christian values on how to develop a Christ like attitude.
- To *prepare* the next generation to go into the world with the gospel of Jesus Christ.
- To *encourage* parental involvement with their child.
- To *create* a safe environment that stimulates learning and creativity through basic academics, the Bible, arts and business.
- To *equip* students with Godly wisdom and knowledge to better understand the world around them.

Section B – Admissions

General: FACA Word of Truth does not discriminate on the basis of race, color, gender, or national and ethnic origin for purposes of admission.

A. Procedure

1. Parent or Guardian visits school
2. Application is submitted accompanied by registration and application fees.
 - a. Student must be enrolled by a parent or legal guardian.
 - b. Student must be living with at least one parent or legal guardian.
3. Parents sign all permission forms.
4. Parent or Guardian and student read the handbook thoroughly.

B. Acceptance

1. Parents will be notified concerning the outcome of the enrollment process when the above procedure has been completed. Students may be placed on a waiting list, depending on space and availability. For all grades, a student's position on the waiting list depends on the date of application and priority status.

C. Specific Rules

1. FACA Word of Truth reserves the right to suspend or expel a student for misconducts whether the misconduct occurred on or off the school campus, whether the form of misconduct is identified specifically herein, and whether behavior is specified as improper off campus.
2. While FACA Word of Truth has no control over student activity off campus that is not school-sponsored, and while the school does not supervise off-campus student conduct that occurs during an activity that is not school-sponsored, misconduct during such an activity may come to attention of school authorities and may result in administration of discipline, including suspension or expulsion.
3. School property shall be protected. Malicious or careless defacing, damaging, or destroying of school property will result in both appropriate disciplinary action and the replacement of such property by the student and/or his or her parents legal guardian.
4. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
5. Respect for authority is required. Each student is expected to show respect for any staff member at all times, in and out of school. Any student who is disrespectful to a staff member(s) will be subject to disciplinary action, which may include suspension or expulsion.

Section C – Tuition/Fees

Application Fee: For all new applicants a non-refundable \$30 application fee is required.

Registration Fee: A non-refundable \$100 yearly registration fee is required for all old and new students. \$50 if paid by the end of the current year.

Tuition for Kindergarten through 12th Grade:

	<u>Monthly</u>	<u>Yearly</u>
One Student	\$335	\$3350
Two Students	\$620	\$6200
Three Students	\$850	\$8500

Tuition has been divided into 10 equal payments; payments can be made weekly, bi-weekly or monthly. Refer to Payment Schedule.

There is a \$25 late fee for tuition that is not paid on time as stated.

A \$30 fee will be charged for all returned checks.

After-School

After-school begins at 2:30pm. Fees are not added to monthly tuition payments and must be paid as stated in the afterschool contract.

A \$30 late fee will be added to monthly payment if students are picked up after 6:00pm.

Fundraisers

Faith Assembly Christian Academy Word of Truth endeavors to keep low tuition rates for the benefits of each parent. For this reason, we conduct several fundraising programs and anticipate each child and/or parent's participation in helping to raise additional funds needed for school projects. Participation is voluntary and door-to-door sales are not recommended.

School Records

No school records will be released for any student when there is a balance owed on the student's account. Parents have the right to view their child's record in the presence of a school official.

Lunches

Students are provided with lunch through an outside catering and is including in the tuition. They are free to bring their own drinks in their own thermos containers. Students are only allowed to eat lunch in designated areas approved by FACA Word of Truth. Food is never to be wasted and garbage is to be disposed of properly. Throwing and/or playing with food will not be allowed. Students should always be orderly.

NOTE TO PARENTS:

Please be sure to give your children with a drink before they leave for school. Also, we welcome and encourage those parents/ guardians who would like to eat lunch at school with their children. We only ask that they make arrangements with the child's homeroom teacher in advance. These guidelines will help insure a smooth operation of our daily schedule. We appreciate your cooperation.

Section D – Attendance

Compulsory attendance laws require all students under the age of 16 to attend school. This may be a private or public school, but the laws apply equally to both.

A student who must leave before 10am will be counted absent for the entire school day. Students who leave after 10am, but before the regular dismissal time will be counted absent one-half day.

If a student is late five times it is counted as one un-excused absence. A student who is absent 30 days or more for the year will be retained in their grade.

In accordance with the State of North Carolina law reference GS 115C-379, students are excused from attendance if the following applies:

1. Illness or injury prevents the student from being physically able to attend school.
2. The local health officer or the State Board of Health orders the isolation of the student.
3. The student is absent due to the death of a member of the immediate family.
4. The student has a medical or dental appointment.
5. The student is a party to or is under subpoena as a witness in the proceedings of a court or administrative tribunal.
6. The student is absent due to a religious observance in accordance with local school board policy.
7. The student obtains prior approval to take advantage of a valid educational opportunity, such as travel.

In case of absence, the parent must write a dated note to the homeroom teacher explaining the reason for the absence. This note must be sent the day a student returns from an absence. No refunds on tuition are made because of absences. Unexcused absentees will not be able to make up any work unless satisfactory arrangements were made with the administration before the absence occurred. It is in the student's responsibility to make up all the missing work, including homework, test and quizzes. Failure to make up the assignment within the allotted time will result in an automatic zero.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, please obtain permission from the administrator several days in advance.

Section E – Discipline

1. Student Conduct

Effective classroom discipline is a necessary key ingredient for a good learning environment. Discipline at FACA Word of Truth is not only to achieve this goal but also to help our students learn self-discipline and good character traits. The teacher is responsible for maintaining appropriate classroom behavior. To maintain a good learning environment, we expect students to conduct themselves appropriately. Students are expected to abide by the Biblical principle, “Do unto others as you would have them do unto you.” Certain behavior is not acceptable and will not be tolerated. The following is not a complete list, but is representative of unacceptable behavior:

- Talking without permission
- Failure to complete assigned work,
- Fighting,
- Lying,
- Cheating,
- Foul Language
- Deliberately damaging school or another’s property.
- Stealing (Hiding other students belonging, etc.)
- Excessive horseplay

The Academy has adopted a “zero tolerance” policy towards violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students’ lockers, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Students who do not report wrongdoing may be subject to disciplinary action. **Faith Assembly Christian Academy Word of Truth expects full cooperation from both student and parent in the education of the student.** When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he/she may be requested to transfer out.

The Bible admonishes, “Train up a child in the way he should go; and when he is old, he will not depart from it” (Proverbs 22:6). A part of this training, at times, is corporal punishment. Again the bible calls for it, warning, “he who spares his rod hates his son; but he who loves him disciplines him promptly”(Proverbs13:24)

Faith Assembly Christian Academy Word of Truth is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at FACA for worldly practices or divisions so common among other institutions. **Attendance at Faith Assembly Christian Academy Word of Truth 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 FACA Word of Truth.

In an atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is a fine opportunity for the development of a strong Christian leader. Strict and proper discipline is a chief concern of

parents who send their children to FACA Word of Truth. Our school staff takes seriously their responsibility to discipline students in accordance with biblical standards. To ensure proper student conduct during the school day, the following steps will be taken:

- 1) Warning
- 2) Meeting with student, teacher, and pastor
- 3) K-2 writing sentences, 3-12 learning experience squatting, building clean-up duty or other duties.
- 4) Meeting with student, parent, and teacher

Repeated offenses will result in student being held in detention, paddled, suspended, or expelled.

All disciplinary actions are documented and added to student's permanent record. The following basic premises are observed:

- A. Discipline is a reflection of love and concern as we train and nurture students
- B. Responsibility and authority to discipline come from God. Teachers stand in place of parents during school hours and have delegated authority to discipline students. It is vital that teachers and parents closely communicate on discipline matters.
- C. All discipline should be administered at (or as near as possible to) the time of the offense in a thoughtful, caring manner by the person immediately responsible for the student or a supervisor.
- D. Discipline procedures should be limited to those directly involved and related to a specific incidence. The people involved should be held to the smallest number possible without undue conversation that would initiate rumors or attitudes negative to the student's school experience.
- E. The intent of all disciplinary procedures is to in the right way, correct negative or inappropriate behaviors, and encourage self-discipline as students submit to God and other authorities over them.
- F. The principal and pastors have full discretion in discipline of the child. It is understood that they may use the "rod of correction" on the basis of Proverbs 22: 15. Parent's sign discipline permission forms to this effect.
- G. The school reserves the right to discipline or expel any student who doesn't cooperate with the total instructional program. Students or parents alike who, during off-school hours, violate Biblical principles or cast poor reflection on the school may be subject to dismissal.
- H. If a student does any malicious damage or vandalism to school property, the parent will be held financially responsible.

2. Uniform Policy

Uniforms give a unified look throughout FACA Word of Truth. It is the desire of FACA Word of Truth that our students live and conduct themselves in a manner that will be pleasing to God and will glorify the name of our Savior, Jesus Christ.

Standards for appearance are a means of building character and distinction in the lives of our students. The dress code of FACA Word of Truth is one of the first, and most tangible, rules to

which an entering student must respond. The school frowns upon extreme fads of any nature. The school administration reserves the right to initiate policies on new fads and changes in style throughout the school year. Students are expected to abide by dress regulations at all school functions.

Boys/Gentlemen

Navy Blue or Grey walking shorts/pants

White, Navy Blue, Grey and or Carolina Blue Polo shirts short/long sleeve with **NO LOGO**

- ❑ Boys are required to have on **belts daily** with their pants.
- ❑ Students may not wear under shirts as regular shirts.
- ❑ Shirts must be tucked in at all times.
- ❑ Boys/gentlemen may not wear earrings or bracelets of any kind.
- ❑ Boys/gentlemen may wear **ONE** necklace and watch at any given time

Girls/Ladies

Navy Blue or Grey skirts/ /jumpers

White, Navy Blue, Grey and or Carolina Blue Polo shirts short/long sleeve with **NO LOGO**

- ❑ All girls/ladies are required to wear skirts or jumpers. They must be loosely fitting and not cupped under their bottom.
- ❑ Shirts must be tucked in at all times. If a student raises their arms and their shirt comes out, it is too short.
- ❑ Girls/ladies may **ONLY** wear one pair of earrings, one bracelet, one watch, one necklace at a time. Any extra items will be taken.

NOTES:

- ***All students*** must wear a polo shirt daily; sweatshirts, jackets, pullovers are not considered to be polo.
- ***NO student*** is allowed to wear extreme hair designs, colors or styles.
- ***Tattoos & body piercings (i.e. tongue rings, lip/eye piercing) are not permissible.***
- ***Boys/gentlemen*** are not allowed to wear braids, Afros or dread locks. Hair must be kept cut closely to head. If hair can be braided or twisted, it is considered to be too long.
- ***Boys/gentlemen*** are not allowed to wear earrings or any other flashy jewelry.
- ***NO student*** is allowed to wear flipflops, open toe or strapless shoes.
- ***NO student*** is allowed to wear hats, bandanas, scarves, or do rags or any other item on their heads during the school day.
- Tank tops, tube tops, cutoff shirts, sleeveless shirts are ***not allowed***.
- Oversized, baggy or sagging pants are ***not allowed***.
- ***All students*** should be well groomed for example clothes should be ironed, hair neatly cut, etc.

The administration and teachers of FACA Word of Truth will maintain and enforce the dress code from the time a student arrives until the student leaves.

If a student is out of dress code, their parents or legal guardian will be called, and the student will be sent home to make any needed alterations.

If it is impossible for the student to go home to change, she/he may be held out of class for the remainder of the day. The student's grade for each class will reflect his/her absence.

To avoid any problem with uniforms, we ask parents to monitor students dress before they leave home.

3. Telephone

Students are not permitted to use the school telephone except in cases of emergency. Cellular phones and pagers are not permitted for student use on campus. If a student brings a cellular phone or pager to school, it will be confiscated. Refer to the Electronic Device agreement.

Policy Change – Effective August 18, 2008

Faith Assembly Christian Academy seeks to provide a stimulated learning environment for all students. Therefore, students are not allowed to have any electronic devices on school grounds. Electronic devices include but are not limited to cell phones, bluetooths, hand held pocket PC's, I-pods, headphones, walkmans, mp3 players, Nintendo game boys, and other handheld electronics. There are **NO EXCEPTIONS** to this policy. Any student who is in possession of electronic devices will be written up. **Students will not receive any warnings.** The first violation students will be suspended for a day. The second violation students will be suspended for three days. The third violation students will be suspended for ten days.

Section F – Academics

1. Curriculum

Curriculum guidelines followed are established by the State of North Carolina and Faith Assembly Christian Center. The A Beka, ACSI Press, Alpha and Omega Publication, Bob Jones University Press, and Harcourt curriculum used is conducive with our beliefs and the principles that we live by. We offer a well-rounded education for the students through music, art, dance, and foreign languages. Our program is designed as a college preparatory for every student. The following is a list of courses offered:

Elementary

- Bible
- Language Arts
- Reading
- Handwriting
- English Grammar
 - Spelling
 - Math
 - Science
 - Social Studies
 - 1st – Families
 - 2nd – Communities
 - 3rd – Early America
 - 4th – The U.S. & North Carolina
 - 5th – Eastern Hemisphere Nations
 - 6th – Western Hemisphere Nations
- Health, Safety & Physical Education
- Dance
- Music
- Art

Middle School

- Bible
- Language
 - English Grammar & Composition
 - Spelling
 - Literature
 - Writing
- Math
- Science
- Social Studies
 - 6th – North & South America
 - 7th - World Studies
 - 8th - American & NC History
- Health, Safety & Physical Education
- Etiquette & Sex Education

- African American History
- Visual Art
- Public Speaking

High School

- Bible III, IV, V, VI
- English III, IV, V, VI
- Algebra I & II, Geometry, Trigonometry, Pre-Calculus
- Physical Science, Biology, Chemistry, Physics
- World History, U.S. History, Government & Economics
- P.E. & Health
- Spanish I, II, III
- Home Economics
- Computer Applications I, II
- Visual Art
- Etiquette & Sex Education
- Public Speaking

2. Grading Scale

The grading scale used is standard as in other public and private schools.

100 – 93	A
92 – 85	B
84 – 77	C
76 – 70	D
69 – below	F

3. Progress/Report Cards

Progress reports are sent home in the middle of each marking period or under the discretion of each teacher. Report cards are given out at the end of each marking period. Refer to student calendar for dates.

4. Evaluation

All students will be required to take a nationally standardized achievement test in the spring of each year. The results of this testing will become part of the student's permanent record.

All 8th grade students are required to be in the 85 percentile of the national standard in order to be promoted to the ninth grade. All 12th grader students must demonstrate competency at or above grade level on the achievement test to meet the requirements for graduation.

All students will be required to take the SAT or the ACT sometime after the completion of their sophomore year but before completion of the first semester of their senior year. These scores will be posted to their permanent record.

5. Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

1. **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
2. **For practice:** Following classroom explanation, illustrations, and review of new work, homework is given so the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject 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 the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's suspension.

6. Transfer Students

All incoming students are given an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which the student has been promoted, and then the student will be admitted to that grade. It is the policy of the school not to accept transfer students whose accomplishments have not been up to acceptable standards. **FACA Word of Truth reserves the right to retain a transfer student in their current grade if their work accomplishments are not up to grade level.**

7. Withdrawals

Parents or legal guardians are responsible for officially withdrawing their child. Students having attended one day or more of any period will owe the full month's tuition. Student records will be forwarded to the new school if the Academy account has a balance of \$0. A request for records must be received from the forwarding school before records will be transferred.

8. Books/Equipment

Students are responsible for bringing their booklets and necessary materials to class **everyday**. Parents are responsible for making sure that their child is prepared for class everyday. Textbooks are ordered over the summer for the upcoming year. Textbooks are:

*\$200 Grades K5 – 12

*\$100 Copy fee per semester

***Subject to change.**

Booklets are to be kept in good condition throughout the year. Teachers will check the condition of textbooks periodically.

9. Field Trips

All students are expected to go on all planned field trips scheduled. Field trips are incorporated as part of the curriculum to enhance each child's education. Students are expected to act as they would on school grounds. All discipline actions apply on field trips. Any student who does not act appropriately on field trips will be suspended from future ones. As a result, non-participation will reflect in a child's grade.

10. Graduation – Minimum Requirements

The following courses represent general requirements for the fulfillment of a secondary education. These units are earned based on the requirements from the North Carolina State Board of Education and Faith Assembly Christian Academy Word of Truth.

Bible	4 units or for the time they are at FACA
English	4 units
Mathematics	4 units
Science (must include one biological and one physical science course)	3 units
Social Studies	3 units
Physical Education and Health	2 units
Foreign Language	2 units
Electives	4 units
TOTAL	22 - 26 units

There is a \$50 graduation fee that all seniors are required to pay. Fee includes diploma, cap and gown. In addition, all academy accounts must have a \$0 balance in order for seniors to participate in commencement activities.

11. Chapel

Students are required to attend weekly chapel. Teachers will plan weekly chapel topics with input from students. Parents and guardians are invited and encouraged to attend chapel. All staff and students in grades 3rd – 12th are required to bring a Word during chapel at least once per semester. Students are also required to participate in praise and worship during chapel.

12. Etiquette Ball

Students are required to attend Etiquette Ball during the spring semester. Etiquette Ball is a time where all three schools come together where they can be the princes and princess they are. They treat each other with respect and are preparing themselves to sit among the greatest of the greats. Etiquette ball is a part of their Bible grade and the failure to participate will reflect in their grade as such.

Section G - Transportation

Transportation is not provided for students by Faith Assembly Christian Academy Word of Truth. Parents are responsible for picking up and dropping off their child. If someone other than the parent/guardian will be picking up a student, his or her name should be on file in the office. FACA Word of Truth encourages car-pooling among parents when possible. Ask your child's homeroom teacher for information on car-pooling.

Student Drivers

Students are required to turn in their car keys while on campus to their homeroom teacher until their dismissal. Other FACA Word of Truth students may not ride in their peer's cars unless **prior written approval** is on record.

Section I – Arrivals/Departments

School Hours: Monday – Friday 7:00a.m. – 2:10p.m.

Daily Schedule

7:30 am School doors are opened. **Children may not be left unattended prior to the opening of school.**

7:30 – 8:00 am	Students Arrival & Homeroom
8:00 – 8:50	1 st Period- CHAPEL/BIBLE
8:55 – 9:10	Morning Devotion
9:15 – 10:05	2 nd Period
10:10 – 11:00	3 rd Period
11:05 – 11:35	4 th Period - Lunch I
11:40 – 12:10 pm	5 th Period - Lunch II
12:15 – 1:05	6 th Period
1:10 – 2:00	7 th Period

2:15 School Dismissed

2:30 Late fee begins for students who have not been picked-up.

5:45pm After-school ends

Parents are asked to pick-up children promptly at dismissal time. The school is not staffed to provide supervision for children outside the regular school hours. We appreciate the cooperation of all parents when dropping and picking up your children.

Afternoon Dismissal

School is over at 2:15pm. Students should be picked up no later than 2:30pm. Any student not picked up by 2:30pm automatically is considered after-school. Fees will be added to monthly tuition payments for after-school. A late fee of \$30 will be charged for late pickups after 6:00pm. **There will be NO EXCEPTIONS.**

Emergency Dismissal

In the case of an emergency dismissal all parents will be notified.

School Closures/ Delays

If Wake Public Schools is closed because of hurricane, storm conditions, or snow Faith Assembly Christian Academy Word of Truth will be closed at the same time. If the school is closed or delayed due to inclement weather it will be posted on Channel ABC 11.

Student Illness/Accident

If a student is injured or becomes sick at school the child's parent or guardian will be notified immediately. The child will remain in the office until their parent arrives. If the child's parent cannot pick them up, the child will be sent back to class until so. In the case of an emergency,

the Administrator will be responsible for transporting the student to the nearest hospital after notifying the parent and/or guardian.

Administration of Medication in School

If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may discuss with your doctor an alternative schedule for administering medication (e.g. outside of school hours)
3. You may obtain a copy of a medication form from the office. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. The doctor must sign this form. Prescription medicines must be brought to school in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor, and the medication has been received in a properly labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

Section J – Parent-School Communication

1. Parent-Teacher Conferences

We encourage parents to attend the parent-teacher conferences. This is a time for reflection and projection of your child's academic performance. If you desire to have a conference with your child's teacher outside of the designated dates, set up a time before or after school. **Please do not "drop by" the classroom for a brief conference during class since teachers have student responsibilities during this time.**

2. Parental Concerns/Complaints

Occasionally during the course of the year, misunderstandings or problems will arise between the teacher and a student, teacher and parent, parent and school, or one of several possible areas. Such a misunderstanding often results from lack of communication between those involved. **We ask that parents NOT deal with concerns/complaints in front of students or during class time.**

Students must, at all times, conduct themselves in a manner becoming a Christian. Gripping is not tolerated! If a student comes home complaining about a policy, parents should follow this procedure:

- a. Give FACA Word of Truth the benefit of the doubt
- b. Realize that your child's reporting is emotional, and may not contain all the relevant information.
- c. Realize that we have reasons for all rules, and that we enforce them without favor.
- d. Support FACA Word of Truth and call us for all the facts

The administration has adopted the following policy for any situation, complaint, or problem according to **Matthew 18:15-17**:

- 1) All questions, problems, or complaints should be brought directly to the teacher first, before anyone else is involved.
- 2) If the situation is not cleared up at this level through direct contact (and 95 percent are), the problem should be brought to the administrator.
- 3) If it is not solved at this level, it should then be presented to Apostle Freida Henderson for consideration.

3. Parent Volunteers

FACA Word of Truth encourages parents to get involved with their child's education. Parents may volunteer in the classroom as teacher aides, on field trips as chaperones, after-school as tutors, or as substitutes for teachers. Parents may sign-up with the Administrator for any of the above. Parent's interested in volunteering will be required to complete volunteer training at least once during the current academic year.

4. PTA – Parent - Teacher Association

The Parent - Teachers Association of Faith Assembly Christian Academy Word of Truth provides support services for the Academy. The PTA meets every two months to address concerns, upcoming events, fundraisers, and volunteer opportunities. All parents are encouraged to attend meetings.

5. Classroom Visitation

FACA Word of Truth welcomes parents to come and visit their child's classroom. We have an open door policy at FACA Word of Truth. Classroom visits can be conducted any time throughout the school day.

Faith Assembly Christian Academy Word of Truth Student/Parent Agreement Form

I have read and understood the policies of Faith Assembly Christian Academy Word of Truth. I agree to abide by the policies set forth in this handbook. I have addressed concerns/ questions prior to signing this agreement.

(Parent/Guardian Signature)

(Date)

(Student signature)

(Date)

If any changes are made to the handbook, students and parents will be notified of the change and an insert page will be handed out.