



Fellowship
ChristianAcademy
They will **soar** on wings like **eagles**.

Parent & Student Handbook 2021-2022

**1305 Hulsey Road
Carthage, NC 28327
910-947-1412**



Dear Parents,

Welcome to Fellowship Christian Academy. We are delighted to have the opportunity to get to know you and your child. Thank you for selecting our school for your child. At FCA we strive to give your child the loving care and guidance that children need in their formative years. Each child here is a blessing from God and a blessing to us.

We trust that our curriculum, Abeka, will minister to your child's educational needs in the hands of our qualified educators. We hope the learning experiences here will be happy and wholesome ones.

As parents, you are invited to be an integral part of our school community. The best assurance for the success of your child's experience is the close cooperation and understanding between parents and teachers.

Thank you for sharing your precious gift from God with us. We look forward to working with you as we help your child become all that God has intended.

Please take a few minutes and read through our handbook. There is a lot information that will be valuable to you during the school year.

Thank You,
FCA Staff

**Train up a child in the way he should go,
and when he is old he will not depart from it.
Proverbs 22: 6**

Statement of Faith

FCA will stand on the Word of God, and it will be presented as Truth to your children. Below is our statement of faith.

God We believe in one God, Creator of all, holy, sovereign, eternal, existing in three persons, the Father, the Son, and the Holy Spirit – three distinct persons, but without division of nature, essence, or being.

God the Father God the Father is the Creator of the universe. It is the Father who, because of His love for us, made provision for the forgiveness of sin by sending His only Son, the Lord Jesus Christ.

God the Son (Jesus Christ) Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. Though He was tempted as we are, He lived a life without sin, died upon the cross, and was buried in a tomb. On the third day, He arose from the dead according to the Scriptures. He ascended into heaven and is now at the right hand of the Father as our great High Priest. He will come again to establish His Kingdom of righteousness and peace.

God the Holy Spirit The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer and to convince the world of sin, of righteousness and of judgment.

Satan We believe in the existence of Satan, otherwise known as the Devil, who originally was created as an Angelic being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character. He is the great adversary of God and His people, leader of all other demons, and the deceiver of this present world.

Man Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All mankind are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.

Salvation Salvation has been provided through Jesus Christ for all mankind and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life and become children of God. Salvation is by faith in Christ alone, without works, and solely by God's grace.

Scriptures The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.

The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commanded by Him to love one another and commissioned to go into all the world as a witness to all peoples. The local church is a body of believers in Christ who are joined together for the worship of God, for edification and equipping through the Word of God, for prayer, fellowship, and observance of the ordinances of baptism and the Lord's Supper

We respect that your children and families may come from different backgrounds and denominations of the Christian Faith. Our teaching will focus on the neo-fundamentals of our shared faith and the Scriptures.

Table of Contents

PURPOSE OF THIS HANDBOOK.....	5
SCHOOL HOURS.....	6
Arrival.....	6
Attendance Policy.....	6
Make-up School Work.....	6
Daily Activities.....	6
Snack/Lunch.....	6
Dismissal.....	7
Late Pick Up.....	7
Before & After-School Care.....	7
Inclement Weather Policy.....	7
SCHOOL REQUIREMENTS.....	8
Age Requirement.....	8
Medical Requirement.....	8
Registration & Tuition.....	8
Tuition Contract.....	8
Grading & Testing.....	9
Promotion.....	9
Dress Code & Personal Belongings.....	9
MEDICAL.....	10
Allergies.....	10
Contagious Illnesses.....	10
COVID-19 Policy.....	10
Sick Child Policy.....	11
Medication Administration Policy.....	11
COMMUNICATION.....	13
Conferences.....	13
Grievances Policy.....	13
EVENTS.....	14
Birthdays.....	14
Holiday Parties & Special Occasions.....	14
SPECIAL SERVICES.....	14
Personal Education Plan.....	14
DICIPLINE/BEHAVIORAL STANDARDS.....	14
Withdrawals.....	15
PARENT SUPPORT.....	15
FCA Parent Association.....	15

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions students and parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use, either electronically or by printing out a copy. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

FCA reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Fellowship Christian Academy reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents in writing.

If you have any questions about the Handbook or any of its policies, please contact Patty Cridland, Director, at pcridland@ncftoday.com or 910-947-1412

SCHOOL HOURS

Arrival

Our school day begins promptly at 8:00 am. **Drop off time for your students is from 7:50 – 8:05 am.** Classroom instruction will begin at 8:05 am and students arriving after this time will be considered tardy. Please have your child use the bathroom and wash his or her hands prior to leaving your house in the morning.

***All modular doors will be closed and locked at 8:05.** If it is after 8:05 am and your child's classroom door is closed, you must report to the dome building for your child to check in. Your child will be given a pass to give to the teacher to be able to enter the classroom.

The start of the day sets the tone for the rest of the day for your child and the rest of the class, so please **make every effort to arrive on time.**

Attendance Policy

Your child is expected to be at school and on time for the duration of the school day and all days that school is in session. This is to make sure that your child is receiving all of the academic instruction, and to help limit classroom disruptions. ***Five tardies will be counted as an absence.** Excessive late drop off and early release pick-ups, will result in a conference with administration to create an attendance plan.

Attendance records are kept, and if frequent absences occur, we will meet to discuss a plan to improve attendance. The child must be in school for at least half of the school day to be marked present. (11:30 AM)

If your child is sick or has a scheduled medical appointment, please contact your child's teacher to let them know, and send in a written note or doctor's excuse the following day stating their reason for absence.

If your child has a military related absence or educational trip planned, prior notification is required. We ask that you email pcridland@ncftoday.com and your child's classroom teacher to let us know of any planned absences. Please state the date of absences and reason for missing school.

Make-up Schoolwork

If your child misses a day due to sickness, Teachers will have schoolwork ready the next morning to be picked up or sent home with student to make up. Students will be expected to return completed work by the end of the week for credit.

Your child will be responsible for making up missed schoolwork during planned days out of the classroom, and depending on the nature of a planned absence, may be asked to write a brief summary of the trip or experience.

Daily Activities

Our school day is from 8:00 AM to 3:00 PM Monday through Friday. Our teachers create a daily schedule and routine that is age appropriate and allows for academic instruction and other vitally important parts of the school day. Each grade has two - three recess, a lunch and snack break, as well as a specials class time each day. Classroom teachers will share the specifics of the daily schedule with families.

Snack/Lunch

All classrooms will have a snack and lunch time during the day. Please send in a healthy snack for snack time as well as a packed lunch and refillable water bottle for your child each day. Lunches should be in a lunchbox labeled with your child's name. We are not able to heat up any food items. Please do not send soda in for a lunchtime drink.

****Due to several severe contact allergies, we are a PEANUT-FREE campus. ****

Dismissal

Children will be picked up at their classroom doors at 3:00 PM. Please wait outside of the door until the classroom teacher begins releasing students. They will only be released to people listed on the registration form, unless there is prior communication.

If a student needs to be checked out from school early, adult must first go to the receptionist desk in the dome to sign them out. The teacher will then be contacted over the radio to get the student ready. Adult must then walk over and knock on the classroom door. If adult does not check student out before going to the classroom door then the teacher will not open the door.

Late Pick Up

Pick up is at 3:00 PM. If you will be late for pick up, you must call the church office, or contact your child's teacher. For any child picked up after 3:05 PM, your child will be taken to our after-school program. Your account will be charged the weekly \$25 fee for after care.

If late pick up (any time after 3:05 PM) becomes a consistent habit or there is a failure to pay after care fees, a meeting will take place with administration to discuss a plan.

We realize that life happens, and late pickups may occur on occasion, but please communicate with us when this happens, so we can work with you. The late fee will be used to pay our staff for the additional time.

Before and After -School Care

Childcare is available, at an additional cost, both before and after school for our students. You must sign up for your child to be able to participate.

Before care begins at 7:00 am and is \$20/week. Please walk your child to the Green Door Modular and sign him or her in. Breakfast may be brought in from home if your child would like to eat during this time. Simple activities will be provided for the morning.

On two-hour delay days before care will begin at 9:00 am (unless otherwise noted).

After care will be available through New Covenant Fellowship at a cost of \$25/week. Students participating in aftercare will be escorted to our aftercare program by an FCA staff member. After School has students from local elementary and middle schools that participate and is led by our church After School staff. After School will provide time for homework, a devotional, snack and free play. Students must be picked up by 6:00 PM. Please contact Kyler@nftoday.com if you have any questions.

*On early release days students may attend for an additional \$20 fee for the half day in aftercare.

*If we release early due to inclement weather, after care is not provided.

Inclement Weather Policy

FCA will make its decisions for weather related concerns as soon as possible and no later than 6:30 AM on school days. While we often will make decisions in line with Moore County Schools, we do at times make the decision to open if our school and immediate roadways provide us with that ability. If we operate on a two-hour delay, the school day will begin at 10:00 am. Delays and cancellations will be confirmed via social media and email.

We will miss up to three days of school before beginning to make up those lost school days. We will first turn our half days (marked with a double asterix) into full days. Additionally, we will "make up" up to 3 days at the end of the year, that are missed due to inclement weather.

SCHOOL REQUIREMENTS

Age Requirement

A child must turn five by August 31st of the given year to enroll in our kindergarten class. This helps us to remain aligned with MCS and for our students to be academically, socially and emotionally prepared for Kindergarten.

Medical Requirement

According to state law, each child must have a medical form and immunization record on file. You have 30 days from the start of the school year to turn in these forms. Immunization records are collected from Kindergarten families and new students. If you have not turned a medical form and immunization record in by that time, your child will be suspended from school until this form is completed.

Registration and Tuition

When first applying to attend FCA, there is a non-refundable \$25 application fee that is due. Once accepted a \$75 non-refundable registration fee is due to enroll your child at Fellowship Christian Academy. A non-refundable re-enrollment fee of \$60 is due for returning students. Tuition is \$4,700 and can be paid through different payment plans:

Paid in full (\$4,700 due by September 1st)

Fall and Spring Payments (\$2,350 due on August 1st and January 1st)

11-month installment plan (\$428 per month starting on July 1st-ending on May 1st)

Book fees are due by July 15th.

Kindergarten Book Fees - \$300

1st - 5th grade Book Fees - \$400

Monthly tuition should be paid on the first school day of the month.

-Ways to Pay:

-Check or Cash: Can be placed in the black lock box located at the bottom of the stairs in the dome building.

- All Tuition and before care payment checks should be written to Fellowship Christian Academy with your **child's name and description on the memo line.** (e.g.: Lee McKinney May Tuition, Alexa Gearhart Before Care).

-Please write separate checks for tuition vs. before and aftercare fees. This will help make sure correct payments are applied to the correct invoices. *Aftercare payment checks should be made to New Covenant Fellowship.

-All cash payments must be placed into the provided envelopes (by the box) and labeled completely with what the payment is for. This is to make sure all payments are applied to the correct account for the correct reason.

-Online Payment: Can make payment through our online payment system, **Shelby Financial**. Once we have received your tuition agreement, you should receive an email from noreply@shelbyfinancial.com with login information.

* If you have any questions about how to make payments, please email our bookkeeper, Mike McKay, at michael@ncftoday.com

*If a financial hardship should come about, please contact the office as soon as possible. We are willing to work out a payment plan with your family as long as there are open lines of communication.

Tuition Contract

All families will be required to sign a tuition contract. Families are committing to their child attending school at FCA for the duration of the current school year by signing this contract. Tuition payments will be due for the

ENTIRE amount of tuition regardless of in person or virtual education, a student withdrawing or unable to attend due to a quarantine.

Student records are the property of Fellowship Christian Academy and will not be released until all tuition payments are received in full.

Tuition payments are used to pay our staff and provide a quality education to our students. Without tuition payments, we are unable to keep our doors open at FCA. In light of a class or school closure, we are committed to providing a virtual education to our students.

FCA does not have access to one-on-one technology for our students. While we are working toward having more classroom technology available at school, in light of a closure, the family is responsible for the student logging onto a personal device to complete virtual lessons and the like.

Grading and Testing

Classroom teachers work with administration to complete student report cards at the end of every quarter. Grading of our elementary students is to provide your family with feedback in regards to your child's academic progress and classroom conduct.

Please review your child's report card, return the signed envelope and contact your classroom teacher to discuss any concerns.

Grade's 3rd-5th will be administered standardized testing each spring.

Promotion

FCA staff makes the decision to promote a child to the next grade based on his or her academic growth and achievement, as well as emotional and social behavior in the classroom. If there are concerns about a child progressing to the next grade level, a parent teacher conference will be held during the course of the school year to discuss remediation and recommendations for helping the child to make improvements. If promotion is still not recommended by FCA staff at the end of the school year, the child would be required to repeat the given grade at FCA. The recommendation for repetition of a grade would be in the child's file sent on to another school.

Dress Code and Personal Belongings

Please use your classroom supply list and the following tips to know how to dress and what items to send it with your child.

1. Book bag - It needs to be large enough to carry their lunch box, a folder and other items the child needs. A change of clothes including socks with everything labeled in a large zip-loc bag should be included. Bookbags may not have wheels.
2. A labeled bottle filled with water should be sent EVERY DAY with your child. This will be used during snack time, after recess breaks, during lunch and as needed in the classroom. We will refill bottles if your child runs out of water.
3. Dress your child in comfortable, washable clothing. We ask that your child's clothing be in good repair, of modest nature and not distracting to the daily school activities.
 - Hats and hoods are not permitted in the classroom.
 - Jewelry may only be worn in the event that it is not a distraction to the child or other students. We strongly encourage valuable accessories to be left at home.
 - Makeup should be neutral looking and if becomes a distraction or issue a phone call or meeting will be held with the student and parent.

4. **All shoes worn to school must have a back on them.** The playground does have bark and sand which easily gets into open toed shoes and flats. Students are asked to wear sneakers/tennis shoes on physical education days.
5. On all weather permitting days, we will play outside. Please make sure that your child has appropriate clothing for the weather. ie: jacket, mittens, hats, shorts, sweatshirt etc.

Please do not send in valuables, toys, trinkets, money, lip gloss, sugary drinks, stuffed animals etc. unless requested by the teacher for a specific classroom activity. These items take away from daily classroom instruction. The school is not responsible for personal items that are lost or damaged during the school day. Weapons such as knives and guns or replicas are not to be brought on campus.

MEDICAL

Allergies

Fellowship Christian Academy takes food and environmental allergies very seriously. As a result, FCA is a **PEANUT FREE CAMPUS**, and we ask that all snacks/lunches containing peanuts be left at home due to the severity of this allergy for several of our students. Please share immediately with your child's classroom teacher if your child has any allergies. You will be provided with a medical action plan to complete and return to your child's teacher. We will work with you to ensure your child is safe while at school. Once we receive your child's Prescription Medication Form, we will keep your child's Epi-Pen or antihistamine in our classroom backpacks, and return them to you at the end of the school year.

Contagious Illnesses

A letter will be sent via email to make the classroom families aware of a contagious illness within the classroom. For example: strep throat, pink eye, COVID-19, lice, etc. If your child contracts a contagious illness please make the staff aware so the other families within the class will be notified. Your confidentiality will be respected. Please note that the staff at FCA go to great lengths to keep the classroom disinfected and keep children's and teacher's hands washed.

COVID-19 Policy:

***The school must be notified via phone or email as soon as possible if a student, a family member of a student in their home, or a faculty member believe they have COVID-19 or have a COVID-19 test administered,**

If a COVID-19 test is administered to a student, a family member of a student in their home, or faculty member, the grade level of the student or staff member will be notified via email. This will allow for heightened monitoring of individuals in given classrooms.

FCA Protocols on Quarantining:

- If student or faculty think or know they have COVID-19 and have symptoms:
 - They will quarantine for at least 10 days since symptoms first appeared, at least 24 hours with no fever and no fever-reduction medication, and symptoms of COVID-19 are improving before student can return to school. Unless otherwise directed by a doctor.
- If someone in the household tests positive for COVID-19 and do not show any symptoms:
 - Student or faculty will quarantine for 10 days from the date tested, to make sure they do not develop symptoms of COVID-19 before returning to school. Unless otherwise directed by a doctor.

***If you begin to show symptoms of COVID-19 it is strongly encouraged to get tested.**

Sick Child Policy

If children come to school when they are not feeling well, they will be more vulnerable to infection. Also, sick children can pass the illness to friends and teachers. It is in the best interest of your child and of the other children and teachers to **keep your child at home when he/she is ill**. A child needs to be well to be able to participate actively in the program.

*Before returning to school: a child must be fever free (>100.4) for at least 24 hours or following the doctor's orders, specifically related to COVID-19. Please keep in mind that fever reducing medicine only reduces and masks the fever for a few hours, but the contagious infection is still there. The fever must be gone without the use of medications. Temperature checks will be given both at the door and prior to lunch time.

*After a stomach flu or virus, a child needs to be free from any diarrhea and any vomiting for at least 24 hours.

*Be sure your child is well enough to come to school. We will expect him/her to go outdoors to play, weather permitting.

*If your child becomes ill at school or develops a fever, he or she will be brought to the office, and we will contact you to come and pick up your child.

Medication Administration Policy

The purpose of this policy is to comply with North Carolina school health policy regarding medication given at school, which notes that school personnel may not administer medication without parent permission and physician authorization.

*All forms are available on our website or by request from administration and should be filled out before the start of school.

A. Administration of Medication by School Personnel

- a. In accordance with North Carolina General Statute § 115C-375.1, **physician authorization (signature) and parent permission are required** before school employees can administer any prescription and/or over-the-counter medication. The Prescription Medication Form (PMF) or the Over-the-Counter Medication Form (OTC) must be completed and signed prior to administration of any medication.
- b. Parents/guardians may come to the school and administer medication directly to their child if they do not have a PMF or OTC form on file.
- c. Prescription medications must be brought to the school office by the parent/guardian in the pharmacy labeled container which indicates the following information:
 - i. Student's Name
 - ii. Physician's Name
 - iii. Date of Prescription
 - iv. Name of Drug
 - v. Dosage/Directions for Administration
- d. Over-the-Counter medication must be brought to the school office by the parent/guardian in the original labeled container and will be administered according to the physician's written instructions.
- e. Daily non-emergency medication will be kept and administered in the school office. Medications will not be administered in the classroom except in individual cases approved by the director.
- f. Emergency medications for elementary students, such as Epi-Pens and rescue inhalers, will be kept in the first aid backpack.
- g. Herbal preparations will not be dispensed.
- h. School personnel must receive training prior to administering medication. The training will include state laws, local policies and guidelines, confidentiality, record-keeping and reporting of

administration errors, safe storage and handling of medication, the routes of administration, and the six “Rights” of medication administration:

- i. Right name
- ii. Right medication
- iii. Right dose/amount
- iv. Right time
- v. Right route
- vi. Write (document)

i. Parents/guardians are responsible for notifying school personnel of any medication changes.

B. Self-Carried Medications

- a. Pursuant to §115C-47, §115C-375.2 and §115C-375.3, students requiring medication for asthma and/or anaphylactic reactions, and students with diabetes may self-medicate with physician authorization and parent permission. Prior to self-medicating a Prescription Medication Form (PMF) and a Student Agreement for Self-Medication Form (SASM) must be on file in the school office.
- b. Administration will confirm physician authorization indicating student competence in self-administration of the prescribed medication.
- c. No student can self-administer prescription or over-the-counter medications without a Student Agreement for Self-Medication Form (SASM) on file.
- d. A student may lose the privilege to self-medicate if they share medicine with another student or use the medication to harm another student or staff member.

C. Storage

- a. Medications (except for those described in II a) must be kept locked in the school office where they are readily accessible to staff who have oversight.
- b. The director shall designate two or more persons to be responsible for the administration, security and proper documentation regarding all medications.
- c. Upon delivery of medication to the school, staff designated to administer medications will count and record the number of doses in the container on the Medication Inventory Log and have a witness verify the amount.
- d. The storage of self-administered medications is determined by the director based on the nature of the medication, age of the student, and the student’s ability to maintain safe use.
- e. The parent/guardian is responsible for removing medication from the school premises when treatment has been completed or at the end of the school year. Any medication not picked up by the parent/guardian within 2 weeks after the last day of school will be destroyed in a safe manner and the amount disposed of will be documented on the Medication Administration Log for that student and the Medication Inventory Log by the person disposing of the medication and one witness. All patient identifiers will be removed from containers by completely removing the label or marking out any patient information before throwing the container away.

D. Documentation

- a. A confidential Medication Administration Log will be maintained on each student receiving medication.
- b. All Prescription Medication Forms (PMF), Over-the-Counter Medication Forms (OTC), Self-Administration of Medication in School and Medication Administration Logs shall be retained on file in the office for as long as the student is enrolled at Fellowship Christian Academy.

E. Field Trips and Other School Sponsored Activities

- a. The teacher shall notify the school director two weeks prior to a field trip or other school sponsored activity that includes a time period in which a student is scheduled to receive medication.
- b. The director will verify that a staff member is prepared to administer medications and is knowledgeable about emergency procedures regarding emergency medications.
- c. On the day of the field trip the designated medication provider will pick up any necessary medications/emergency medications in their original/pharmacy labeled containers, copies of medication authorization forms and emergency action plans.

- d. All medications and forms must be kept secure from possible theft or loss during the field trip.
 - e. The field trip medication provider will assure that each student receives the medication correctly and document the administration of the medication.
 - f. The field trip medication provider will return any medication not taken and all forms to the school office.
- F. Medication Administration Errors
- a. Medication errors include omission of a dose, giving medication to the wrong student, giving the wrong medication, giving the wrong dose of medication, giving the medication at the wrong time, or giving the medication by the wrong route.
 - b. Medication errors should be reported promptly to the director. The director will notify the student's parent/guardian of the medication administration error. In the event of serious consequences, the policy for school emergencies should be followed.
 - c. A Medication Administration Incident Report (MAIR) should be completed immediately following the medication error. The MAIR will be filed with the student's medication forms.
- G. Evacuation of Building and Medication
- a. In case of building evacuation, emergency medications should be removed from the building by the school's designated daily medication provider. Classroom teachers who store a student's emergency medications in their classroom are responsible for removing those medications from the building. Evacuation drills should include the removal of emergency medications.
 - b. School medication providers should be assigned a known location during a school evacuation that would allow staff access to a student's emergency medication if needed.
 - c. Emergency medication should be kept confidential and in safe storage while out of the building. Any emergency medication given during such an emergency should be documented in accordance with school policy.

COMMUNICATION

Clear communication is key to a successful school year. Our staff will do our best to communicate with you for school wide, classroom specific and individual needs related to your child. Please allow for a 24-hour response period during the week, and communication on the weekend or during school breaks, may not occur until the next school day.

School-wide communication will come via email this school year and classroom specific information will be shared by your classroom teacher.

Additionally, all staff can be reached via their school email addresses or by contacting the church office at 910-947-1412 between 7:30 am -3:30 pm.

Conferences

Parent Teacher Conferences are scheduled each year in the Fall. This is a time for the teacher and parent to be able to discuss the academic and behavioral needs for the individual student. Report Cards are given out at this conference.

Additional conferences may be requested by either the classroom teacher or the parent during the course of the year to discuss academic and behavioral needs of the student.

Please understand that drop off and pick up time are not appropriate times for conferences or lengthy discussions with the classroom teacher as she is responsible for the care of the students in her classroom. Please schedule a time to meet with her if you have a specific need.

Grievance Policy

When a problem arises, the parent should contact the child's teacher; open communication between both parties involved is essential. Every effort should be made to resolve the problem at this level. The administration should

be contacted if the parties involved have not reached a solution. If the problem cannot be resolved the Pastor will be contacted.

EVENTS

Birthdays

Each child's birthday is celebrated at school. Parents are welcome to send simple refreshments. We want to celebrate the child and place value on the fact that he or she was created by God and in His image. Contact your child's teacher if you would like to send something special to eat and ask the teacher about allergies. If your child has a summer birthday, you may also contact your child's teacher about a special day of recognition.

Holiday Parties and Special Occasions

We will celebrate different occasions throughout the year such as: Fall Party, Christmas, Valentine's Day, Easter, and the end of the year. When planning the holiday parties, we ask that you avoid secular celebrations of the holidays. (ie: We celebrate the Nativity instead of Santa and the Resurrection instead of the Easter Bunny). Our goal at Fellowship Christian Academy is to lift up the Lord in all things.

SPECIAL SERVICES

While Fellowship Christian Academy desires to meet the unique needs of all students and create an inclusive school and community, we recognize that our resources and funding are both limited in this regard. FCA does not receive any government, or outside funding, which limits our ability to meet some academic and behavioral needs of children.

If your child has a diagnosed learning disability or special need, we will ask to have the official paperwork on file and will work with the classroom teacher and family to fill out an "FCA Exceptional Child Modification" form each school year.

If a child's need cannot be met within the scope of our classroom, staff and resources, FCA reserves the ability to refer your child to another school where his or her needs may be better met.

Personal Education Plan

If a student is found to need accommodations within the classroom due to grades falling behind, FCA staff along with parents will create a Personal Education Plan (PEP) for the student. The PEP form is to set goals and accommodations for the students both at home and at school to help them better succeed.

DICIPLIN/BEHAVIORAL STANDARDS

Attending Fellowship Christian Academy is a privilege, and our students are expected to behave in a manner that is worthy of the Gospel. Respect of the classroom teacher, fellow students, and campus is expected. Positive reinforcement, redirection, and mutual respect will be used in our classrooms, and by all staff members. We will bring children back to the word of God and pray with them as we address behavior.

At the beginning of each year students will sign an agreement and agree to:

- Honor the Lord with my daily activities including prayer, conduct, and friendships.
- Respect my teacher(s) and other adults, as well as my classmates and school property.
- Uplift and encourage my classmates in all things.
- Complete my schoolwork and homework to the best of my ability every day.
- Come to school with a positive attitude, ready to learn!

It is our goal to help students mature and learn a sense of self responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

When students reach 2nd Grade and higher, they will be introduced to our **Refocus Forms**. This form will be used after students have been given warnings for inappropriate behaviors and will be filled out in the classroom or another room. When the form is completed, the teacher will go over it with the student and they will both sign the form. The form will be sent home for parent signature and then returned to school. This form is to help students work through possible reasons why a bad choice was made and how they can make a better choice next time.

If behavior issues cannot be resolved within the classroom, a parent conference will be scheduled to discuss the concerns and lay out a plan with the family.

If positive reinforcement and redirection do not result in a change in behavior for the child,

Minor behavior consequences may include:

- loss of a classroom privilege
- removal of the child from the situation or a desired activity
- a natural consequence that matches the behavior

Major behavior consequences may include:

- lunch detention
- in school suspension or out of school suspension
- incident report filled out and sent home to be signed by parent and returned
- dismissal from the school

Withdrawals

The school reserves the right to request the dismissal of a child who after a reasonable time cannot adjust or whose behavior is such that the class is suffering or whose parents are unable to comply with the rules. Documentation of behaviors will occur; a conference will be held with the parents and all possible measures will be taken to work with the child and family before this action is necessary. Any attendance by the child during the month constitutes a full month's tuition unless other arrangements have been made. Immediate withdrawal would occur in the event that a behavior or action places any students, staff or others in imminent danger.

PARENT SCHOOL SUPPORT

Volunteering is a great way to make school memories with your child. Volunteers will be needed for parties, field trips, special activities and more. Please contact your classroom teacher if you would like to help with events at the school.

FCA Parent Association

FCA Parent Association (FCA PA) is a group of dedicated, hardworking, positive FCA parents wanting to help improve the school their child attends. Their main goal is to help the school with fundraisers and to put on amazing events that foster fellowship within the school community. The association is open to all FCA parents and we welcome everyone's participation in any shape and form. FCA PA will meet once a month and more as needed.

If interested in joining or have any questions about FAC PA, please email the Director at pcridland@ncftoday.com.

He commanded our forefathers to teach their children, so the next generation would...put their trust in God and would not forget his deeds but would keep his commands.

Psalm 78:5-7