

## CONSENT FORM

### ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of the First Love Christian Academy (FLCA) Handbook for 2018-2019 school year. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this handbook. Attendance at FLCA is a privilege. Failure of the student or parents to comply with all current and future policies, rules, and regulations of FLCA is grounds for student expulsion. FLCA reserves the right to refuse admission or to expel any student for violation of any current or future policy, rule, or regulation by the student or parent or if FLCA determines that either the student or parent is not in agreement with the motto, code of conduct, mission statement, vision statement, statement of faith, core values, or philosophy of education. Furthermore, signatures of Christian students and parents/guardians affirm your agreement with the school's religious beliefs, as well as your willingness to comply with the school's standards of conduct. Signatures of non-Christian students and parents/guardians affirm your agreement to be respectful and open to the school's religious beliefs, as well as your willingness to comply with the school's standards of conduct. While enrolled during the Academic School Year, FLCA students will not be permitted to participate in religious practices or activities other than Christianity.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

### SOCIAL MEDIA NETWORKS

In an effort to protect FLCA students and striving to ensure all students of FLCA are "...an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity..." (1 Timothy 4:12), students who participate in social media networking websites – i.e. Facebook, Twitter, Instagram, SnapChat, Youtube, etc. – will be required to grant continuous access to the FLCA Administration/School Board. Also, the FLCA Administration/Board may monitor these social media sites and ask students to change and/or delete material that is not in keeping with our motto, code of conduct, mission statement, vision statement, statement of faith, core values, or philosophy of education. Please list all social media networks in which you participate:

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### SCHOOL-SPONSORED TRIP PERMISSION NOTICE

I give permission for my child to take all school-sponsored academic, athletic, and extra-curricular trips during the 2018-2019 school year.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

### PHOTO-RELEASE

I hereby grant FLCA permission to use our family's likeness in a photograph or other digital reproduction in any and all of its publications, including website entries, without payment or any other consideration. I understand and agree that these materials will become the property of FLCA and will not be returned. I hereby irrevocably authorize FLCA to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing its programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein our family's likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph. I hereby hold harmless and release and forever discharge FLCA from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## COMMUNICATION DEVICES

Individual electronic devices in the classroom are distractions that affect your child's learning environment. The problem is not limited to disruptive school environment, cell phones in school create opportunity for academic dishonesty, infringement of safety policies, delayed emergency response, harassment, rumors, fears, bullying and threats. FLCA values communication between home and the school. To assist with these communication needs, the school office is open and someone is available 7:15 AM – 3:15 PM. Parents may call the office 724-228-3547 (or 724-825-8988 Mrs Plants direct cell) at any time, and students are permitted to call home. First Love Christian Academy has made a commitment to you and your student to provide a quality education in a positive and productive environment. This takes careful consideration of all aspects of the school day. As a result of this commitment and these considerations, FLCA passed a policy that prohibits possessing, using or facilitating the use of cell phones. If the student needs to bring a cell phone or device to school, it is mandatory to rent a locker for the school year, at an amount of \$25/year, which is not covered by scholarship. If the locker is not rented, cell phones are not permitted on school property. Students are required to place their electronic devices in their school electronic locker upon arrival, and said devices will be returned to them at the close of the school day.

1. Students place cell phones and other electronic devices in their electronic locker upon arrival to school.
2. Students either:
  - a. Place a check (✓) by his/her name to indicate that phone has been turned in: OR
  - b. Initial by his/her name to indicate that phone has not been turned in **because student does not have the phone in his/her possession.**

The most common area of concern involves students not handing in devices, signing that they don't have said devices and trying to keep these devices hidden during the school day. **Students need to clearly understand that this is a violation on 3 levels: failing to hand in the device, lying about not having the device, and undermining the authority of the FLCA Administrators.** In an effort to better manage this process, parents and students need to be aware of the Communication Devices Policy and the consequences of not adhering to the policy. **Communication Devices Policy:** Students are prohibited from possessing, using or facilitating the use of any communication device not incorporated into the curriculum by the professional staff. Some examples of this would be Bluetooth headphones devices, ear buds, other headphones, cell phones, MP3 players, pagers, text programs, etc. All items are to be placed in the locker upon arrival. Disobedience of this directive will necessitate appropriate administrative action.

### Consequences of Noncompliance with Policy:

1. First Offense will result in:
  - a. Confiscation of device (parent will be required to see the Administrator at any time to collect the device);
  - b. 2 Demerits;
  - c. Restitution – Service Level 1
  - d. and Parent Notification.
2. Second Offense will result in:
  - a. Confiscation of device for one week (parent will need to attend a conference with the Administrator at a scheduled time to collect the device);
  - b. 4 Demits;
  - c. Restitution – Service Level 2;
  - d. and Parent Notification
3. Third Offense will result in:
  - a. Confiscation of device for two weeks (parent and student will be required to attend a meeting at a scheduled time to collect the device);
  - b. 6 Demerits;
  - c. Restitution – Service Level 3;
  - d. and Parent Notification

Additionally, students should keep in mind that the accumulation of 10 Demerits will automatically place them in a Character Education Training program (scheduled at the convenience of the instructor) and the accumulation of 20 Demerits will result in possible expulsion from FLCA. Furthermore, the FLCA has approved an expulsion program which allows for a student's removal from enrollment to the school at any time without refund of tuition for a student's continued willful noncompliance to rules and regulations. We acknowledge, by signing below, that we have received, read and understand the above policy and consequences. Furthermore, we attest to the following information:

\_\_\_\_\_ Student will have his/her cell phone on a daily basis AND will place the device in the assigned area upon arrival.

\_\_\_\_\_ Student will not have his/her cell phone (not on his/her person; not in book bag, pocket, purse, etc.) AND will sign as such in the FLCA Office.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

**EMERGENCY MEDICATION FORM** (Only if student is in need of Emergency Medication)

Please ensure that all signatures necessary to implement this Emergency Medication Form are in place before submitting it to the school office.

Date: \_\_\_\_\_

\_\_\_\_\_ has been instructed in the proper use of the following  
(Student's Name)  
emergency medication: \_\_\_\_\_.

We, \_\_\_\_\_ and \_\_\_\_\_  
(Physician) (Parent/Legal Guardian)  
request that \_\_\_\_\_ be permitted to carry the emergency  
(Student's Name)

medication on his/her person, or to keep same in his/her classroom or locker, as we consider this student to be responsible. He/she has been instructed in, and understands the purpose and appropriate method and frequency of use of the medication.

We, the undersigned physician and parent/legal guardian absolve the school and its employees, agents and officers of any responsibility in safeguarding our child's emergency medication.

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Administration Signature

\_\_\_\_\_  
Student's Signature

**OVER-THE COUNTER MEDICATION CONSENT FORM**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Over-the-Counter Medications**

The following medications may be administered according to directions provided by the manufacturer. These medications will be used to address the symptoms for which the manufacturer intended. Brand names given may be replaced with generic equivalents.

**Anti-Inflammatory, Pain, Fever**

Midol Menstrual Complete (females only)  
Ibuprofen (200 mg)  
Acetaminophen (500 mg)

**Ears, Nose, and Throat**

Sore Throat Spray  
Cough Drops or Sore Throat Lozenges  
Saline Nasal Spray

**Cold, Cough, Allergy**

Benadryl  
Sudafed  
Guaifenesin  
Dextromethorphan

**Gastrointestinal**

Milk of Magnesia  
Pepto Bismol  
Tums  
Mylanta

**Skin Care**

Gold Bond Powder  
Hydrocortisone Cream  
Calamine Lotion  
Triple Antibiotic Ointment

**Eye Care**

Eye Wash

If consent of any of the above is denied, please specify the medication and indicate why it is not to be used.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Physician's Signature (only in case of restrictions)

\_\_\_\_\_  
Parent/Legal Guardian's Signature

**Complete and return to school office within 5 days.**

# First Love Christian Academy 2018 - 2019

Visit us at [www.FirstLoveChristianAcademy.com](http://www.FirstLoveChristianAcademy.com)

FIRST SEMESTER		SECOND SEMESTER	
<b>AUGUST</b> 	<b>JANUARY</b> 	<b>August</b> 9 - Teacher Preparation Day 10 - Staff Development 13 - Student 1st Day	<b>January</b> 1-4 - Christmas Break 7 - Report Cards Given 21-22 Tentative Tournament
<b>SEPTEMBER</b> 	<b>FEBRUARY</b> 	<b>September</b> 3 - Labor Day 12 - Mid-Quarter Reports 14 - Matthew 25:40 Day	<b>February</b> 6 - Mid-Quarter Reports 6 - Missions Day
<b>OCTOBER</b> 	<b>MARCH</b> 	<b>October</b> 3 - Open House 10 - PSAT (Grades 10-11) 12 - End of 1st Quarter 23 - Report Cards Given	<b>March</b> 1 NCSAA tentative 13- End of 3rd Quarter 20- Report Cards Given 26-27 Achievement Test (9-11)
<b>NOVEMBER</b> 	<b>APRIL</b> 	<b>November</b> 12 - Mid-Quarter Reports 21 - Missions/ 1 Hr Dismissal 22-26 - Thanksgiving Break	<b>April</b> 1 - Mid-Quarter Reports 18-22 Easter Break
<b>DECEMBER</b> 	<b>MAY</b> 	<b>December</b> 6-7 - Tentative tournament no sch 21 - End of 2nd Quarter 21 - Christmas Party 24-Jan 4 - Christmas Break	<b>May</b> 17 Romans 10:14-15 Day 22 - End of 4th Quarter - Last Day of School - 1:00 PM Early Dismissal 23* - Grad Practice - 12PM 24* - Report 5PM, begins 6PM *Juniors and Grads Report <b>Mon/Fri schedules:</b> September 4th November 27th February 28 th April 23rd

1st sem 89 days      2nd semester 92 days

Snow Days Jan 22, May 23, May 24, May 28, May 29, May 30, May 31

Total Classroom Days = 181

**Revised 6/14/2018**

**Calendar Key**

First/Last day of School

Staff Development - no school

No school

Special Event

Last day of the Quarter

Early Dismissal

Midquarter

First Love Christian Academy † 150 Sunset Boulevard † Washington, PA 15301 † 724.228.FLHS  
<http://www.firstlovechristianacademy.com> † flca@firstlovechristianacademy.com

# First Love Christian Academy

## 2018-2019

Grade: \_\_\_\_\_

Please list two (2) Academic Goals, one (1) Spiritual Goal and one (1) Personal Goal. Discuss with the Spiritual Leader each Quarter, on a scale of 1 to 10, how close are you to accomplishing your goal.

My goals for this school year are:

1. \_\_\_\_\_  
\_\_\_\_\_

Scale of 1 – 10   Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Q4 \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

Scale of 1 – 10   Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Q4 \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

Scale of 1 – 10   Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Q4 \_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

Scale of 1 – 10   Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Q4 \_\_\_\_\_

## Table of Contents

Motto/Mission Statement/Code of Conduct	7
Statement of Faith	7
Academy Colors/Academy Anthem/ Opening	8
Grading Policy/Academic Jeopardy/High Honors/Honors	9
Honorable Mention/Academic Probation	9
Graduation Requirements	10
Audit/Graduation Policy/Valedictorian/Salutatorian	11
Incomplete Grades/Unexcused Late Work	11
Policies and Syllabi/Report Cards and Progress Reports	11
Transcripts/Homework Policy	11
Attendance Policy/Consequences of Absences	12
Individual Class Absence/ Classification of Absences	13
Withdrawal from the Academy	15
Dress Code Policy	15
Academic Honesty Policy	17
Technology Equipment Policy	18
Acceptable Network Use and Internet Safety Policy	18
Merit System	20
Discipline Policy	21
Code of Conduct	22
Conduct Probation/Restitution/Suspension/Expulsion	24
Evaluation of Offenses	24
Medication Dispensing Policy	26
Drug Testing Policy	28
Curriculum Overview	28
Bullying Policy	29
Daily Schedule	31
2 Hour Delay Schedule/Special Event Schedule/Mission Philosophy	31
Mission Philosophy	32
Protocol for Complaints and Problems	33
Transportation	33
WACTC Transportation/Driving to School	34
Bibles/Care of Books and Textbooks	34
Fire Alarms	35
Study Periods/Study Time in Class	35
Worship Days	35
Student Officers	35
Social Events/ Field Trips/ Visitors to the School	36
Students who Work	36
Sales on Campus	37
Physical Examinations	37
Parent-Teacher Conferences	37
Cancellation/Delay/Early Dismissal	37
Lost and Found/Money & Valuables in School	37
Student Harassment Policy/Statement of Non-Discrimination	38
Residential Handbook	39
EITC Scholarship Program/Clearances	44
Missions Hours Log	46

NON-CHRISTIANS STUDENTS HAVE READ AND AGREE TO BE RESPECTFUL AND OPEN TO THE MOTTO, MISSION, CORE VALUES, STATEMENT OF FAITH WHILE ENROLLED IN FLCA AND LEARNING ABOUT THE CHRISTIAN FAITH.

**MOTTO** - I am committed to learning about the Lord, Jesus Christ, the Christian Faith and will be open to opportunities that would allow for me to grow in Christianity. **1 Corinthians 3:1-3. Hebrews 5:12-14 Revelation 2:7**

**MISSION STATEMENT** - We are committed to educating the whole child and guiding an upcoming generation of Christian leaders to continually grow with their First Love...Jesus Christ (Revelation 2:4, Mark 12:30, Matthew 10:37).

### **First Love Christian Academy Statement of Faith updated 6/9/2017**

We believe the Bible to be the inspired, infallible and authoritative Word of God. We believe the Bible is without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. We believe the Bible is the revelation of God's plan of salvation for mankind. We believe that this Statement of Faith does not exhaust the extent of our beliefs. For the purposes of First Love Christian Academy, our administration is the final interpretive authority on the Biblical meaning and application.

**(II Timothy 3:15; II Peter 1:20, 21)**

We believe that there is one living and true God, eternally existing in three persons: Father, Son and Holy Spirit.

**(Genesis 1:1; Deuteronomy 6:4, Matthew 28:19; John 10:30, II Corinthians 13:14, Romans 3:23)**

We believe that God created the universe and that it was perfect; that man was created in the image of God, but fell into sin; that all men are sinners by nature and under God's condemnation. We believe that when God creates each person to be biologically identified at birth as male or female, that specific gender is the gender God intended for them to identify.

**(Genesis 1:1, 2, 26-27; Romans 5:18a)**

We believe that Jesus Christ is fully human, and fully God. We believe that Jesus Christ is God's only begotten Son, conceived of the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into Heaven, perpetual intercession for His people, and personal and visible return to earth. We believe that Jesus sits at the right hand of the Father and intercedes on our behalf.

**(Matthew 1:20-21, I Timothy 2:5-6, Acts 1:9-11)**

We believe that salvation is the gift of God, by grace through faith in the Lord Jesus Christ, whose blood was shed for the forgiveness of our sins; that this salvation is the possession of those who by faith accept Christ as their personal Savior. We believe that there is no other way to salvation.

**(John 3:16; 14:6; Romans 10; Ephesians 2:5, 8)**

We believe in the Holy Spirit Who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding Helper, Teacher and Guide.

**(John 3:16-19; 14:16-17; 16:8-11, Acts 1:8; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5)**

We believe that the term "marriage" has only one meaning: the uniting of one male (man) and one female (woman) in a single, exclusive union, as delineated in scripture. We believe that sexual intimacy is to only occur between a married couple as defined in this Statement of Faith. We believe that no sexual intimacy should occur outside of this marriage. We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, pedophilia, and use of electronic media, sexting, Internet, video, or pornography, is sinful and offensive by God.

**(Genesis 2: 18 – 25; 1 Corinthians 6:9 – 10, 18, 7:2-5; Hebrews 13:4; Matthew 15:18-20;**

We believe that all human life is sacred and created by God in His image, including pre-born babies, the elderly, the physically and/or mentally challenged, and every other stage or condition beginning at conception through natural death **(Psalm 139)**

We believe every believer has a scriptural mandate to share his life of faith in Christ. We believe the only

Christ many will ever see is the Christ they see in us, thereby making our personal lives the most powerful influence for an effective Christian witness.

**(Matthew 5:16; 28:19, 20, John 20:21)**

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal joy of the righteous, and the endless suffering of the wicked.

**(Revelation 22:12, I Thessalonians 4:16, 17, Luke 16:22-25)**

#### **ACADEMY COLORS**

**Green:** Eternal Life – Rev. 2:10

**White:** Reflects the purity, innocence - Acts 10:43; 1 John 1:7

**Black:** Forgiveness of Sin – Romans 3:23

**Gold:** Treasury of the Lord – Joshua 6:19

#### **SCHOOL ANTHEM**

**We Walk with our Good Shepard**

Mr. Walt Weaver

We walk with our Good Shepherd

We march behind His Cross

Jesus, our First Love, help us in our quest

Holy knights in battle, armed with his Holy Word

Weapons strong enough

Minds full of knowledge, hearts strong with grace

First Love Christian Academy, we will do our best.

**All FLCA students are required to attend and show respect during Opening and Closing.**

**OPENING** – Breakfast begins at 7:30 a.m. Students will finish breakfast, clean-up, and be in their seats by 7:55 a.m. to begin promptly with prayer, salutes, and announcements:

*Prayer- morning scripture and prayer*

*Pledge of Allegiance to ... (if pledge does not pertain to you, students must stand respectfully and in silence)*

*The American Flag:*

I pledge allegiance to the flag of the United States of America

And to the republic for which it stands,

One nation under God, indivisible, with liberty and justice for all.

*The Christian Flag:*

I pledge allegiance to the Christian Flag

And to the Savior for whose Kingdom it stands,

One brotherhood uniting all Christians in Service and in Love

*The Bible:*

I pledge allegiance to the Bible, God's Holy Word

A lamp unto my feet, a light unto my path.

His Word will I hide in my heart

That I may not sin against God.

**CLOSING** – Joys and Concerns: The day will end with announcements and prayer.

*Announcements: Any announcements that may affect the students will be read during Opening and/or Closing.*

## GRADING POLICY

High expectations are the standard of academic excellence. As servants of God, we are expected to develop to our potential the abilities God has given us.

A+	101% or higher	4.00	Superior Work
A	95-100%	4.00	
A-	92-94%	3.67	
<hr/>			
B+	89-91%	3.33	Above Average Work
B	86-88%	3.0	
B-	83-85%	2.67	
<hr/>			
C+	80-82%	2.33	Average Work
C	76-79%	2.0	
C-	73-75%	1.67	
<hr/>			
D+	70-72%	1.33	Below average
D	66-69%	1.0	
D-	63-65%	.67	
<hr/>			
F	0-62%	0	Failing
Academic Probation for Core Classes			

**ACADEMIC JEOPARDY:** Teachers will notify administration, student, and parent/guardian as soon as a student's grade drops below a 73%.

**HIGH HONORS:** Students receiving all A's in core subjects, only 1 B in the remainder of graded classes and passing grades in pass/fail credits will be listed as *High Honors*.

**HONORS:** Students receiving at least 4 A's and 1 B in core classes and no lower than a B in the remainder of the graded classes and passing grade in pass/fail credits will be listed as *Honors*.

**HONORABLE MENTION:** Students receiving at least a 3.5 grade point average overall will be listed as *Honorable Mention*.

**ACADEMIC PROBATION:** Each student must maintain a 70% or higher grade in each of the five core classes: Bible, mathematics, humanities, cultural studies, and science, and a passing grade (greater than 62% or P) in all other classes not considered core. Grades will be checked every 4 ½ weeks. If a student's is a 70% or below in a particular core class at midquarter or the quarter, the student will be placed on academic probation. The student must make arrangements for academic tutoring in that subject. This is to be arranged by the student. If costs are accrued for the tutoring, the student is responsible to pay these costs. The student will not be allowed to participate in any school-sponsored clubs or extra activities during academic probation. The student will be released from probation when the grade goes above 70% after midquarter or maintains at or above a 70% for two weeks after the quarter.

- Students on Academic Probation must remain in their Silent Study Periods and are expected to be working on these probation subjects during this time.

**JUNIOR HIGH**

Academic 16 credits	International ELL 16 credits	Modified Support 14 credits
Bible 2	Bible 2	Bible 2
Mathematics 2	Mathematics 2	Mathematics 2
English 2	English 2	English 2
History 2	History 2	History 2
Science 2	Science 2	Science 2
Wellness 1	Wellness 1	Wellness 1
Culture and Language 2	TOEFL 3	Learning Support 2
Elective 2	Culture 1	
Missions 1 Or International 1	International Project 1	Missions 1

**HIGH SCHOOL GRADUATION REQUIREMENTS**

*Academic 30 credits	*Advance Entry 36 – 42 credits	*International ELL 31 credits	Modified Support 27 credits	**Vo-tech 2 – 3 yr 24 credits	***Reclassified Athletic Students 32 credits
Bible 4	Bible 3	Bible 4	Bible 4	Bible 4	Bible 5
Mathematics 4	Mathematics 3	Mathematics 4	Mathematics 4	Mathematics 4	Mathematics 5
English 4	English 3	English 4	English 4	English 4	English 5
History 4	History 3	History 4	History 4	History 2 / 3	History 4
Science 4	Science 3	Science 4	Science 4	Science 3 / 2	Science 4
Leadership 4	Leadership 3	Leadership 4	Leadership 4	Vo-tech 7.5 or 5	Leadership 4
Language 3	Language 3	TOEFL 6	Learning Support 2 (0.5 per yr)		Language 2
Elective 2	Elective 2				Elective 2
Missions 1 / International 1	Missions 1 / International 1	International Project 1	Missions 1	Missions 1	Missions 1/ International 1
	College/ Univ./ Study Abroad 12-18 credits				

**\*TRANSFERRING STUDENTS**

Student transferring may not have to make-up Bible and/or Leadership credits. However, these students may have to take any determined FLCA courses if time allows. For example, if a student has previously taken language classes at another school. They may be required to take language courses again at FLCA. Consideration will be taken involving future course of study, ability of the student, and preparation of lack thereof from the transferred student.

**\*\*VO-TECH STUDENTS**

Students may take some core classes at Vo-tech and are exempt from language courses.

**\*\*\*RECLASSIFIED STUDENTS**

Any student approved for reclass will be evaluated on a case by case basis. Generally, students who reclass must at least take an English, mathematics, and Bible course. Based on previous years, our expectations, past transcripts, and student evaluation, students may be required to take other courses as well. Administration will have the final say on this academic decision.

## AUDIT

Students may opt to audit a class that is above their academic ability. The student MUST complete all assignments, projects, and assessments when auditing and do their very best. If the student does well, they may decide to reverse the audit and have full credit. If they keep the core class as an audit, they will receive 0.5 credit as a Pass/Fail elective course, but must retake the class for it to count as core credit.

## WEIGHTED CLASSES

Approved weighted classes consist of classes that are junior and senior level classes offered at an honors, AP, or early entry (college credits). Weighted honors and AP classes are assigned a 5 point scale while classes awarded college credit are weighted on a 6 point scale. Freshman, sophomore, general, or entry level classes are not weighted.

## GRADUATION POLICY

FLCA is committed to the development of the total child. The graduation ceremony will be a celebration of what our students have accomplished through this philosophy. The following policy has been adopted regarding the graduation ceremony and receiving a diploma:

Graduation requirements must be met or the student will not participate in the graduation ceremony, nor will the student receive a diploma.

Any student graduating with *an overall un-weighted average of 3.5 to 3.999* will be recognized as an honors graduate. This recognition will also be on their transcript. Any student graduating with *an overall un-weighted average of 4.0* will be recognized as a distinguished honors graduate. This recognition will also be on their transcript.

**VALEDICTORIAN:** The graduating student with the overall highest QPA at 3.5 or higher will be named the Valedictorian of the class.

**SALUTATORIAN:** The graduating student with the second highest QPA at 3.0 or higher will be named the Salutatorian of the class.

**INCOMPLETE GRADES:** If grades are incomplete due to excused absences, an "I" grade will be given. **A student has 5 schooldays to make up the work.** If the work is not completed at this time, the grade will be recorded as an "F".

**UNEXCUSED LATE WORK:** Unexcused late work will be penalized at the discretion of the teacher according to the teacher's policy, which will be made known to the students.

**POLICIES AND SYLLABI:** Each teacher will provide a classroom policy and class syllabus. The classroom policy and syllabus will be approved by the Administration.

**REPORT CARDS AND PROGRESS REPORTS:** Report cards will be made available every quarter. Progress reports will be made available every mid-quarter. Additional progress reports will be made available with one-day prior notice. When applicable, academic reports and records will be held until financial obligations to the Academy have been met.

**TRANSCRIPTS:** Once requested, official transcripts will be made available within 10 business days. When applicable, transcripts will be held until debts and property are returned to the Academy.

## HOMEWORK:

Colossians 3:23

In all the work you are doing, work the best you can. Work as if you were doing it for the Lord, not for people (NCV).

Homework is an important part of the education process. Parents can expect homework and projects to be given at any time throughout the year. In addition, pre-requisites may require summer work as well.

The goals of homework are:

- to develop good study habits;
- to initiate independent thinking and learning;
- to reinforce topics covered in the classroom;
- to provide an opportunity for responsibility.
- Homework also can provide an insight about what is covered in the classroom.

FLCA holds high expectations for students. Responsibility for homework lies with the student:

- Students are responsible for the completion of assigned work in the time and manner specified by the teacher.
- Students are responsible for asking questions to clarify any difficulty they have about an assignment, before completed work is due. **Unanswered questions should not serve as an excuse for incomplete work.**
- If a student is absent, it is his/her responsibility to acquire assignments (via SchoolSpeak, classmates, or the teacher). **Absence should not serve as an excuse for incomplete work.**
- If a student fails to complete an assignment, he/she will receive a Homework Notice to be signed by the parent/guardian and returned the next day. The consequence will be left up to the teacher.
- If the student fails to return the signed Homework Notice the next school day, then the Administration will call the parent/guardian.

#### **2018 – 2019 PER DIEM COST PER DAY \$150/day \$30/class**

**ATTENDANCE POLICY** - Good academic performance in school requires that a student be in attendance. FLCA's attendance policy sets higher standards than the PA Compulsory Attendance law. A student who arrives **within 30 minutes** of the beginning of school will be marked tardy. A student who leaves **within 30 minutes** of the end of school will be marked early dismissal. A student missing **from 30 minutes to 3 hours** will be charged with missing a ½ day, and missing school **for more than 3 hours** results in a full-day absence.

Upon arrival to the Academy for a tardy or ½ day absence, the person providing transportation must sign-in the student at the main office. Students will receive a late pass to report to their scheduled class. Any student arriving late due to a delayed bus will receive a bus pass and will not be expected to have an excuse. The person providing the transportation must also sign-out the student and wait for the student in the main office. PARENTS/GUARDIANS ARE NOT PERMITTED TO GO DIRECTLY TO THE STUDENT'S CLASSROOM TO PICK UP THE STUDENT. **For a full-day absence, students have two days to turn in a parent-signed excuse; otherwise the absence will become an unexcused absence. Students cannot receive scholarship for unexcused absences, tardies or early dismissals. Therefore, families will be billed \$150/day \$30/class.**

Students must have written permission from a parent or guardian when providing their own form of transportation.

**If it is necessary to miss class, it is important that missed work be completed promptly. Students are expected to keep up with class work and complete work ahead of time for anticipated absences.**

#### **CONSEQUENCES OF ABSENCES**

At 5 total absences or 32.5 hours, a letter will be sent home to parents/guardians reminding them of the

attendance policy.

At 10 total absences or 65 hours, a parent/guardian-Administration meeting will be scheduled to discuss the nature of the student's absence. This may be a conference call if necessary.

At 15 total absences, the parents/guardians will be notified that all further absences must be accompanied by a doctor's excuse. Parents will also be notified that further absences *may* result in a truancy report filed with the proper authorities, including but not limited to Children & Youth Services of Washington County.

Any absences after 15 or 97 ½\* hours not accompanied with a medical excuse will result in loss of credits for the student. Additionally, a truancy report *will be* filed with the proper authorities, including but not limited to Children & Youth Services of Washington County.

*\* Monday Friday Classes are allowed only 6 absences before credit denial. Tuesday, Wednesday, and Thursday classes are allowed only 9 absences before credit denial.*

Any absence over 10 without a doctor's excuse or any unexcused absence (not including athletic trips or medical excuses), will result in loss of scholarship for that day, and the family will be billed per diem of \$150/day.

### **INDIVIDUAL CLASSES**

Missing more than 15 minutes in any class is considered missing a full class

The teacher has the option of denying credit to a student who misses more than 6 MF or 9 TWR classes (E or U) of a particular subject in full-year courses not including school activity absences.

The teacher has the option of denying credit to a student who misses more than 3 semester classes (E or U) of a particular subject in a semester course not including school activity absences.

The teacher has the option of denying credit to a student who misses more than 2 classes (E or U) of a particular subject in a quarter course not including school activity absences.

Student make-up days: Up to 3 make-up days will be made available for students missing over 15 days or 97 ½ hours of school. These days will be approved by the Administration. A student's opting not to make up the days will result in loss of credit for courses. *Scholarship may not be used for these days, therefore a per diem charge will be billed to the family.*

### **CLASSIFICATION OF ABSENCES**

#### **A. Excused Absences**

- 1.) (E) Illnesses: If a student has been ill, he or she needs to bring in an excuse signed by a parent within two days after the illness. A doctor's excuse must be presented if the student is absent five or more consecutive days or if the student is absent with a communicable disease such as pink-eye or chicken pox.
- 2.) (M) Dental/Doctor appointments: Please try to schedule dental and doctor appointments either before or after school as much as possible. A note from a parent/guardian or a notice signed by the physician must verify the absence resulting from necessary doctor or dental appointments. Requests to leave school for a dental or doctor appointment should be submitted the day before the appointment when possible or at the very latest at 7:20 a.m. the day of the appointment.

- 3.) (E) Deaths in the family: Please be sure that the student brings in an excuse, if at all possible, before the absence. These absences are not to exceed three days unless authorized by the Administration. Absences to attend funerals of non-family members may be requested and treated as excused absences.
- 4.) (W) Weather-related absences: Absences due to the closings or delays of the school district in which you reside will be excused absences. Parents are not required to send an excuse when a student is tardy because of a late bus, but they are required to send an excuse if the student is absent for the entire day. All missed work must be made up according to class policy.
- 5.) (C) College visits and missions: A student may be granted up to five pre-approved absences per school year for church retreats, seminars, college visits, or mission trips. The length of the absence could be extended at the discretion of the Administration. To receive approval, a parent/guardian must submit a written request to the Administration stating the date and nature of the absence. These requests must be submitted at least two weeks in advance for consideration. Students on Academic Probation may not be granted leave. Leaves may not be approved during semester exams and standardized testing. If the leave is approved, students will be permitted to make up missed work for full credit. It is the student's responsibility to contact teachers in order to receive missed work. If deemed necessary, a teacher may require a student to turn in assignments before departure. Students will be expected to keep a journal of experiences and submit it to the Administration. Students may be asked to present their experiences to the student body and faculty.
- 6.) (E) Personal Days: Students will be given two personal days per school year. **Students may not take a personal day if they are on Academic or Conduct Probation.** All personal days must be approved by the Administration three days prior to the day the student is taking off. In addition, all homework, class work, and assessments must be completed before this day unless other arrangements were made by the instructor. It is the instructor's prerogative. Students must submit an excuse upon their return. The excuse should simply read that the student is using an approved Personal Day for the absence. These days do count against the maximum allowable absences.
- 7.) (E) Other: **At the discretion of the Administration and prior to the absence**, a student may be granted an excused absence for reasons other than those listed above.

#### **B.) Unexcused Tardy/Absence**

(U) Any absences or tardies for reasons other than the list of excused absences will be considered unexcused/illegal. Such absences will be classified as skipping, and the student will not be given credit for any work or projects (including long term projects) due or missed on that day. In addition, scholarship may not be used for unexcused time from school. The family will be billed accordingly: **\$150/day \$30/class**

#### **C.) Illness/Injury during the School Day**

If a student becomes ill and can no longer function in the classroom, he/she may ask the classroom teacher for a pass to report to the office. He/She will then check in with the office and necessary arrangements will be made. No one is excused to leave the Academy without Administrative approval. If approved, the absence will be excused (E).

#### **D.) Leaving the Academy Campus**

Students are not permitted to leave the Academy campus during school hours without official authorization from an Administrator. Permission to do so will generally be granted only for

doctor or dentist appointments (please try to keep at a minimum) or upon an approved request from a parent. If approved, the absence will be excused (E).

#### **E.) Absences from Class for Academy-related activities**

(F) Students who miss class due to sports, field trips, fine arts programs, etc. are to remember that these activities are secondary to normally scheduled class work. **Students are responsible for turning in assignments, taking assessments (at teacher discretion), and receiving the next assignment BEFORE leaving for the activity.** Students who miss a class for any special activity must bring a written request signed by the sponsor to the classroom teacher **at least one day in advance for the teacher's approval or disapproval.**

#### **F.) Vacation Trips**

(E) Extended family vacations during the school year should be avoided. No more than one trip per year will be granted and only with prior approval from the Administration, who will give the student a Family Educational Trip Form to complete. Such vacations should not be taken during semester exams or standardized testing. The days off WILL count against the maximum allowable absences for the marking period. **Students are responsible for turning in assignments, taking assessments (at teacher discretion), and receiving the next assignment BEFORE leaving for vacation.**

#### **WITHDRAWAL FROM THE ACADEMY**

Parents/Guardians requesting the withdrawal of a student must first schedule a conference with the Administration. The parent/guardian will then be given a withdrawal form, which must be completed and returned to the main office. Approval of withdrawal will be granted after all Academy books and property have been returned and all financial obligations have been met. Once approved, FLCA will notify the student's home district of withdrawal, and transcripts and student records will be forwarded to the school to which the student is transferring.

#### **DRESS CODE**

Philippians 4:5 Let your moderation be known unto all men. The Lord is at hand.

Endeavoring to provide a superior Christian Education environment and a competitive college preparatory program, FLCA desires to instill discipline and modesty, prevent disruption and distraction, and teach respect for self and God, while at the same time encouraging creativity and individual expression. Accordingly, the following dress code will be enforced:

1. All students must identify with and dress in accordance with their biological gender.
2. Shirts may be polo or oxford only. Shirts may not display labels, logos or advertisements of any kind, other than the FLCA logo or sponsoring company. Shirts must be **free of rips, holes, or tears**. A student must be able to raise his/her arms over his/her head without the shirt exposing the student's midriff. **No low-cut, revealing, body-clinging or sleeveless shirts are allowed.** Appropriate shirts include the following:
  - Polo or oxford (long or short sleeves); **No hoodies of any kind are permitted**
  - Sweaters and fleece jackets (**only worn over an approved shirt**) may not display labels, logos or advertisements of any kind, other than the FLCA logo
3. Bottoms may display only small manufacturer tags and must be free of rips, holes, or tears. **No body-hugging, skinny, or skin-tight pants are permitted. No short-shorts or mini-skirts of any kind will be allowed.** NO pajama pants allowed. Appropriate bottoms include the following:

- Solid black, white, or Khaki: Dress pants, Dockers or Cargo pants (full-length or Capri-style); Dockers or Cargo shorts (**must be at least knee length**)
  - Any solid color or plaid: Uniform-type dress skirts, skorts or jumpers (**must be knee-length**) – for females only
  - Elephant pants and dress pants (loose fitting) with design (no logo)
4. Shoes and Socks must be comfortable for walking and exercising with heels no higher than 2" and not having rollers or wheels of any kind. Athletic or dress shoes that adhere to the above specifications. No work, hunting, hiking or military boots of any kind. No flip-flops of any kind. No slippers of any kind. Sandals must have straps that attach to the foot at the ankle and across the toes.
  5. Jewelry and Hair must be neat, orderly and adhere to the following specifications:
    - Boy's beard or moustache trimmed no longer than a #5; boy's hair at collar
    - Pierced jewelry is limited to the ear lobes only – no more than 3 piercings per ear lobe only; No ear gauges (inserted or removed) or plugs; No rings/studs on the face or tongue are permitted; No cartilage piercings; No body piercings.
    - No bandanas, hats, head covering or inappropriate jewelry, collars or wristbands
    - No oversized or excessive jewelry (defined as bracelets over ½" wide, necklaces/chokers over ½" wide or earrings over 1")
    - No sweatbands, leather or spiked jewelry
    - No un-natural hair color (i.e. no 2-tone or multi-tone colors such as frosts, caps, etc.) or unusual or extreme hairstyles
    - Body ink is not encouraged. However, if a student has body ink, it must be covered by clothing (not bandages) at all times.
  6. Outside Jackets and Coats of all fabrics and colors are acceptable as long as they fit the following criteria:
    - Outside jackets and coats are considered to be cold weather apparel only and must be stored upon arrival and remain stored until dismissal
    - Outside jackets and coats may not be worn in any way that reflects gang affiliation, hides contraband or causes distractions
    - Full-length jackets and coats (e.g. trench coats or dusters) are not allowed
  7. Vo-Tech Uniforms are permitted to be worn as uniforms in school with the following stipulations:
    - Uniforms must be neat, pressed and free of stains
    - Vo-Tech jeans and boots are NOT permitted to be worn
  8. Dress Down Day Dress Code
    - Student MUST submit dress down day token to the Office and receive a sticker which the student MUST wear for the day.
    - Student may wear jeans and a shirt of their choice that adheres to the normal dress code with the following exceptions:
      - Shirts must have sleeves; shirts may NOT have secular logos; FLCA hoodies ONLY
      - Bottoms must NOT be skin-tight (no leggings) or immodest; bottoms may NOT be cut-offs
      - FLCA School/Spirit Shirts (long or short sleeves)
      - Official FLCA or plain sweatshirts

- Official FLCA or plain sweatpants, windbreaker pants or athletic shorts (knee length)
- Free of holes

#### 9. Special Event Dress Code

- Boys: semi-formal attire; dress long pants, dress shirt (oxford shirt), tie, dress shoes or dress boots
- Girls: semi-formal attire; Blouses, dresses, and tops that are strapless, “spaghetti-strap” tops, tube tops, halter tops, or tops that are low cut, off the shoulder, or that show a bare midriff are NOT permitted; dresses or skirts MUST be at least mid-thigh length; dress shoes (no flip-flops, sandals must be appropriate dress sandals)
- All Students: Jewelry and Hair MUST follow the FLCA Dress Code as printed in the Student Handbook

**Interpretation of the above items concerning grooming and fashion will be made by the administration and faculty.** Students are expected to adhere to and uphold the above dress code. Any student in violation of this policy will not be permitted to attend class until he/she has changed into appropriate clothing (procured by the student or student’s family; FLCA will not provide students with alternate clothing due to a dress code infraction). Additionally, dress code violations will result in the level of action necessary for the student’s number of infractions according to FLCA’s Discipline Policy.

### ACADEMIC HONESTY POLICY

#### 2 Corinthians 4:1-2

Therefore seeing we have this ministry, as we have received mercy, we faint not; But have renounced the hidden things of dishonesty, not walking in craftiness, nor handling the word of God deceitfully; but by manifestation of the truth commending ourselves to every man's conscience in the sight of God.

As members of a scholarly community dedicated to intellectual development, students and faculty at FLCA are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work. Each student should reflect this sense of responsibility toward the community by submitting work (the student’s “work” can be written, oral or video) that is a product of his or her own effort in a particular course. In order to clarify and emphasize its standards for academic honesty, FLCA has adopted an academic honesty policy.

The following are examples of violations of standards of academic honesty and are subject to academic sanctions: cheating on exams; submitting collaborative work as one’s own (including homework); stealing exams or other course materials; submitting work previously submitted in another course, unless specifically approved by the present teacher; plagiarism\*; or aiding another student in any of the above actions.

\*Plagiarism, which is defined as the deliberate use of another’s ideas, words or images as if they were one’s own, can take many forms. Instances most commonly seen are:

1. Borrowing, buying, or stealing another person’s work for one’s own use, or lending or selling one’s own work for another’s use as his or her own;
2. Getting so much help on a work from someone else that the student can no longer legitimately claim to be the author/creator of the work;
3. Using source material (source material can include ideas, words or images from any format (including print, video and internet) improperly, e.g., neither citing nor using quotation marks on borrowed materials; supplying an in-text citation but failing to enclose quoted material within quotation marks; leaving paraphrased material too

close to the original version; failing to provide a list of works cited or misusing borrowed sources through ignorance or carelessness.

**Academic Sanctions:** Since cheating occurs in a variety of contexts, penalties for specific violations of standards for academic honesty are difficult to stipulate in advance. Sanctions enforced by the teacher may include: reducing an assignment (to the level deemed appropriate by the teacher), reducing a course grade, assigning additional work, and/or referring the violation to the administration for further action.

**TECHNOLOGY EQUIPMENT POLICY** - The following rules are in addition to the First Love Christian Academy's Acceptable Network Use and Internet Safety Policy. Failure to comply with either policy may result in the student being prohibited from using any computer and/or technology equipment. The Administration will have the final judgment as to whether situations not listed in the policy are appropriate. Students are expected to make decisions considering the question, "What would Jesus do?"

Students are expected to comply with the following rules, unless permitted by the supervising instructor for the purpose of completing a class lesson.

- 1.) Students must respect all technology equipment and care for it to the best of their ability. Students are not permitted to alter any of the hardware on the equipment including, but not limited to, buttons, keys, drives, memory sticks, batteries (unless given permission by professional staff to replace batteries).
- 2.) Students are permitted to access FLCA e-mail, SchoolSpeak accounts, or FLCA-approved dropboxes and/or cloud drive only.
- 3.) Students are not permitted to access social media networks (i.e. Facebook, Snapchat, Twitter, etc.) on school computers.
- 4.) Students are not permitted to access, download, or play games.
- 5.) Students are not permitted to download or access any instant messaging programs, nor are they allowed to send or respond to instant messaging programs.
- 6.) At no time are students permitted to download music or access music on the computers.
- 7.) At no time are students permitted to save any type of files or documents on the computer. Students are required to use FLCA-approved dropboxes, cloud drives, or to have a flash drive with them at all times for saving files or documents.
- 8.) Students are not permitted to bring in music CD's or/and software to use on the computers.
- 9.) Students are not permitted to change icons, background, or any configurations on the computers.
- 10.) When moving the laptops, students must carry the laptops with both hands and only carry the laptop that they are using. Carrying more than one laptop at a time is strictly FORBIDDEN!
- 11.) Students are not permitted to touch the screens of the computer.
- 12.) Students are not permitted food or drinks while using technology.
- 13.) Students are permitted to use only the programs for which the lesson is intended. (E.g., when students are supposed to be working on cognitive tutor lab, they are not permitted to use the Internet.)
- 14.) Students must have the teacher's permission before using the Internet.

Note: FLCA reserves the right to hold random technology checks on equipment used on the Academy campus for damage or inappropriate use.

**ACCEPTABLE NETWORK USE AND INTERNET SAFETY POLICY** - Access to networks and the Internet are important tools in education. First Love Christian Academy is designed to offer technology tools in all areas of the curriculum. With this in mind, students must understand their responsibility of appropriate and lawful use of technology tools.

By signing the blanket handbook form, students are agreeing to follow the Acceptable Network Use and Internet Safety Policy, and agree to report any misuse of which they are aware to a professional staff member. Misuse is defined as any violation to the policy or any use not listed in the policy that could be harmful to the student or other students. Once the handbook policy forms are signed and returned to the Academy, students will then be given access to permitted networks, Internet, and the world-wide-web pages during the current school year.

If any user violates this policy, access may be denied and disciplinary action will be taken according to the severity of the offense.

- I. Pertaining to times when students are permitted to communicate by electronic mail.
  - A.) Students are not permitted to distribute or redistribute jokes, stories, or any media containing slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - B.) Students must not forward or redistribute messages from others unless it is known that the individual would have no objection.
  - C.) Students are to consider the size of file attachments before sending with an e-mail and assess whether the recipient has the capability to receive and open the e-mail.

II. Pertaining to times when using the network or Internet

**ATTENTION PARENT(S)/GUARDIAN(S), OTHER USERS INCLUDING STUDENTS!**

- A.) Access to any electronic network includes the possibility of accessing inappropriate media. It is the responsibility of the user to take actions necessary in order to avoid these sites.
- B.) Do not reveal your last name or any information which may reveal your home or school location without obtaining permission from the supervising professional staff member. Never arrange a personal meeting with someone you meet over the Internet without parent permission. Regardless of age, it is strongly advised that users do not agree to a face-to-face meeting with another user with whom they have communicated only electronically. At the least, the meeting should never be held in a non-public, secluded, or private location.
- C.) Hacking and other illegal activities are strictly prohibited. Do not use the Academy's network or the Internet to gain or attempt to gain unauthorized access to other technology tools or computers. Any use which violates state or federal law, municipal ordinance, or other applicable laws relating to copyright, trade secrets, or distribution of obscene or pornographic materials is strictly prohibited.
- D.) Never reveal personal information including but not limited to home address, telephone number, age, or gender. Distribution of personal information about other people is not permitted without the permission of the parent/guardian (if under 18 years of age) and without permission of the person (if over 18 years of age). The user should never give out private or confidential information about himself/herself or others including, but not limited to, social security number or credit card numbers.
- E.) Students are not to purchase or shop online unless incorporated into the class lesson by the instructor.

**USER ACCOUNTS AND PROPERTY**

- I.) User Information: Parent/Guardians, students, and other users may be asked to provide user account information, registration, or may be asked to sign an updated policy which may reflect the passing of new laws in technology. Students may be denied access to technology tools until these updates are received by the Academy. After the information is received by the Academy, it is the responsibility of the user to provide notification of any changes in this information.
- II.) Logging on: Students are NOT permitted to log on to another's account.

III.) Document or Project Property:

A.) Students are NOT permitted to open anyone else's documents or projects unless given permission and with teacher or Superintendent notification.

B.) Students may not change, edit, or add to anyone else's documents or projects.

IV.) Student Computers/Technology: Students are not permitted to bring their own computers or technology to school unless they have been given prior permission by the Administration or Superintendent. If prior permission has been given for use of a student's personal computer/technology, said student MUST adhere to all of the above regulations, otherwise they will have the property confiscated, returned to the parents, and will not be permitted to bring it back to campus. Additionally, the student accepts liability for said equipment. FLCA will not be responsible for any damages, losses, or costs of the computer/technology.

**TECHNOLOGY DISCLAIMER** - No warranties or guarantees of any kind are applied in the access of any technology equipment, networks, Internet, or software programs under this policy. FLCA shall not be responsible for any claims, damages, losses, costs, and attorney fees of any kind suffered directly or indirectly by any party arising out of the user's access to any technology, networks, or Internet under this policy. By signing the blanket handbook form, parents/guardians, students, and other users are agreeing to indemnify and hold the Academy, data acquisition site (provider of computer and Internet access), Superintendents, professional staff, other staff members, and volunteers harmless from any and all loss, claims, damages or costs including, but not limited to, fees and charges accrued through the purchase of goods or services, resulting from the user's access. All parties agree to cooperate with the Academy in the event of an investigation initiated due to the access of technology tools, whether that access is on the Academy's property or on technology outside the school's network.

**MERIT SYSTEM** - FLCA's directors have devised a merit system in an effort to encourage and honor our students for exemplifying their greatest potential and to facilitate student accountability yet allow for student growth and maturity. Students can receive merits as part of a recognition system or demerits as a punitive system.

**MERITS** - Merits will be assigned to any student who, not only follows the rules and guidelines set by FLCA, but who also consistently meets the expectations of those guidelines. Referrals for Merits will be sent to the Spiritual Leader who will determine the Merits. A merit is given to any student who exhibits consistently good behavior and who consistently meets expected standards. Students who accumulate merits will be eligible for rewards and privileges.

- ❖ Each student will be awarded merits at the end of each quarter, based on teacher evaluations.
- ❖ Students have the potential of earning any number of merits at any time.
- ❖ Merits may accumulate through the current school year.
- ❖ Merit totals will be reset to zero at the beginning of each school year, exceptions made at the discretion of the administration.
- ❖ There will be Cycle Rewards Events for those students who meet the goal points during each cycle. Students must maintain the goal points notated to participate in Cycle Rewards during that specific cycle:

Cycle 1	1 <sup>st</sup> Grading Quarter	5
Cycle 2	2 <sup>nd</sup> Grading Quarter	10
Cycle 3	3 <sup>rd</sup> Grading Quarter	15
Cycle 4	4 <sup>th</sup> Grading Quarter	20
Cycle 5	End-of-the-Year Cycle	>20

- ❖ There will be Pop Point Rewards. These rewards will “pop up” at any time for any students with a certain amount of points at that given moment within a cycle.
- ❖ Students eligible for rewards must maintain those points through the date of the planned event to participate.
- ❖ Any student earning greater than 20 points for the school year will be awarded an FLCA Letter of Commendation. This distinction will be awarded and honored at the annual Graduation and Awards Ceremony.

**DEMERITS** A student can receive demerits when there has been a violation of the rules and guidelines set up by FLCA and/or who consistently or flagrantly falls below the expectations of those guidelines and are referred to the Administration. Administration will determine the demerits given. These demerits are for unacceptable behavior, both in and out of school.

- ❖ Any individual offense can and will be given any number of demerits based on the level of severity of the infraction.
- ❖ Demerits for individual students can accumulate for the length of his/her education at FLCA.
- ❖ However, a student who incurs no additional infractions within the next grading period will be rewarded with a subtraction of 2 demerits.
- ❖ At accrument of 3 demerits, a student will have to complete Restitution, Service Level 1 (see *Discipline Policy, Restitution*).
- ❖ At accrument of 6 demerits, a student will have to complete Restitution, Service Level 2 (see *Discipline Policy, Restitution*).
- ❖ At accrument of 10 demerits, a student will be mandated to participate in Character Education Training in order to foster a greater awareness of the connection between behavior and the pillars of character.
- ❖ At accrument of 13 demerits, a student will have to complete Restitution, Service Level 3 (see *Discipline Policy, Restitution*).
- ❖ At accrument of 16 demerits, a student will be called before the Board of Directors to discuss possible suspension or expulsion.
- ❖ The accrument of 20 demerits may result in expulsion from FLCA.
- ❖ At any point during the school year, a student who has 10 or more demerits is disqualified from participating in extra-curricular activities, school events or field trips, and cycle rewards.

**DOCUMENTING POINTS:** Points will be monitored daily. Teachers, Superintendents, and support staff will record both merits and demerits on the Merit Tally in SchoolSpeak. This record will be monitored by the Administration. Students should monitor their points. First Love wants to foster a responsibility within our students to be aware of their points and communicate the result with home.

## **DISCIPLINE POLICY**

Proverbs 10:17

He who keeps instruction is in the way of life, But he who refuses correction goes astray.

Hebrews 12:9-11

Furthermore, we have had human fathers who corrected us, and we paid them respect. Shall we not much more readily be in subjection to the Father of spirits and live? For they indeed for a few days chastened us as seemed best to them, but He for our profit, that we may be partakers of His holiness. Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it.

Philosophy: As part of the Academy's goal to provide a superior Christian education environment, the Board of Directors has adopted a three-pronged discipline policy which allows for faculty, staff and administrative management, parent involvement, and student accountability. Firstly, awareness and comprehension of the rules are vital to the success of any discipline policy; therefore, the guidelines for Individual Offenses are listed below. There are minor and major offenses under each category. The level of severity of each violation will necessitate appropriate discipline, demerits and/or expulsion. Additionally, while the directors have attempted to address all possible discipline issues, it is understood that, in order to better govern the conduct of students in school, the administration retains the authority to implement disciplinary regulations and consequences in response to student behavior that undermines the Christian educational environment. This may include a leave of absence during investigation.

Locker and Bookbag Search: The administration maintains the right to search lockers and personal bookbags while on FLCA Campus.

Body Search: If there is reasonable cause to warrant a body search of student(s), then the administration will contact the local township authorities to conduct such a search.

Teacher Empowerment: The administration respects the professionalism of the individual teachers and so empowers them to set their own guidelines for classroom management and procedures. Students are expected to adhere to and obey school rules. Teachers are expected to handle the day to day discipline in the classroom and to apply consequences and parent notification as needed. After such efforts are documented, if any violation of rule(s) results in administrative intervention, parent notification and student consequences will apply.

- Administrative intervention shall consist of determination of severity of violation, notification of parent and distribution of appropriate discipline.
- Parent notification shall consist of a phone call, written correspondence and/or formal meeting.
- Student consequences shall consist of demerit(s), conduct probation, restitution, suspension, and/or expulsion.

#### **CODE OF CONDUCT –**

Proverbs 6:16-19

These six *things* the LORD hates, Yes, seven *are* an abomination to Him:

A proud look,  
A lying tongue,  
Hands that shed innocent blood,  
A heart that devises wicked plans,  
Feet that are swift in running to evil,  
A false witness *who* speaks lies,  
And one who sows discord among brethren.

1 Thessalonians 4:3

For this is the will of God, your sanctification: that you should abstain from sexual immorality.

Students grow in character through accepting responsibility, responding positively to instruction, and learning to accept rules as expressions of mutual freedoms, both in and outside of school. Good character begins with the following traits:

Trustworthiness	I am a person of my word and not given to deception in my words, actions and attitudes (Matthew 15:18-20a).
Respect	I limit my freedom in order not to offend those God has called me to serve, and I am not critical of the authorities God has placed over me (Romans 14:13; Romans 13:1-2).
Responsibility	I demonstrate the ability to avoid words, actions, and attitudes which could result in undesirable consequences by doing what God expects from me and demonstrating instant obedience to the initial promptings of God's Spirit, and I demonstrate the ability to meet deadlines, both in and out the classroom (Romans 12:1-2; Philippians 4:8; Luke 16:10).
Fairness	I am not given to prejudice and demonstrate the understanding that all people are worthy to God by not being harsh in words, actions, and attitudes with those around me (James 2:1; 1 Peter 3:8).
Caring	I express a personal care of the needs of others by treating those around me like I want to be treated and approaching conflict by God's protocol (Matthew 7:12; Matthew 18:15-17).
Citizenship	I enjoy giving my time and resources to others and doing my share to better my school and community (Matthew 25:31-46).

Building on these traits, Godly character is further developed by living a life of purity as instructed by God:

Purity	I am a person of purity in words, actions, and attitudes as demonstrated by abstaining from sexual sin (1 Corinthians 6:15-20).
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There are different levels of corrections used to help students develop their own personal self-discipline and responsible behavior, as unto the Lord (Ephesians 6). Violations of the above Code of Conduct will be dealt with on a case-by-case basis and may include conduct probation, demerits, restitution, suspension, or expulsion at the discretion of the FLCA Administration and/or Board of Directors. The FLCA Administration and Board of Directors also reserves the right to make inquiries of students and parents regarding these issues (Leviticus 20:13; Romans 1:27). Serious violations, whether they occur on or off campus, may include but are not limited to: willful disobedience; bullying; harassment; threats; a rebellious attitude; cheating; truancy; profanity; gambling; destruction of school property; smoking; use of smokeless tobacco; stealing; lying; inappropriate use of technology; and gross disrespect to a teacher. Flagrant violations (whether they occur on or off campus), which may result in immediate expulsion or required withdrawal from FLCA may include but are not limited to: immorality; premarital sexual relations; failure to identify with, dress in accordance with, and use the facilities associated with their biological gender; sexual promiscuity; drug or alcohol possession or abuse; pregnancy/impregnation; or abortion.

**CONDUCT PROBATION** - Students may be placed on conduct probation whenever there is clear evidence that the student falls below the minimum FLCA behavioral standards of the motto, code of conduct, mission statement, vision statement or statement of faith. Probation students will have regular conferences with their mentor to monitor progress. The probationary status will be evaluated every 4½ weeks to determine continuation of conduct probation. If a student does not show the necessary improvement to meet FLCA standards, FLCA Administration or Board of Directors may take further action.

**RESTITUTION PROGRAM** - FLCA's directors have developed a restitution program through which a student may demonstrate accountability and learn responsibility by performing supportive services on his/her own time. All Academy services will be supervised by a staff member. Community service and the Christian supervisor thereof will have been previously approved by an Superintendent. This program has three phases, each a direct result of the severity of the offense(s):

Service Level 1	1 hour of assisting FLCA in minor tasks such as: filing, copying, sorting papers, cleaning boards, desks, etc... The student will have one week to complete the service. If the service is not completed during this time, then the student's restitution will move to Service Level 2.
Service Level 2	3 hours which can be divided over 1 week of Level 1 service jobs. If the service is not completed during this time, then the student's restitution will move to Service Level 3.
Service Level 3	7 total hours of service, which are split to 4 hours FLCA service and 3 hours of approved community service. The student will have 2 weeks to complete the service. If the service is not completed during this time, 2 hours per day late will be added to each service.

**SUSPENSION** – Suspension may occur when the student's behavior is unexpected and grievous, but the student is repentant of actions. Suspension may be in-school or out-of-school. Out of school suspension will only be used in rare circumstances.

**EXPULSION** - In awareness of extremely grievous acts that far exceed ordinary discipline measures or a student's continued willful noncompliance to rules and regulations, FLCA directors have approved an expulsion program which allows for a student's removal from enrollment to the school without refund of tuition. In such a situation, the student must return Academy-owned materials in the appropriate condition. Additionally, the student will be responsible for the replacement value of any damages to Academy-owned materials and/or property.

**WHEN ON DISCIPLINARY LEAVE SUSPENSION OR EXPULSION** – Students may not participate with school teams, school activities, or be at school boarding when on leave, suspension, or expulsion.

**EVALUATION OF OFFENSES** - When considering disciplinary action, the administration will consider the following: 1.) Pattern of Behavior 2.) Truthfulness 3.) Repentant 4.) Desire to change

### *Individual Offenses*

Improper Classroom Behavior	Students are expected to behave like serious students in the classroom. Students should be at their proper seat, remain awake. Students should not place their heads or feet on their desks. Nor should students be sitting on desks. Students shall keep their bookbags, coats, and other non-essential items off their desks and always have course materials.
Tardiness to Class	Students are expected to arrive at class on time. If a teacher or Superintendent has detained him/her, then the student will be provided a pass for admittance to the classroom. Therefore, arriving late without a pass will be considered a willful violation and will result in a demerit penalty for the student.
Skiping	Skiping (cutting) of school and/or classes will not be tolerated, and will warrant appropriate administrative action. If a student leaves school without proper authorization or permission, a truancy report will be filed with the appropriate law enforcement agencies.

Electronic Equipment	Students are prohibited from possessing, using or facilitating the use of any electronic device not incorporated into the curriculum by the professional staff. Some examples of this would be CD player, headphones, games, etc. Defiance of this regulation will warrant appropriate administrative action.
Communication Devices	Students are prohibited from possessing, using or facilitating the use of any communication device not incorporated into the curriculum by the professional staff. Some examples of this would be cell phones, MP3 players, pagers, text programs, etc. All items are to be placed in the office in the beginning of the day. Disobedience of this directive will necessitate appropriate administrative action.
Dress Code Violations	Students are expected to follow FLCA's Dress Code without exception. With any dress code violation, the student will be required to change into more appropriate clothing. Additionally, a student's first violation will result in a verbal warning to the student, a phone call to the parent, and a demerit penalty; a student's second violation will result in a written warning to the student, a written letter to the parent, a demerit penalty and restitution service; a student's third violation will result in a formal meeting (with an Superintendent, the student, and parent), demerit penalty and restitution service.
Display of Affection	Students are expected to conduct themselves in modest fashion, which means students are not permitted to engage in displays of affection. Appropriate administrative action will be taken in situations of such demonstrations.
Sexual Relations	God's will is to reserve sexual relations for marriage. Any known violation to His will may result in disciplinary action.
Inappropriate Language and/or Gestures	Students are expected to behave in a manner that denotes respect for God, others and self; therefore, the use of profanity, vulgar language and/or unacceptable gestures is barred. Noncompliance with this ruling will merit appropriate disciplinary action.
Unauthorized presence on School property	Students must be in authorized areas under direct adult supervision at all times. Any violation, whether it is on campus or in housing, will result in appropriate disciplinary action.
Insubordination	Whether in the classroom, in the hallway and/or on school grounds, students are expected to adhere to all rules, regulations and procedures of FLCA. Insubordination (willful disobedience, open defiance and/or refusal to acknowledge the authority of FLCA administration and staff) will not be tolerated.

Therefore, acts of insubordination will result in appropriate disciplinary action.

#### Vandalism

Endeavoring to provide a superior Christian educational environment, FLCA requires students to display good stewardship and positive character traits by proper care and use of our building, grounds and property. Vandalism (distortion of, defacement of, destruction of and/or any unauthorized changes to Academy property, including but not limited to the building, grounds, equipment, computer desktops and screen savers) is considered a serious offense. Students will receive appropriate discipline as determined by the level of severity/intensity of the violation, the minimum of which would be restitution. FLCA always possesses the right to contact the proper law enforcement agencies and prosecute offenders in cases of vandalism. Damages will result in the family being billed for the cost of repair plus a 20% (of the damages) fine.

#### Tampering with Security or Fire Alarm Systems

Tampering with security, fire alarm systems, exits, drills, safety practice sessions, related equipment, signs, signals or procedures will be considered a major violation and will result in an immediate \$500 fine, the students being placed on immediate conduct probation, and a quick decision by the administration on disciplinary action or expulsion will be rendered.

#### Theft

Students are expected to demonstrate consistent integrity and honesty which are underlying principles of Christian character and behavior. Theft (surreptitious taking of another's property without that party's awareness or permission) is unacceptable. A student caught in the act of stealing or the possession of stolen material will be subject to appropriate administrative action based on the level of severity/intensity of the infraction, the minimum of which would be restitution. If not returned in the same condition, the family will be billed the cost of the stolen merchandise plus a 20%(of the cost) fine. FLCA always reserves the right to contact the proper law enforcement agencies and prosecute offenders in cases of theft.

#### Threats

FLCA has a responsibility to maintain a safe environment for its employees and students. Additionally, the directors recognize the importance of students gaining understanding of the consequences of making threats. At the same time, FLCA acknowledges the reality of youthful rashness, including a quick tongue. Therefore, threats (verbal or written) against administration, staff, or students will be dealt with on an individual basis, receiving appropriate discipline according to the level of severity of each situation. If the severity of the threat warrants so, FLCA retains the authority to contact the proper law enforcement agencies.

Bullying	Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated. Examples are making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose, anytime, anywhere, and by any means (via online, text, paper, face-to-face etc).
Violence	Because it does not aid in fostering a Christian environment, violence will not be tolerated at FLCA. Any form of violence (acts of aggression or maliciousness against or toward others – including but not limited to shoving, hitting, striking and/or fighting) including assault (sexual or otherwise) will result in administrative disciplinary action appropriate to the level of severity of the situation. An extremely violent or overtly criminal act may necessitate FLCA to contact the proper law enforcement agencies.
Harassment	Situations involving harassment or accusations of harassment will be handled as outlined in FLCA's Student Harassment Policy located in this handbook.
Tobacco/Nicotine	FLCA is a tobacco/nicotine-free environment. Students are forbidden to possess, use, dispense, sell or aid in procuring tobacco products (including but not limited to cigarettes, cigar, pipe, snuff, e-cigarettes, vapes and/or smokeless tobacco) on the school grounds at all times. A student found to be in possession, use, dispersal or procurement of tobacco will receive 10 demerits.
Drugs, Alcohol, Dangerous and/or Addictive Substances, or Poisons	Illegal drugs and alcohol are banned from school grounds at all times. Accordingly, students are prohibited from possessing, using, dispensing, selling or aiding in the procurement of any addictive or dangerous substance (which includes but is not limited to marijuana, hash, narcotics, chemical solvents, glue, alcoholic and/or intoxicating beverages, or controlled and/or illegal substances). A student found to be in violation of this regulation will be required to meet with immediately with Administration to receive the proper punishment. Please refer to the medication policy for topics involving necessary prescription and over-the-counter drugs.
Weapons	Due to possible severe consequences and criminal ramifications of such, weapons are prohibited on school grounds at all times. Students are not allowed to possess, use, dispense, sell or aid in the procurement of weapons (defined as any device, implement, material or substance that can be used, attempted to be used or threatened to be used to cause intimidation, harm

or injury to self or others – including but not limited to firearms, knives, poisons, drugs and/or noxious gases). A student found to be in violation of this regulation will be required to meet immediately with Administration to receive the proper punishment.

**MEDICATION DISPENSING POLICY** - All prescription medications being brought into the building must be given to the Administration or Healthcare Superintendent accompanied by a *written notice of distribution from the student's parent or guardian*. The medication must be in the original container and clearly labeled with the student's name. For medications that are to be taken on a regular basis the following guidelines will be followed:

- Routine Rx taken daily – the student must complete a written distribution order form signed by the parent in the presence of the school Superintendent. This form must be updated yearly.
- Emergency Medications – such as asthma inhaler or bee sting *EpiPen* etc. – the student must complete an Emergency Medication Form in the front of this book.

Students are prohibited from carrying OTC (Over-The-Counter) medications, with the exception of cough drops. Students may obtain OTC medications in the school office, under the guidelines of the Over-The-Counter Medication Consent Form.

#### **STUDENTS SHOULD NOT HAVE DRUGS AT SCHOOL!**

Any student found to have drugs of any kind in his/her possession without following the above guidelines will be disciplined.

**DRUG TESTING POLICY** – As a private school institution, FLCA has the right to implement randomized, unsuspicious, and suspicious drug testing among any and all students at any time throughout the school day or at a school sponsored activity or athletic event in which a student is a participant. Students are not to respond defensively, as this is a policy implemented for all students at FLCA under the premise to keep the Christian atmosphere of the school. The parent will be notified once the decision has been made to test the student. The student will be immediately escorted to the testing area. The results will be shared only with the Administration and the parents. If the results are positive (indicating illegal drug use), a second test will be implemented at the parents' expense through a medical agency within the next 24 hours. If the results of the second test are positive (indicating illegal drug use), the student will receive consequences of a positive test result based on facts and in a case by case basis determined by FLCA. Refusal to be tested will be treated as a positive result (indicating illegal drug use). Students may be tested more than once throughout the school year.

**CURRICULUM OVERVIEW** - FLCA will offer three competitive, Advance Placement, Honors/University, and Vocational/Community College programs integrating technological tools and various software programs in all areas of study. This program challenges students to work to the best of their ability and establish high goals.

The following core courses will be offered each academic year: Mathematics, Science, Humanities, Cultural Studies, Foreign Language, Fine Arts, and Biblical Studies. All courses will have an interdisciplinary approach with God's Word polishing the curriculum. The Biblical Studies program will include ethics and morality issues. Students will study from various versions of the Word of God. Along with the core courses, students will take study skills classes and be given an opportunity to be involved in various seminars and sessions. These elective courses will be thematic of real life experiences and

missions. All students will be involved in mission projects and each student will organize, lead, and complete a senior mission project before graduation.

School Structure: The school day will run from 7:30 a.m. to 3:00 p.m. The school will run on a block schedule.

### **Bullying Policy adopted 07/13/2018**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose, anytime, anywhere, and by any means (via online, text, paper, face-to-face etc).

First Love Christian Academy believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

First Love Christian Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

First Love Christian Academy expects students and/or staff to immediately report incidents of bullying to the Administration. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies on and off campus, and 24 hours a day.

To ensure bullying does not occur on school campuses, First Love Christian Academy will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The following procedure will be followed by every student whether on or off campus, 24/hours a day. The Student procedure includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to faculty, staff or administration.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Spiritual Leader. FLCA prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and as part of new student orientation.
- The Academy will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

## 2018 – 2019 Time schedules

Time	Monday	Friday		Time	Tues	Thurs		Time	Wed Chapel
7:15 7:20	Staff Arrival Staff Devotions			7:15 7:20	Staff Arrival Staff Devotions			7:15 7:20	Staff Arrive Staff Devo
7:30 7:50	Breakfast Served Kitchen closed			7:30 7:50	Breakfast Served Kitchen closed			7:30 7:50	Brk Served Ktch closed
7:55 – 8:10	Opening/ Begin/End of week ceremony			7:55 – 8:10	Devotions/Prayers/A nnouncements			7:52 – 8:57(65)	Core 1
8:12 – 9:42 (90)	Block 1			8:12 – 9:20 (68)	Core 1			8:59 – 10:04(65)	Core 2
9:44 – 11:14 (90)	Block 2			9:22 – 10:30 (68)	Core 2			10:06 – 11:11(65)	Core 3
11:16 – 11:56 (40)	LUNCH			10:32 – 11:40 (68)	Core 3			11:13- 11:53(40)	CHAPEL
11:58 – 1:28 (90)	Block 3			11:42 – 12:20 (38)	LUNCH			11:55 – 12:25(30)	LUNCH
11:58 – 1:28 (90)	Block 3			12:22 – 1:30 (68)	Core 4			12:27 – 1:32	Core 4
1:32 – 2:14 (42)	Natnl Team Dismiss Elect/Silent Study			1:32 – 2:14(42)	Natnl Team Dismiss Elect/Silent Study			1:34 – 2:15(41)	Ntl Team Elect/SS
2:16 – 2:58 (42)	Elect/Silent Study			2:16 – 2:58 (42)	Elect/Silent Study			2:17– 2:58 (41)	Elect/SS
2:58 – 3:00	Announcements			2:58 – 3:00	Announcements			2:58-3:00	Announce

Time	2 hour delay		Time	Special Lunch Schedule		Time	1 hr early dismissal
9:15 9:20	Staff Arrival Staff Devotions		7:15 7:20	Staff Arrival Staff Devotions		7:15 7:20	Staff Arrive Staff Devo
9:30 9:40	Grab n Go Breakfast		7:30 7:50	Breakfast Served Kitchen closed		7:30 7:45 (20)	Brk Served Ktch closed
9:40 9:55	Opening		7:55 – 8:05	Devotions/Prayers/ Announcements		7:47 – 8:57(10)	Opening
9:57 – 10:52 (55)	Block 1		8:07 – 9:10 (63)	Block 1		7:59 – 8:59(60)	Block 1
10:54 – 11:49 (55)	Block 2		9:12 – 10:17 (63)	Block 2		9:01 – 10:01(60)	Block 2
11:51 – 12:21 (30)	LUNCH		10:19 – 11:24 (63)	Block 3		10:03 – 11:03(60)	Block 3
12:23 – 1:18 (55)	Block 3		11:26 – 12:28 (62)	LUNCH		11:05 – 11:40(35)	LUNCH
1:20– 2:15 (55)	Block 3		12:30 – 1:38 (68)	Block 4		11:42 – 12:42(60)	Block 4
2:17 – 2:55 (38)	Natnl Team Dismiss Elect/Silent Study		1:40 – 2:17(37)	Natnl Team Dism Elect/Silent Study		12:44 – 1:19(35)	Ntl Team Elect/SS
			2:19 - 2:56 (37)	Elect/Silent Study		1:21-1:56 (35)	Elect/SS
2:56 – 3:00	Announcements		2:58 – 3:00	Announcements		1:58-2:00	Announce

Mission days will take place each quarter.

## MISSION PHILOSOPHY

### Romans 10

<sup>14</sup>How, then, can they call on the one they have not believed in? And how can they believe in the one of whom they have not heard? And how can they hear without someone preaching to them? <sup>15</sup>And how can they preach unless they are sent? As it is written, **"How beautiful are the feet of those who bring good news!"**

### Acts 13

<sup>2</sup>While they were worshiping the Lord and fasting, the Holy Spirit said, "Set apart for me Barnabas and Saul for the work to which I have called them." <sup>3</sup>So after they had fasted and prayed, they placed their hands on them and sent them off.

### Acts 1

<sup>8</sup>But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."

### Mark 10

<sup>13</sup>People were bringing little children to Jesus to have him touch them, but the disciples rebuked them.

<sup>14</sup>When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. <sup>15</sup>I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it." <sup>16</sup>And he took the children in his arms, put his hands on them and blessed them.

God's calling for the opening of a Christian mission-based school was the root of opening FLCA. The premise is to mold the Christian spirit to be giving, caring, and helpful in any way needed to aid the needy and to lead the community with Christ by their side.

**Non-boarding students:** As freshmen, sophomores, and juniors, the students will be led to recognize, participate, and organize small-scale missions. Each student must document 30 hours of mission work which may include school-sponsored mission projects but not school mission days. For example, students may recognize the need to paint a fence that is located at a charitable foundation; one of the girls may grow her hair and then cut and donate it to Locks for Love (The Cancer Society). Other students may participate in Operation Christmas Child, where they purchase items and pack them in a show box to be sent to needy countries. Another idea may be to organize a fund drive for a local family that lost its home in a fire. The possibilities are endless, and several missions can be combined to accomplish the required hours.

In addition to participating in the small-scale missions organized by their underclassmen, non-boarding seniors will be expected to plan, organize, execute, and report on a larger-scale Christian mission project of at least 60 hours. This project can be local, national, or world-wide. Students may count a mission trip with an approved organization, such as Volunteers In Medical Missions or a church-organized mission trip. The students must have a specific role that will show how they planned, organized, and executed tasks, and report on the Christian ministry.

Mission hours must be documented on the Missions Hours Log and submitted no later than May 15<sup>th</sup> of the current school year in order to receive credit for those hours. Documentation submitted after May 15<sup>th</sup> will be considered void, credit will be denied, and the student will need to complete additional hours during the next school year.

**Boarding students:** Each year, boarding students may choose to do the above mission hours or to participate in the National/International Presentation Day in May. The International Presentation Day students will present the following at a table display:

- 2.) Native/cultural food
- 3.) Native/cultural Music
- 4.) Native/cultural items
- 5.) Native/cultural map of the country
- 6.) Native/cultural map of the city
- 7.) Family, friends, and area photos

**CHURCH ATTENDANCE:** FLCA board of directors urges our Academy families to unite with us in maintaining regular involvement with a Bible-believing, Christ-honoring church. We cannot emphasize too strongly the importance of church attendance as part of the life of every Academy family. Boarding students are required to attend church with their Residential Advisor, FLCA staff member, or approved adult.

**PROTOCOL FOR COMPLAINTS OR PROBLEMS:** There will be times when we will make mistakes and disagree on issues. Matthew 18:15-17 presents God's command in resolving such matters of disagreement:

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

**As pertains to problems within a particular class:**

Meet with the teacher if you have a concern or question relating to a classroom situation. If the matter cannot be resolved, make an appointment to see the Spiritual Leader, who will arrange a meeting with the complainant, teacher, and Spiritual Leader. Please do not go to the Administration first. If you feel you cannot accept the decision or explanation given, a formal complaint may be filed. This should only be filed when all else fails. A formal complaint would involve board of directors' awareness.

Brothers and sisters, if someone in your group does something wrong, you who are spiritual should go to that person and gently help make him right again. But be careful, because you might be tempted to sin, too (Galatians 6:1).

God desires that we not murmur or gossip to another but seek to resolve the problem with the person involved. Before going to the person, pray that God will give you the proper attitude and ask God to open your mind to learn from the experience.

**TRANSPORTATION** - Many local school districts bus our students as required by state law. Some families may opt to bring their children privately or by arrangement with other families in car pools. Any arrangements made by families for transportation purposes must be known to the Academy through the means of a written permission slip. Any changes in these arrangements must first be submitted to the Academy.

The school district will not permit students to ride buses other than those of their own school districts.

The liability insurance for school districts, in most cases, does not cover riders who are not residents of their school districts.

As a courtesy to district bus drivers, please notify their transportation officer if your student does not need to be picked up. According to the PA State Transportation Code, any student absent from his or her bus stop for three consecutive days without prior notification will give the school district the right to suspend bus service.

FLCA does provide transportation contracted through school districts and privately. The same state law rules and regulations apply. Please note: Drivers will only wait 4 minutes at a stop before leaving. If a student misses transportation, they will have to make their own arrangements at their own expense for transportation to school. Missing transportation is an un-excused absence.

**WACTC (vo-tech)Transportation** - Use and maintenance of the FLCA van and driving students to and from WACTC is covered under the tuition contract.

**DRIVING TO THE ACADEMY** - Driving to the Academy and parking in the Academy parking lot is a privilege. Students must apply for a Driving/Parking Permit. Applications are available in the school office. There are a limited number of permits available on a first-come-first-served basis. Once an application has been processed, the office will notify the student.

Students must be aware of restrictions and adhere to all regulations to maintain their driving privileges. Violation of the rules and regulations will be cause for immediate suspension of driving privileges. *Students who have three tardies or absences in any quarter will lose their driving privileges until the end of the quarter.*

The following rules and regulations apply to student drivers:

- 1.) Students must have the FLCA parking tag displayed on the vehicle's rear window at all times. If such tag is not displayed, vehicle may be towed at the owner's expense
- 2.) Obey all traffic directions relayed through a teacher or administrative staff.
- 3.) Obey the speed limit of 10 mph. "Jack-rabbit" starts or spinning of wheels is prohibited. This is considered reckless and dangerous; it is also considered a moving violation.
- 4.) Buses, school vans, and pedestrians shall be given the right-of-way.
- 5.) There will be no unauthorized driving on campus, congregating in the parking lot, or loitering around cars. When students arrive at the Academy, they are to park their vehicles in the back parking lot only and immediately enter the building. Students are not permitted to return to their vehicles unless they receive authorization from the office.
- 6.) Student passengers of a student driver, other than an immediate family member, must have written permission on file in the Administration' office.
- 7.) Students must enter and exit the building from the FLCA Student Entrance at the back of the building.

**BIBLES** : Each student should have a Bible in every class and during worship. Various translations are permitted.

**CARE OF BOOKS AND TEXTBOOKS** : All textbooks must be covered by the second day of possession. The book cover should be kept neat. Contact paper is not to be used to cover any books. Students are not to mark in the textbooks unless directed by the teacher. At the end of the year, students will be billed the cost of the book for any damage beyond usual wear and tear.

**FIRE ALARMS:** When the fire alarm rings, students should stop working and quietly move as directed. All doors should be closed. Students are not to talk during fire drills and are to exit single file with their class group, stay with their class group, and wait until the signal is given to return with their class group. An attendance check will be performed. Fire drills will be conducted periodically.

**FOOD/SNACK BREAKS/PARTIES:** Eating is allowed during a student's scheduled snack break, lunch period, or when approved by the supervising teacher. Eating and drinking in the hallway are not permitted. Food is not to be kept and/or stored in student locker or desks. All trash and waste products are to be placed in the appropriate trash containers in the cafeteria or classroom. A student may not have an open container or beverage in his/her locker at any time.

**PETS:** Due to student allergies and liability issues, please do not bring pets onto the campus without permission from the Administration.

**STUDY PERIODS OR STUDY TIME IN CLASS:** Students in Independent Study Programs that may require work after school may be scheduled a study period. These study periods are designed to be a purposeful use of time without social talking.

- 1.) All study periods are designed to be quiet and free from disturbances. Students are to be in their seats using the time wisely. If he/she does not have homework to do, a student should work ahead, study, or read.
- 2.) After the study period begins, students should request permission to talk if necessary for school projects or tutoring purposes. Permission to talk for these reasons is at the discretion of the teacher. Permission to talk during study periods is a privilege and may be revoked or limited by the teacher.
- 3.) A written pass must be obtained BEFORE the class period to leave a study period to go to another room for purposeful use of time.

**WORSHIP:** All Academy students are required to attend chapel and mission services on Wednesdays. Parents/Guardians and siblings are invited to attend service at that time as well. Since worship, inspiration, teaching, and mission work are the main objectives at this time, students should enter in an orderly manner and maintain a worshipful attitude during the service.

#### **STUDENT OFFICERS:**

##### **Election:**

The Student Council's primary objective is to develop the culture of the school to follow the student motto.

The secondary purpose of the Student Council will be to actively support missions throughout the year and choose one large mission need to financially support through Student Council led fundraising.

Officers will organize, plan, and fund 4 (one per quarter) fellowship events throughout the school year. During monthly meetings, they will begin with a prayer session. In addition to offering praise to God, officers will pray for the needs of students and school. Officers will endeavor to seek God's direction in their lives and the decisions they make for the student body.

The student body will elect officers. Students will elect their officers the last month of school of the previous year. Students are nominated by their peers. The Administration approves the nominees. Students must demonstrate the qualities that are necessary for leadership. Students must have an average of 2.0 (C+). Student officers will serve on the Student Council with the below responsibilities.

## **Responsibilities:**

### President:

- a.) Provides **spiritual and social leadership** for the student body;
- b.) Oversees and organizes the order of student body business;
- c.) Works with the Student Government Advisor to plan the agenda for student meetings;
- d.) Presides at all Student Government meetings;
- e.) Appoints committee members as needed;
- f.) Is responsible for communicating with the administrators, teachers, and other members of staff and administration as needed.

### Vice-President:

- a.) Provides **spiritual and social leadership** for the student body;
- b.) Assists in organizing the order of student body business;
- c.) Assumes the duty of the President when the President is absent or cannot serve.

### Secretary:

- a.) Provides **spiritual and social leadership** for the student body;
- b.) Assists in organizing the order of student body business;
- c.) Keeps an accurate record of the minutes of all Student Government meetings and reads and/or distributes them as requested;
- d.) Produces all necessary correspondence for the student body, including thank-you notes.

### Treasurer

- a.) Provides **spiritual and social leadership** for the student body;
- b.) Assists in organizing the order of student body business;
- c.) Responsible for paying all Student Government bills and making all withdrawals from the Student Government account through the School Secretary;
- d.) Collects all monies from fundraisers and makes deposits through the School Secretary;
- e.) Keeps an accurate record of all Student Government funds and prepares financial statements on a monthly basis or as requested.

**SOCIAL EVENTS:** All requests for social events must be submitted to the Administration at least a month before the event for approval. These requests must be submitted in writing and must include the date, time, types of activity, location, type of transportation, and signature of the advisors.

**FIELD TRIPS:** School-Sponsored Trip Permission Notice is part of the Consent Form and will be kept on file in the Office for all field trips. If transportation costs are accrued, a transportation fee will be assessed per student.

**VISITORS TO THE SCHOOL:** All visitors must sign-in at the reception area and remain there for further directions. If a student desires to bring a visitor for the day, the student must submit a written request 2 days in advance to the Administration. Visitors must comply with the dress policy and all school rules. On the day of the visit, the visitor will remain with the student-host. The Academy reserves the right to restrict visiting privileges of anyone who is in violation of school policies.

**STUDENTS WHO WORK:** The Academy cautions working students not to underestimate the demands that their education will place upon them. God's will for you at this time in your life is that you acquire a good Christian education. Although there is often no harm in working a part-time job, we urge you to keep your priorities clearly sorted. Excessive hours at a job can hurt you academically, which in turn can keep you from participating in all school-related activities.

In most cases, students who have after-school jobs will need to have working papers as required by state law. You must apply for working papers through the school district in which you live. Then they must be signed by the Administration, your employer, your parents, and your doctor when you receive your physical examination. You will need proof of age, promise of employment, and a certificate of good health for working papers to be approved.

Students who are working at the beginning of the school year or who begin or change work status during the school year are required to complete a Student Work Information Sheet which can be obtained at the office. Students are not permitted to work more than twenty hours per week unless special permission has been granted by the Administration.

**SALES ON CAMPUS:** Requests for Academy fundraising must be submitted to the Administrative Assistant a month prior to the fundraising or sales project for approval. These requests must be submitted in writing and signed by the sponsor. The sponsor or a volunteer chosen by the sponsor must be present to supervise students involved in preparation of the event and any clean-up after the sale.

Fundraising for non-school activities must be first approved by the Administration.

**SUPPLIES:** Students are required to supply their own paper, notebooks, pencils, pens, etc. Teachers are not responsible for lending out such materials when a student does not have them available.

**PHYSICAL EXAMINATIONS:** FLCA requires annual physical forms be submitted to the school office. Forms may be obtained in the office. Families are responsible to have physicals and forms completed by their individual health care providers.

**PARENT-TEACHER CONFERENCES:** Parents who desire to schedule a conference with a member of the professional staff should contact the teacher directly. Each parent/guardian is required to attend a conference during the first grading quarter. The school office will notify the families concerning scheduling these conferences at the appropriate time.

**CANCELLATION/DELAY/EARLY DISMISSAL OF SCHOOL:** Announcements relating to cancellation, delay, or early dismissal will be broadcast on KDKA and WJPA. The public school buses will operate according to the delay or regular schedule of the child's school district.

If the school district in which the student lives has closed, there will be no busing in that district. If the student's safety is not in jeopardy and we are having classes, please try to bring the student to school so the student does not get behind in his/her studies.

During early dismissals due to weather, student drivers will be dismissed at the same time their district picks up their bus students unless specified otherwise by the administration.

**LOST AND FOUND:** A lost and found area is located in the office. Items that are left for more than one month will be donated to Christian missions needing such articles.

**MONEY/VALUABLES IN SCHOOL:** It is strongly suggested that students do not have large sums of money or expensive items at the Academy. Should it be necessary to have money or valuables in school, they should be stored in the school safe for the day. FLCA is not responsible for stolen monies or items.

**STUDENT HARASSMENT POLICY** - FLCA affirms its commitment to appropriate sexual behavior between all men and women who may be members of its student body, faculty, staff, and/or volunteers.

Amorous behavior, even though consensual, which is inconsistent with the Word of God and FLCA standards will not be tolerated.

In addition, it is the school's policy to provide an environment free from harassment, sexual or otherwise. Behavior which asserts sexuality as relevant to student performance violates both federal law and school standards. Furthermore, harassment inhibits the spiritual and academic mission of the school and is strictly prohibited. When the authority and power inherent in relationships between faculty and their students or between students is abused by harassment, there is potential for great damage to students, to faculty, and to the spiritual and educational climate of the school. Therefore, individuals in positions of authority must be sensitive to potential conflicts between personal relationships and professional responsibilities.

The purpose of this policy is to assure that, in the school environment, no person harasses another. While it is not easy to define precisely what harassment is, it certainly includes bullying, cyberbullying, abuse of power or authority, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as uninvited touching or sexually-related comments. Violations of this policy will not be permitted and may result in discipline up to and including expulsion or dismissal.

Harassment is a particularly sensitive issue which may affect any member the FLCA school system and, as such, will be dealt with promptly and discreetly. Any person who feels that he or she is the victim of harassment should immediately report the matter to any member of the administration (Superintendent, Administration, or Spiritual Leader). All reports of harassment will be thoroughly and discreetly investigated by an appointed committee of pastors and school board members who are not involved in the alleged harassment.

**STATEMENT OF NON-DISCRIMINATION** - First Love Christian Academy will not discriminate in employment practices on the basis of gender, race, national or ethnic origins, nor will FLCA discriminate in admissions or activities connected to the school's operation on the basis of gender, race, national or ethnic origins.

First Love Christian Academy is not equipped to accommodate applicants with learning disabilities, special education needs, or emotional or other disorders which might impair the educator's ability to operate an effective classroom. As a result, FLCA has the discretion to determine if applicants with these educational needs will be admitted.

All students will be on a probationary level for the first quarter.

**FIRST LOVE CHRISTIAN ACADEMY'S STEWARDSHIP PROGRAM** - FLCA's Stewardship Program requires the involvement of family members in the everyday operation of the Academy. Family members are to list areas where they could help, or where their talents can be used. The list will be entered into a data base which will be accessed when needs arise.

Please sign up by placing the name of you or your family member in the blank next to the areas in which you can help. Proper clearances are mandatory for areas involving direct contact with students.

### **Residential Handbook (for boarding students)**

Welcome to Residential Housing! Regardless of which housing unit you are staying in, many of the policies, procedures, rules, and expectations are the same. There may be more specific guidelines in the individual home that are set by Superintendent or Residential Advisors. The RA has the authority to implement new rules and procedures, as well as change existing ones not outlined in this manual, at any time depending on the needs of the individual house as long as they do not violate or contradict FLCA's

approved policies, procedures, rules, or expectations. Please understand that while we will do everything we can to make your stay enjoyable, we put the best interests of the entire house first. If an occupant does not comply with this handbook, they may lose housing privileges, which could also result in loss of student-status. Do everything for the glory of the One who made you!

**Structure of Housing:** First Love Christian Academy is responsible for the housing units under this handbook. The chain of command is as follows in the house:

CEO - Superintendent - Residential Advisors/Residential Tutor – Student Residents

The RA will monitor and work together with Administration for the upkeep and safety of the house. The RA has the authority to correct a potentially harmful or damaging situation. The RA will send a written report to the Superintendent each week. The reports will include a description of minor incidents and the corrective action. Student Residents will be under the immediate supervision of the Residential Advisor(s) and other Adult Supervisors including Substitute Supervisors in the case the RA is away.

#### **Residential Advisors:**

The Residential Advisors (RA) are approved and appointed by the administration to be the parents in the house. Like in any household: though shalt honor thy mother and thy father applies here as well as home. However, here it is monitored by school officials. There are distinct rules and regulations that apply regardless of the housing. Residential Advisors may supersede the handbook when appropriate with good reason as long as they do not violate or contradict FLCA's approved policies, procedures, rules, or expectations and have authority from the Superintendent. However, this will be the exception and not the norm to the housing program.

Communication is a difficult and important component of fostering good relationships. We ask that you make every effort to communicate effectively with members of the house. Communication is more than just what you say and how you say it. It also means listening to what others are saying and paying attention to their body language and keeping in mind cultural differences. If you are confused about something or have a question, you are encouraged to seek clarity from a resident advisor.

The Resident Advisor(s) is/are in charge of the house. They are responsible for the proper care and wellbeing of all students residing in the house. Disrespect and insubordination of these positions will NOT be tolerated. Violation of this rule could result in expulsion.

Upon arriving to Residential Housing, you will review this handbook, as well as other handbooks, syllabi, and documents. We realize that it is difficult to remember all of details. On the other hand, not remembering is not an excuse. You will be expected to keep this handbook conveniently located and review it until you are familiar with the expectations.

#### **Supervision:**

RAs/Supervisors will communicate and maintain the safety of the students.

All students must be supervised at all times. This is for the safety of all house members. An adult does not need to be in the same room, but should be on the premises. This applies when at the house, as well as out in the community. Some examples: if you visit a friend, their parents must be home; if you are out in public, an adult must remain close by.

Any social activities must be approved in advance by the Resident Advisor(s). Requests should be made at least 24 hours in advance to allow time for the House Manager to verify the activity.

#### **Church Attendance:**

First Love Christian Academy, all of the programs, housing, and activities must hold true to the mission and vision of the school. With that, weekly church attendance, to a church in accordance to FLCA's Statement of Faith, is mandatory, regardless of the background of the resident. No students are forced to worship, but must attend in observance. Christian students should set an example for all students and certainly are expected to worship and glorify our Lord in all they do.

#### **Food, beverages, and snacks:**

If your housing plan includes meals:

Some housing plans include meals. This does not mean that you may choose to pick whatever you want. This does mean that you will be provided with adequate and healthy choice food. Your Residential Advisor will inform you of the process for getting meals. If you do not prefer the meal that is provided for you, you will not be provided with something different. Please keep in mind that this is not the school's obligation to do so. If you want to provide your own food, your RA may work something out with you, but again, it is not an obligation of the school or RA to provide you with food otherwise.

More about meals, snacks, beverages, etc...

Your RA will establish the procedures about having access to meals, snacks, beverages, etc. The RA is not your servant and will not wait on you. They will give you the procedures that you must follow. For example, if there is just enough small bags of pretzels for each student, they may permit you to only one. If you want another, it may not be available, and it is rude to ask another student for theirs. On the other hand, if it is offered to you, that may be permissible.

### **Sleeping area:**

Each resident will have their own bed and, more than likely, share a room with other residents. Daily, residents must make their beds and neatly organize their belongings. Belongings should be kept to a minimum due to lack of space. Additional storage may be available in the forms of tubs/totes and placed in the basement or outside storage at the resident student's expense and within reasonable amounts. Dirty Laundry should be kept in a laundry bag or basket and should be put away immediately when washed and dried. Under bedding and pillowcases should be washed weekly, and residents should only lie on their bed sheets after showering (especially after workouts or practices). If comforters or quilts are cared for, they can be washed quarterly.

*Reminder: Food and beverages are not permitted in bedrooms for safety and sanitary reasons. It is very easy to attract unwanted insects and pests, and very difficult to get rid of them.*

### **Hygiene:**

You are expected to maintain good hygiene. This includes but is not limited to:

- Showering daily – showers should be kept to approximately 10 min.
- Washing hands after using the bathroom and before preparing food
- Brushing your teeth at least 2 times a day
- Wearing deodorant when engaging in physical activities
- Keeping your room clean (no dirty dishes, clutter picked up, etc.)
- Regularly laundering clothes
- Shower shoes must be worn in the showers
- Slippers, socks, or shoes should be worn (no bare feet) in the house
- Keep the shower, sink, and toilet clean after use (i.e. don't leave hair, or toothpaste, or unflushed toilets)
- Feminine Hygiene products must be disposed discretely in the garbage

### **Toiletries:**

Toilet tissue and paper towels are supplied to the students. Students are expected to provide their own hygiene products and other toiletries. At times, we have donations of these supplies, please be mindful of everyone's needs. Some students do not have access to resources and others do. In other words, if you don't need it, don't take it.

### **Visitors and non-residents:**

Common areas: Each housing unit has common areas. Common areas are designated areas where any visitors or non-residents may be present in the house. If there is not a separate restroom for visitors in the house, then the RA may allow the visitor to use the residents' restrooms.

- All visitors must give advance notice. Permission must be given by the RA. Then, an

announcement should be made to make everyone aware of the visit. Any visitors to the house must remain in the common areas.

- Bedrooms are off limits, regardless of gender.
- Visitors must notify Resident Staff when using the restroom to maintain privacy for the residents.
- Visitors, whether male or female, may not enter the students sleeping areas, kitchen, and laundry room. They will be permitted in the designated common area (generally the living room or dining room)

### **Household Responsibilities:**

Maintaining a clean and positive environment in the house is EVERYONE's responsibility. It is expected that all members of the house will contribute willingly to the smooth functioning of the house.

#### **Clean up!**

Immediately after eating or drinking, you must clean up your eating area. This includes: Taking dishes, bowls, silverware, and cups to the kitchen and follow the process (whether it be wash your own and put it away, or whether students are assigned to wash dishes). All leftover food on your serving dishes must be appropriately disposed of. Any napkins or other garbage must also be disposed of and your eating area must be wiped off with a cleaning product.

#### **Leftovers:**

Leftover food should never be left out, especially overnight! Please make sure that food is stored away properly for the health and safety of everyone.

#### **Eating areas:**

Your resident advisor will assign the proper eating areas. Again, for the protection of everyone's health and safety, neither food nor beverage is permitted in the restrooms or sleeping areas.

Only bottled water may be kept in the sleeping area and taken into the restrooms.

#### **Private food:**

Residential student may have a limited supply of their own food to be marked and properly stored. Students must have a secure tote with the lid secured at all times. If not, this privilege of private food may be revoked. So if a student purchases a bottle of soda, they will be able to keep it in the refrigerator. Keep in mind: There are several people in the house and limited space, please be polite.

- In accordance with Matthew 18:15-16, if there is a dispute between two people, both parties are expected to attempt to discuss and resolve the problem. If they are unable to resolve it, another adult should be involved to assist in the resolution.
- All members of the house will be expected to assist in regular chores and general maintenance of the house. Chore assignments and laundry schedules will be determined by the Resident Advisor(s).
- If you notice something is running low or you finish it (food, laundry detergent, soap, etc.), inform a house adult so that it can be replenished in a timely manner.
- No food is to be left open or out after use.
- Fighting, profanity, and horseplay are NOT allowed.
- Students are responsible for properly securing all personal items. Theft and vandalism will not be tolerated.
- FLCA, their employees and volunteers are not held liable for any loss or damage while in the house.
- Loud and inappropriate music will not be allowed. This will be determined by the Resident Advisors.
- All residents will pitch in to assist with household chores. It is up to the RA to manage household chores. Household chores include, but are not limited to, the following: Taking the garbage out to its proper container, vacuuming, sweeping, dusting, mopping, cleaning and disinfecting toilets, sinks, countertops, door handles, refrigerators inside and out, stoves,

storage shelves, desks study areas, couches and chairs, and washing dishes, pans, and cups. This would also include clearing the yard area and yard maintenance. If everyone pitches in, household chores will be done quickly.

**Laundry:**

Each resident is responsible for doing their own laundry. Students who are not familiar with doing laundry should see their RA for specific instructions.

**Daily Routine:**

Wake up: In order for students to all be on time to school, students should make sure they get up when the RA schedules. It is the student's responsibility to have an alarm clock other than a phone.

**Technology:**

- Cell phones and other electronic devices are the responsibility of the individual students. The school will not purchase or provide funds to maintain these devices.
- When using technology, all students are expected to uphold a standard of honesty and integrity. This includes, but is not limited to, refraining from cyber bullying, using devices to cheat, looking at pornography, and viewing or listening to inappropriate content (i.e. swearing, extreme violence, nudity, etc.).
- All phones and other devices with access to the internet must be turned in by a time designated by the Resident Advisor(s).
- There will be a curfew for internet use, television, and gaming. This curfew will be set and enforced by the Resident Advisor(s).
- You will be assigned a profile on the house computer. It is your responsibility to maintain the account password and change it on a regular basis. You will be responsible for any activity on that account. It is not advised to allow others access to your account.

**Insubordination:**

This section will describe the consequences when not following the rules of the house. For discipline issues, the House will follow the chain of command: RA/Supervisor, Superintendent, CEO

The Residential Advisors are *in loco parentis* of your legal parents/guardians. This means they may make decisions that are in your best interests, whether you agree or disagree, when your parents are not with you. If you do not obey the rules of the home, RAs may discipline you in a way they see fit, within reason to law and FLCA approved policies procedures and regulations.

For example, if you do not turn in your phone, they may take it from you for a period of time. They may adjust the time for lights out. They may deny you privileges.

If you do not agree, you still must obey them. You may take it to a higher authority, however, you may have to wait up to 12/24 hours for a response from the higher authority. In the meantime, you must obey their consequences for your actions until further notice. Students should not jump the chain of command when not getting their own way.

All staff and volunteers at FLCA are working for the best interest of your health, safety, and happiness. Respecting the Residential Advisors will make your adjustment smoother.

**Transportation**

Students who are provided transportation will be given a 15 minute time frame to be prepared for pick up. Please note the driver will wait a maximum of 5 minutes for the total students to be visibly approaching for pick up.

If the student misses their ride for transportation, they will be marked unexcused unless a valid excuse is turned in to the office. If there is no excused reason for missing pick up, the following consequences will follow:

unexcused absence/tardy—student is responsible for their own transportation. Students must contact their teachers for assigned work. If work was due, there may be consequences for late work/project/presentation and ....

1st time: A verbal warning will be given

2nd time: 1 Demerit and Restitution 1

3rd time: 2 Demerits and Restitution 2

4th time: Administrative meeting with possibility of losing housing privileges.

Finally, Scholarship CANNOT be given for unexcused absences, please see the attendance section of the Student Planner.

*In general\**, consequences will follow the below guideline:

The rule of three strikes will be implemented for minor infractions:

Warning – light consequence – heavy consequence

If needed, the next step will be to involve the Superintendent. Students may be removed from housing if they are a disruption to the operation of the house.

If the RA feels the situation deems immediate intervention, they may decide to contact the Superintendent for a heavier consequence. This will be seen as severe infraction because the resident would not submit to authority or because the infraction was deemed as serious.

*\* This guideline may be waived in cases of extremely serious, grievous, or illegal acts*

**VANDALISM, DAMAGES, OR MISSING PROPERTY:** Billed according to severity, the cost of repair and an additional 20% (of the damages) fine. Payment must be made within 30 days of the notification to the resident. If payment is not received, the matter will be sent to the magistrate. Any infraction not claimed by specific residents will become the responsibility of all residents.

#### **Resident House Sign-out for Breaks or End-of-Year**

Before any students leave for an extended break or at the end of the year. Rooms must comply to be cleaned neat and orderly and adhere the following specifications.

- 1.) All garbage must be discarded properly
- 2.) The rooms must be cleaned: swept or vacuumed, marks or dirt washed away, no gum or other items stuck to the furniture, no writings left on the walls or furniture.
- 3.) Bedding must be washed and either folded at the end of the bed or bed made.
- 4.) Personal belongings left during a break must stowed away in a safe and secure location
- 5.) All food and drink items must be removed from the room and placed in the kitchen area if nonperishable or given to someone staying in the house.
- 6.) All laundry, clothing, and towels remaining in over a break must be clean and put away neatly.
- 7.) All electric items in your bedroom area must be unplugged

Please note: *ANY ITEMS THAT ARE NOT TAKEN CARE OF PROPERLY, MAY BE DISCARDED BEFORE YOUR RETURN.*

**END OF THE YEAR:** The difference between break and the end of the year can be summed up by the following:

- A.) All items that you have brought into the rooms, including but not limited to, clothing, containers, food, drinks, school supplies, school books, etc, **MUST BE OUT OF THE ROOM BEFORE DEPARTURE AND YOUR RESIDENT ADVISOR MUST SIGN OFF ON THE ROOM BEING IN PROPER ORDER and CLEANED.**
- B.) IF THE FOLLOWING IS NOT MET, THE FAMILY WILL BE BILLED THE FOLLOWING
  - 1.) \$100 CLEANING COST TO CLEAN THE ROOM
  - 2.) \$50-100 REMOVAL COST TO REMOVE ITEMS NOT TAKEN
  - 3.) \$100 PER TEXTBOOK FEE FOR BOOKS NOT RETURNED TO THE SCHOOL
  - 4.) REPLACEMENT COST ON ANY ITEMS THAT WERE TAKEN THAT BELONGED TO THE SCHOOL.

The student will not be permitted to return if the bill is not paid and NO FINAL TRANSCRIPTS will be released until all obligations have been met.

The room has been visibly checked by the resident advisor, coach, or superintendent and adheres to the above specifications:

Date \_\_\_\_\_ Name of Resident \_\_\_\_\_ inspected by \_\_\_\_\_

Date \_\_\_\_\_ Name of Resident \_\_\_\_\_ inspected by \_\_\_\_\_  
 Date \_\_\_\_\_ Name of Resident \_\_\_\_\_ inspected by \_\_\_\_\_  
 Date \_\_\_\_\_ Name of Resident \_\_\_\_\_ inspected by \_\_\_\_\_  
 Date \_\_\_\_\_ Name of Resident \_\_\_\_\_ inspected by \_\_\_\_\_

**Other:**

For specific rules and notes from RAs, take notes below:

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Phone turn in times, Wifi, gaming, television, internet curfew: \_\_\_\_\_

Lights out: \_\_\_\_\_

By signing this document, I agree to follow the rules and regulations, and understand that the Resident Advisor(s) is/are in charge of enforcing the terms of this document. The Superintendent has the final say in any interpretation of the rules and regulations. This document is in addition to the handbook and any other agreements I may sign as a part of First Love Christian Academy.

*Resident:*

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

*Parent/Responsible Person (1)*

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

*\*Parent/ Responsible Person (2)*

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

*Resident Supervisor:*

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

*Administrator:*

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

\*Both parents must sign regardless of custody or living arrangements.

**EITC SCHOLARSHIP PROGRAM**

**Business' tax dollars can be redirected to FLCA as financial aid!**

The Educational Improvement Tax Credit (EITC) legislation of 2001 established a tax credit program for Pennsylvania-based corporations and businesses that make contributions to scholarship organizations or educational improvement organizations. These tax credits are awarded to corporations or businesses that pay any one of the following taxes: capital stock and franchise tax, corporate net income tax, bank and trust company shares tax, title insurance company shares tax, title insurance premium tax, and mutual thrift institution tax. The Education Improvement Tax Credit (EITC) legislation allows qualified Pennsylvania businesses and corporations **to contribute to approved scholarship organizations** and receive up to a 90% tax credit for their contribution. These businesses have the option, if they should so choose, of designating their contribution to a specific school. **In other words, FLCA has a unique opportunity to connect with a business that pays any of the qualified taxes and have them name FLCA as the designated recipient.**

## CLEARANCES

All persons volunteering or employed who are in direct contact with students from the Academy must submit all necessary clearances. ACT 153 became effective December 31, 2014, which requires that ALL clearances (state, child abuse, and federal) must be updated every 3 years.

1. For State Criminal (Act 34):
  - \$22.00 fee; requires a credit card; you do NOT need to register as a user
  - Go to <https://epatch.state.pa.us>
  - Under "Credit Card Users", click on Submit a new record
  - Follow given instructions through the process
  - Once you've submitted payment information, you can view queued record checks by clicking on the number under Control #
  - Click on Print out certification
  - Provide FLCA a copy for your file
2. For child Abuse (Act 151):
  - \$8.00 fee; requires a credit card; you DO have to register as a user
  - Go to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
  - Click on Create a New Account
  - Follow given instructions through the process
  - When you view the result you can print out a copy
  - Provide FLCA a copy for your file
3. For Federal Criminal History Record (Act 24):
  - Go to <https://uenroll.identogo.com/>
  - Put in the following code: 1KG6TR
  - Click schedule or make an appointment
  - Follow the prompts and select a location (you may select walk in if you don't want to make an apt)
  - \$22.60 fee; requires a credit card
  - Once registration is complete, print registration information
  - Give Registration UE ID# (located on registration) to Mrs. Plants or Dr. Miller
  - CHRI's will be available on the Cogent system for 1 calendar year only.

NOTE: By law, FLCA is no longer allowed to accept a copy of your CHRI, you must provide the PAE # to FLCA. FLCA will print out a copy for your personnel file. Also, you must print out your own copy. FLCA is prevented by law to give you a copy.

- 4.) Act 168 - FOR EMPLOYEES ONLY: An employment history review MUST be sent to every past position that involved direct contact with children. More information can be found at <http://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circulars/Purdons%20Statutes/Act%20168%20of%202014%20-%20Procedures%20and%20Forms.pdf>

**For your information:** Any person entering the building for whom FLCA does not have valid clearances must be escorted by an official approved by the superintendent.

Student Name \_\_\_\_\_

## 2018 - 2019 MISSIONS HOURS LOG

(May 16, 2018 – May 15, 2019)

	<b>Date of Service</b>	<b>Time of Service</b>	<b>Type of Service</b>	<b>Parent/Supervisor Signature</b>
1.				
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I certify that I have spent the above time in service for Christ.

Student Signature: \_\_\_\_\_