

Friends In Jesus Learning Center and First Friends Christian Academy

Mission Statement

Friends In Jesus Learning Center and First Friends Christian Academy staff will strive to provide the Highest Quality Childcare and Educational Service that promotes and enhances each child's development; while providing parent's security in the Christian care and education we render.

- *We put God first in all that we do.
- *We provide a Christian education using the best resources available.
- *We respect and support our families.
- *We communicate openly and productively.
- *We promote the spiritual growth of the children through Bible study.
- *We provide a nurturing Christian environment for the children.
- *We abide by the Code of Conduct and Statement of Commitment.

Our Vision

Friends In Jesus Learning Center and First Friends Christian Academy aspires to provide our community with a quality educational program that is founded on strong Christian principals.



FIRST FRIENDS CHRISTIAN ACADEMY
IS A MINISTRY OF
FIRST FRIENDS CHURCH
HAMPTON, VA

Our Beliefs...

The Friends Church does not advance new teachings or doctrines. Instead we have sought to rediscover New Testament teachings and put new applications on them.

As Friends we believe...

God is our Father.

Jesus Christ is the Word made Flesh for us. John 1:1-4

The Holy Spirit is our Comforter, Strengthened and Guide. John 16:7, 13

The Bible is the written Word of God, inspired by Him. 2 Timothy 3:16

A person receives forgiveness through repentance for sins and belief in Jesus Christ as Savior. Acts 2:38

The mission of the church is to communicate the Good News of salvation to people everywhere. Matthew 28:18-20

Each Christian has a spiritual gift that God has given him and we are to help one another develop and use these gifts. 1 Peter 4:10

All are called to be ministers. The New Testament teaches the priesthood of all believers and the real Church is believers not buildings. 1 Peter 2:5-9

A Christian should seek the filling of the Holy Spirit in his life. Ephesians 5:18

As Believers we are to love one another as Christ loves us. 1 John 4:10

Service times are:

Sunday School for all ages 10:00 a.m.

Worship Service 11:00 a.m.

Wednesday's 6:30 p.m. service includes:

Kid's Klubs and Youth Alive!

Praise and Worship

Men's and Ladies Bible Studies

Young Adult Bible Study

Combined Bible Study

Nursery is provided for all services, see usher for assistance

Office hours 9:30 – 4:00 Monday – Thursday

Enlarging the Kingdom...Enhancing Spiritual Maturity...Expecting Christ's Return

GENERAL SCHOOL POLICIES

HOURS OF OPERATION

Academy 8:00 a.m. – 3:00 p.m.

Before and After School 6:00 a.m. – 9:00 a.m. / 2:30 p.m. – 6:00 p.m.

Childcare 6:00 a.m. – 6:00 p.m.

Business Office 7:00 a.m. – 4:30 p.m.

Carport Hours 6:00 a.m. – 8:00 p.m. / 3:00 p.m. – 6 p.m.

All offices are open Monday – Friday except holidays or announced closing dates

Registration

Registration paperwork must be completed before your child begins school. A current physical and shot record are required. A registration fee is required for each child and is renewable annually. **Registration fees are not refundable.** If your child drops out of FFCA and then re-enrolls, the registration fee will be charged again. A separate summer registration fee is charged for our summer camp program. Registration is due 5 days prior to the child's start date. *In the case of guardianship, a copy of the court paperwork is required to be kept on file with FJLC.* Virginia law requires an original Birth Certificate (not a copy), passport or military ID to register your child.

Enrollment Procedure

1. Make an appointment to view program and initial interview. Both parent and student must be present.
2. Submit completed application and registration fee (non-refundable).
3. Students registering for Kindergarten may be given an entrance placement test.
4. FFCA request for school records must be signed.
5. Current physical and shot record, birth certificate must accompany application.

**Schedule of Fees
2016 -2017 School Year**

Registration Fees (Non-refundable)

Kindergarten\$275.00
First Grade\$325.00
Second Grade\$325.00
Third Grade\$325.00
Fourth Grade\$325.00
Fifth Grade\$325.00
Sixth Grade\$325.00

Finances

FFCA is a non-profit Christian educational facility dependent solely upon tuition, donations and fundraising efforts. Like every other home or business, FFCA operates on a budget. We count on receiving payments on time, so we can make purchases, pay salaries and ensure our Academy runs smoothly. For that reason, we have established policies concerning payment of tuition and fees.

Registration Fee and Tuition Payments

Registration fees are non-refundable. Cash, check or credit cards are accepted for registration. All fees must be paid before a student can be admitted to class. Questions regarding policies should be directed to the Principal or Financial Manager.

Tuition is due on your child's first day. Payment is required by automatic draft via bank account, debit card or credit card. Payment withdrawal will be made every Monday. A monthly withdrawal option is available. Monthly withdrawal will occur on the 1st of the month. Returned withdrawals will automatically incur a \$35.00 fee. An additional \$10.00 late fee will be incurred if payment is not resolved by Friday of the week payment is due.

Official receipts will be issued weekly via email. We also make tax statements available to you at year end. Tax statements are issued to accounts that are current. Tax statements will not be issued to accounts that are in arrears.

Should your account become delinquent for two weeks, all services will be terminated and we will ask you to remove your child from FFCA. Furthermore, your child's records will not be released until payments are current. Accounts not satisfied will be turned over to our collection agency with a 70% fee added to the balance.

Late Pick-Up Fee

Children become upset when parents are late picking them up. Additionally, when you are late, FFCA faces staffing issues. As a result, we charge a late fee of \$2.00 per minute when a parent arrives after closing. If you are more than an hour late and FFCA has been unable to contact anyone on your child's enrollment form, or the contact is unable to take responsibility, the law requires that we contact Child Protective Services, who will pick up your child for safekeeping.

Withdrawal

A two week written notice is required for withdrawal of a student. If a two week notice is not received, tuition fees will be charged to the student account for the two weeks following withdrawal without notice. All financial obligations to the school and child care must be satisfied before the release of the student records.

Student Records

Student records are confidential and available only according to the following policy:

1. All requests to inspect or review records must be made in writing to the Administration by the parent or guardian. Such requests will be honored within one school day following receipt of the request.
2. There will be no release of student files without the written consent of a parent or guardian to any individual, agency, or organization and a current account balance other than the following:
 - A. Staff members of the school
 - B. Court or Law Enforcement Official
 - C. Federal, State or local authorities performing functions allowed by law
 - D. Officials of other schools in which the student intends to enroll, with a signed parent consent form

Holidays

As a service to our full time Academy students, we offer Christmas and Spring Break child care for those parents that sign up for this service. If you sign up, you are responsible for payment even if you decide not to use our service. **We do not prorate tuition rates for the holiday. The business office must be given a 5 day written notice if Christmas or Spring Break is not to be charged. See form in back of handbook.**

Notifications

Friends In Jesus Learning Center and First Friends Christian Academy uses the Bright Arrow messaging service to notify parents of special events, reminders and closings. Messages are sent via voicemail, text and email.

Inclement Weather

In cases of inclement weather, child and staff safety is of utmost importance. Our Bright Arrow message service will notify you via text, voicemail or email of closures.

Security/Safety

To ensure the safety of your child, the school is a locked facility. Parents/Guardians will receive an individual code for their student upon completion of registration. This code will allow you immediate entrance to the school. **Please do not allow visitors to enter with you.** They must ring the bell and be buzzed in by the office. FFCA will maintain a list of people authorized to pick up your children. Pictured identification of the individual picking up the student may be asked for at any time. A written note to the office is required before students can be released to anyone not on the list of alternate names to pick up a student.

It is imperative to alert the office of any special safety concerns regarding your child. If there are special custody arrangements, a copy of the agreement must be kept in a student's file.

Visitors should report to the office upon arrival at the school. All visitors shall obtain permission from the office and meet our dress code requirements while they are at the school. **Permission from the office is required to enter the Academy building.**

We will also practice Tornado Drills and Code Blue Drills.

Breakfast/Lunch/Snacks

Your child will be supplied with breakfast if they are enrolled in the Before/After school program or full time care. Breakfast is served from 6:30 a.m. – 7:45 a.m. Please have your child here during this period if you wish for him/her to have breakfast. **Breakfasts other than those prepared by FJLC/FFCA, is not allowed.** If your child does not wish to receive a hot lunch you may pack a lunch. **We ask that you do not send candy or sodas in a packed lunch.** The hot lunch is included as part of your tuition costs. A healthy snack will be served for students enrolled in our program.

Parent Communication

We like to keep parents/guardians informed at FFCA. **The student agenda should be checked and signed daily by the parent.** Knowing what your child is doing during the week helps you reinforce and encourage the same topics and activities at home. This kind of consistency helps your child be an active and enthusiastic learner. We strongly encourage positive reinforcement. Homework and monthly calendars are kept in a separate folder.

Conferences

Although we love to talk about your child at FFCA, we must be able to arrange for appropriate staffing during our discussions with parents, so it is important that you get in touch ahead of

time to set up a conference. This also ensures that we give you undivided attention during our conference. If it is necessary to call the teacher, please do so between 3:00 – 3:30. Parent conferences are also scheduled on our school calendar. Parents/Guardians are required to attend a fall and spring conference as part of our program.

Parent Visits

Part of good communication is personal contact. That's why we encourage you to stop by the school at any time. Your child will appreciate your attention and enthusiasm and you'll enjoy seeing what goes on during our busy days. Visiting the classroom helps parents get to know teachers and other children, and lets you keep in touch with your child's expanding world. Since early morning drop off time and late afternoon pick up times are often busy, a classroom visit gives you a chance to observe your child at a calmer time of day. *For security reasons, please check in at the main office located in the Friends In Jesus Learning Center office before visiting First Friends Christian Academy.* Additionally, please feel free to call with any questions or concerns.

Morning Drop Off

Students may be dropped off under the carport between 6:00 a.m. and 8:00 a.m. A staff member will receive your child and make sure they get to the appropriate classroom. *When using our drop off service you must use our Burton Street entrance to enter and exit.* Please help keep our traffic flow steady by following the traffic pattern. **Always sign your child in and out please. For safety reasons, remain in your car when using our carport service. We ask that you do not use your cell phone in the carport area.**

Afternoon Pickup

Students attending school only must be picked up by 3:15. Students may be picked up under the carport between the hours of 3:00 p.m. and 6:00 p.m. A staff member will notify teachers and your child will be brought to this entrance. Please be sure and sign your child out daily. ***When using the pickup service you must use our Burton Street entrance to enter and exit. Always sign your child in and out please. For safety reasons, remain in your car when using our carport service. We ask that you do not use your cell phone in the carport area.***

Academic Policies

The academic program at First Friends Christian Academy promotes a Christian view of life and Christian principals. The ABeka curriculum provides a strong academic challenge with additional resource opportunities in Music, Art, Physical Education, Science, Health and Spanish. Computer class is also taught in the elementary program. Field trips are used to enhance curriculum. Stanford testing is used to determine the overall academic standing of our students.

Grading Scale

Grades will be reported every nine (9) weeks with Interim Reports every four and half (4 ½) weeks.

The school uses the following grading scale.

- O** Outstanding
- S** Satisfactory
- W** Working On Skill
- U** Unsatisfactory
- N/A** Not Applicable

The school uses the following letter/grade for all grades.

- A** 91-100
- B** 81-90
- C** 71-80
- D** 61-70
- F** 0-60
- I** Incomplete

Honor Roll - Honor students will be recognized at the conclusion of each nine week grading period. Honor Roll is based on core subject grades.

A Honor Roll – requires all grades to be A

AB Honor Roll – requires all A's and B's

B Honor Roll – requires all AB average with no grade lower than a C. There must be an A for each C.

Homework

Homework is an essential part of the learning process. It is the student's responsibility to complete homework. **Parents have a key role in overseeing that the homework is completed. Parents must read and sign the student's agenda daily.** Young students are learning responsibility, but parents are needed to ensure that students have the necessary structured time, supplies and place to do their homework. Parents should seek the best study arrangement for their child. Please remember each student is special and has unique learning needs.

Interest and appreciation should be shown for the child's schoolwork. Parents should go over graded papers and help students correct deficiencies without causing the child to feel inferior. Praise your child for their efforts and let them know you are there for them. Encourage them to do their best rather than become overly concerned with grades. Remember, a positive attitude helps build self-esteem. Teachers normally will not give homework assignments on Wednesday night (to facilitate participation in church activities.) **Remember to check and sign your child's agenda daily.**

Attendance

The Code of Virginia requires school-age children to attend school and requires the local School Board to enforce the attendance provisions stated in the Code. Students are expected to attend school daily and on time. To be considered present for the day, the student must be in school at least two (2) hours on a regular attendance days.

Attendance on a daily basis is a mandatory requirement for all students. Attendance at FFCA is a privilege. Parents have the responsibility of accounting for their student's absences by contacting the school office expeditiously. **A signed written statement which provides the reason for the absence is required upon returning to school.** Parents should notify the school of special problems related to continual absences.

Any absence, for whatever reason, will be charged against the student's attendance record. On the tenth unexcused absence, the School Administrator will notify the parents of a request for a conference to address the problem. Continued unexcused absences may result in expulsion. Excessive absences have an effect on the academic performance of the student. Six or more absences are considered excessive by the state of Virginia. Request to have more than five days absent must be endorsed by the School Principal. **Any student receiving thirty one absences during the school year will result in academic failure.**

Make Up Work: Excused Absences

Teachers will work with students to establish a make-up plan for work missed due to excused absences. Students will be responsible for completing all work assigned and quizzes/tests scheduled before or during the absence, and they will receive credit for the work completed.

Appropriate penalties will be assessed if work is turned in late or quizzes/tests are not completed on the time schedule assigned by the teacher.

Types of Excused Absences:

- *Personal illness of the student
- *Medical/Dental appointments
- *Student participation in school activities
- *Death in the family
- *Required court appearance
- *When in judgement of the parents, the roads are unsafe in their neighborhood
- *Approved prearranged absences
- *Reasons of extenuating circumstances will be judged by the School Principal

Types of Unexcused Absences:

- *All-day truancy
- *Class truancy
- *Missing a ride or bus
- *Disapproved prearranged absence
- *Failure to produce an appropriate explanation for an absence

Tardy Policies and Procedures

Philosophy

Being on time is a life skill important to each child's future. The parents have the responsibility to teach this skill while the school has the responsibility to protect the instructional time it provides. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher's ability to begin instruction of all students on time.

Tardy Policy

Students are tardy if they are not in Chapel by 8:00 a.m. each morning. Students who are tardy will be given a tardy slip which should be accompanied by a note explaining the tardy. Students must go to the office when tardy prior to entering FFCA.

Excused Tardiness

An excused tardy is defined as:

- A. A doctor's appointment
- B. Medical emergency
- C. Serious extenuating circumstances
- D. Illness

On occasion, students will be tardy due to traffic, accidents or military bases going on high alert status. A note from the parent is required to excuse such tardies. Work missed for unexcused tardies are not allowed to be made up. Three or more tardies will result in after school detention. Ten or more unexcused tardies will result in academic probation for the student or risk of repeating the grade.

Prior Approval for Special Events

Students may receive permission to be absent from school for special occasions, such as a church retreat or a family activity. A note from the parent must be brought to the office and approved by the School Principal at least 24 hours prior to the beginning of that requested absence.

Discipline and Philosophy

The Teachers, Staff and Administrators want to ensure a safe environment for your child. Christian principles and Biblical models are used to train students in the ways of the Lord. Parents may not always agree with every disciplinary decision or policy; however, we seek the prayers, cooperation and loyalty of each family in upholding the specific standards contained within this handbook.

The teacher is the first line of discipline in any classroom setting. Teachers and Administrators will use a variety of discipline intervention methods to maintain a positive safe school environment. Teachers will focus on the positive behaviors, words and actions of the students. Redirection is a primary method used. A Teacher may need to refer a student to the School principal for cases of unsafe, disruptive or habitual negative behaviors. The School Principal will notify the parents in such cases. If a student is responsible for a disciplinary infraction, he/she will be expected to cooperate with school authorities to arrive at a solution. The student will also be expected to be accountable for the consequences of his/her actions. No Teacher, Staff or Administrators shall subject a student to corporal punishment. In keeping with our policy, we ask that you restrain from using corporal punishment on your child while you are on our premises.

The continued enrollment of any child is at the discretion of our School Principal. If at any time we believe that the program is not appropriate for your child or his/her behavior distracts or inhibits the growth, safety, happiness of others, the parents may be requested to withdraw the child after a one week notice. Children are not allowed to hurt or be abusive to others. If a child continues the negative behavior or endangers others in spite of conferences, immediate withdrawal will be necessary. Our prayer is to minister to each child and we take every possible action to provide each child a safe, loving learning environment.

STUDENT CODE OF BEHAVIOR

As a caring and responsible student at First Friends Christian Academy, I pledge to:

GRADES K-2

- *Be an example of Christ
- *Ask for help if I need it
- *Find opportunities to help adults and friends
- *Obey rules and stay out of bad situations
- *Take care of school property
- *Do my best and complete all of my schoolwork and homework
- *Be honest and always tell the truth
- *Be a good friend and not bully others
- *Be proud of who I am in Christ and not be intimidated by others
- *Be kind and loving to others

GRADES 3 - 6

- *Be an example of Christ
- *Communicate positively with adults
- *Find opportunities to help adults and friends
- *Become involved in school/community activities
- *Obey rules and stay out of bad situations
- *Encourage other students to be good role models
- *Take care of school property
- *Become active after homework by participating in activities with friends and family
- *Do my best and complete all of my schoolwork and homework
- *Treat adults and other students with respect
- *Be honest and always tell the truth
- *Stand up for myself and others, and be a role model
- *Be a good friend and not bully others
- *Try to understand the feelings of others
- *Be proud of who I am in Christ and not be intimidated by others
- *Be a good influence to younger children

PARENT CODE OF BEHAVIOR

As a caring and responsible parent at First Friends Christian Academy, I pledge to:

*Teach my child to assume responsibility for learning and for conduct that does not infringe upon the rights of others.

*Ensure the student's daily attendance in school and notify the school when a student is absent, tardy, or leaving early from school.

*Parents have the duty to assist with homework, by checking and signing daily the student planners and assisting student by review and support.

*Provide encouragement and discipline aimed at motivating the student toward responsible behavior and participation within the school setting.

*Read and understand the **Code of Behavior**.

*Sign the **Code of Behavior** agreement on the Registration Packet.

*Ensure that the student is appropriately dressed for school as determined by the Dress Code (Students who come to school without proper dress or personal cleanliness may be sent home to be prepared properly for school)

*Provide emergency information, including a local phone number, to the school to ensure the school will have immediate contact with the parent in case of an emergency

*Provide a certified copy of the student's birth certificate and/or immigration documentation; physical examination: record of the completed series of immunizations and social security number, as required by the Code of Virginia.

*Schedule conferences during working hours

*Understand that drugs, weapons, or any violations of our rules and regulations, as described in the **Code of Behavior**, will not be tolerated at school and that violators are subject to expulsion.

*Pray for your child daily.

Rules and Regulations

Accumulated Offenses: Students may be expelled or placed on long-term suspension for an accumulation of offenses due to repeated violations of the **Code of Behavior** even though any one of those offenses may not warrant such serious corrective action.

Assault, and/or Battery: The threat of a verbal or physical attack (assault) and the use of force upon a person (battery) are expressly forbidden.

Assault and/or Battery of a Teacher: Is prohibited under the Zero Tolerance Policy and shall result in automatic suspension or expulsion.

Bullying: Actions which cause the physical, verbal or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered to be bullying behaviors.

Cheating and Plagiarism: Students are responsible for neither giving, nor receiving assistance (written, orally, or otherwise) on tests, examinations, final evaluations or class assignments that are individually graded. Cheating encompasses any violation of rules, where the violation involved dishonesty. The student shall receive a zero for the particular assignment, exam, tests, or final exam, etc. A parent will be contacted, and the student may be disciplined up to and including expulsion.

Dishonesty: Students shall not make false accusations against staff or other students and shall not give false information which may be harmful to others or interfere with duties of the staff.

Disobedience/Disrespect: No student shall disregard or disobey any reasonable request made by a school staff member. Any student who directs profanity, threats, or other forms of verbal abuse toward a school staff member shall be subject to out-of-school suspension (OSS) and considered for expulsion of our school.

Disruption: No student while on school property, at a school-sponsored activity, or on school buses, shall behave in a disorderly manner or in any other way interrupt or disturb the orderly operation of our school.

Electronic Entertainment Devices/Toys: Students shall not have electronic entertainment devices on school of any kind without express consent of the School Principal/Designee. This includes play station, DS, game boys, cell phones, beepers, etc.

Fighting: Students are responsible for settling confrontations that may arise in a peaceful manner and without the use of violence. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from school personnel (Teacher, Office Staff, and School Principal). Fighting will result in Demerits which may include suspension or expulsion. Students are also subject to Demerits for any behavior which they may not consider to be serious or threatening (horseplay, playing around, teasing, etc.) when that behavior may cause injury, discomfort or disruption.

Harassment: Words, gestures, symbols, or physical contact which offend, intimidate, threaten or persecute others will not be tolerated. This includes such behavior as non-physical intimidation, posturing or “staring a person down”. Harassment of students or staff for any reason is prohibited.

Indecent Material: No student shall possess, wear/display, produce, or distribute indecent (vulgar, obscene, profane, offensive) materials including clothing, posters, written/printed materials, CD's DVD's, videos, trading cards, and computer materials.

Profanity: No student shall use vulgar, lewd, patently offensive, or indecent language or gestures.

Theft: Taking without permission or attempting to take without permission school property or personal property of others will not be tolerated.

Threats: Any expression or intent to cause harm, injury or damage to school property or to others persons on school property, at a school sponsored activity, or on school buses, will not be tolerated. This includes all oral written or any other kind of threats.

Vandalism: No student shall maliciously or willfully damage, deface, or destroy school property or personal belongings of others.

Weapons: Students shall not have weapons of any kind, look-alike weapons, or other harmful objects.

Summary of Rules and Regulations

As stated in our **Code of Behavior**, conduct currently viewed as just caused for disciplinary action shall include but not limited to any one of the following violation.

Students will receive demerits for the following offenses:

- *Accumulated offenses – 25 demerits
- *Academic dishonesty, to include cheating, plagiarisms, forgery – 10 demerits
- *Assault and Battery – 25 demerits
- *Battery of a staff member – 25 demerits
- *Bullying – 10 demerits
- *Chewing Gum – 2 demerits
- *Chronic failure to be prepared for class – 10 demerits
- *Conduct dangerous to the physical well-being of others – 10 demerits
- *Discrimination – 5 demerits
- *Dishonesty – 10 demerits
- *Disrespect and/or disobedience to staff members – 10 demerits
- *Extortion, harassment or intimidation – 15 demerits
- *Fighting – 25 demerits
- *Inappropriate public behavior/display – 10 demerits
- *Inappropriate student dress – 5 demerits
- *Indecent exposure – 10 demerits
- *Leaving school grounds without permission – 15 demerits
- *Physical or verbal assault – 15 demerits
- *Possession, display, or distribution of indecent materials – 15 demerits
- *Possession, distribution, use of weapons, look-alike weapons or harmful objects – 25 demerits
- *Profanity, or obscene language/conduct – 10 demerits
- *Sexual harassment – 5 demerits
- *Sexual misconduct – 5 demerits
- *Smoking or possession of tobacco, lighters or matches – 25 demerits
- *Tardiness and/or truancy – 5 demerits

- *Theft – 5 demerits
- *Threatening and/or abusive language – 15 demerits
- *Use of profanity – 10 demerits
- *Vandalism – 20 demerits
- *Violation of fire regulations, false fire report – 10 demerits
- *Willful disruption of any classroom activity – 10 demerits

School Suspensions:

2 Days After School Suspension - 20 demerits in 1 month
(school work/tests can be made up during this time)

4 Day After School Suspension – 35 demerits in 1 month

STUDENTS CANNOT REMAIN ON SCHOOL GROUNDS DURING OUT OF SCHOOL SUSPENSION (OSS). SCHOOL WORK/TESTS CANNOT BE MADE UP DURING THIS TIME.

3 Day Out Of School Suspension (OSS) – 50 demerits in 1 month

5 Day Out Of School Suspension (OSS) – 75 demerits in 1 month

Expulsion 3 suspensions will result in expulsion from FFCA. Expulsion may occur for continuous disciplinary problems or with children who are not in harmony with other students and/or Teachers. Our school has a zero tolerance for improper behavior.

School Bus Safety Rules

Students riding on the bus:

1. The Bus Driver is in charge and all students obey their instructions.
2. Students should be seated immediately.
3. Students should remain seated and properly restrained in their seatbelts.
4. Be courteous and kind.
5. Excessive noise, obscene language and gestures are prohibited.
6. Keep all body parts inside the bus.
7. Respect property.
8. Students must keep aisle clear.
9. Maintain good conduct.
10. Wait until the bus has stopped and directions have been given to get up.

The following will not be permitted on the bus and student will receive demerits as follows:

1. Disrespecting the Bus Driver. – 10 demerits
2. Not wearing a seat belt at all times. – 15 demerits
3. Playing with another student's seatbelt. – 5 demerit
4. Unbuckling another student's seatbelt. – 10 demerits

5. Standing on the bus. – 5 demerits
6. Diverting the driver's attention & creating a danger to all riders. – 25 demerits
7. Obscene gestures of language. Including profanity, using God's name inappropriately or using sexual explicit conversation. – 10 demerits
8. No throwing objects in the bus or from the bus. – 20 demerits
9. No fighting, hitting, spitting or threats will be tolerated. – 25 demerits
10. No littering or vandalism. – 20 demerits
11. No weapons, glass objects. – 25 demerits
12. No open book bags. – 5 demerits
13. No eating, drinking or chewing gum on the bus. – 2 demerits

Serious and repeated incidents will result in denying the student of the privilege of riding on the bus.

Health Policies

Physical and Immunizations – All children must have a VA Medical Form from a licensed physician or official. All immunizations must be dated, not just checked. All Immunizations must be updated until the final boosters.

Injury/Accidents – A minor injury that requires simple first aid will be treated by a trained first aid provider. The parent/guardian will receive an "ouch report" and/or contacted by phone.

Policy for Injury Prevention – Weekly checks will be made for indoor/outdoor hazards by the Principal or Designee. Staff is informed of unsafe situations and what to look for and what to report on.

Illness – In case of illness, we will try to notify the parent/guardian immediately and/or call 911 depending on the situation. Meanwhile the staff will continue to try to contact the person. If necessary the parent/contact person needs to come immediately to school to pick up child. NO CHILD WHO HAS HAD A FEVER WITH THE PAST 24 HOURS CAN COME. YOUR CHILD MUST BE FEVER FREE WITHOUT MEDICATIONS FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

Vomiting/Diarrhea – We will monitor for 30 minutes after a child has an incident. Any subsequent occurrence will require the child to go home.

Contagious Illness – Parents are required to notify FFCA whenever their child has been exposed to a contagious illness. A Doctor's note is required before the child can return to the program if he/she has suffered from strep throat, measles, impetigo, scarlet fever, pink eye or any other contagious disease. Parents must notify the office within 24 hours if any member of the family has come in contact with any communicable diseases.

Admission of Medicine

Before we can give prescription medication to your child, we must have a written authorization from you. A medical authorization form must be completed for each week the child needs the medicine. Ask the School Principal for specific requirements. **No over the counter medications are dispersed at FFCA. This includes lip balm and cough drops.** If you do need to send prescription medication to school, we require that prescription medication be in the original, pharmacy labeled container with child's name, type of medication, side effects, amount and time of dosage with a signed medical form.

HAND ALL MEDICINE DIRECTLY TO OFFICE ADMINISTRATION

Please do not allow your child to bring medicine in a pocket and do not leave any medicine in a book bag. It is a good idea to discuss your child's dosage with your pediatrician; many times medication can be given in the morning or evening to avoid bringing it to the center.

Special Needs – If your child has allergy issues, please let us know. Talk to your child's teacher and the School Principal about any allergies so we can take the right precautions. Children who are physically challenged and who request admission may be admitted after the parents, their Physician and School Principal agree that the services offered will be adequate and that appropriate accommodations are feasible.

Dress Code

Our Academy is a learning center where we want students to be comfortable and nicely dressed for work and play. School is not the place for a fashion statement. Clothing for school should be modest and not an issue for comparison or distraction. Schools in general require certain standards to insure that clothing is safe and appropriate for the occasion and not a distraction to learning. If we adhere to the following standards, our students will have a lot of individual freedom but maintain standards that are important to school. Parents are asked to ensure that students know and follow the school guidelines and cooperate with the school in maintaining the dress code standards.

Academy School Uniforms

1. Solid, collared shirts in a variety of styles and colors are required to be worn. Dress shirts as well as polo style shirts (short or long-sleeved) are acceptable. (PLEASE NO T-SHIRTS)
2. Slacks for boys and girls must be school uniform style in blue, black or khaki.
3. The following are not to be worn: Drawstrings, chains, snaps down the legs, stretch pants or spandex, low rise, carpenter loops, patches, sparkling material, stripes, cargo pockets, extra pockets with zippers, roll up cuffs, bell bottoms, wide or baggy, sequins, or fashion frills.
4. Uniform skirts and jumpers may be worn with shorts underneath. Skirts and jumpers should be modest in length, no more than 2 inches above the knee. Solid colored sweaters/sweatshirts must be pullover or cardigan styles. Sleeveless sweater vests may be worn with a collared shirt. Turtlenecks or collared shirts must be worn under sweatshirts.
5. Clothing should be clean, neat and in good repair. Sweatpants, track suits, jogging outfits and warm-up style clothing are not permitted for students except for PE classes.
6. Shirts and blouses are to worn tucked in unless specifically designed to be worn on the outside.
7. **Jeans are not allowed. On Friday, students may wear jeans for 50 cents. Students may wear their FFCA t-shirts or their polo shirts.**
8. All clothing must be in a solid color. Plaids are allowed for girl's jumpers.
9. Shoes should be brown, black or navy closed uniform style or basic white or black tennis shoes. No blink lights, Heelys, sequins or glitter are allowed on shoes. NO FLIP-FLOPS ALLOWED
10. Leggings and socks are to be solid colors.
11. Hair style should not obstruct the vision in any way. No extreme hairstyles, spikes, colored hair, spray painted hair designs.
12. Tattoos/Henna is not allowed.

We suggest "Official School Wear" at Target, Wal-Mart, Kmart, Penny's or Rose
cookieskids.com

Special Note to Parents:

When visiting the school, please respect our dress code and keep in mind we are teaching the children to be modest and wear appropriate attire for a Christian School. You, as the parent are an example. We would like to thank you for the privilege of ministering to your child. We know each child is a blessing from God. Thank you for your support and prayers.

Easter Notification Form

Must be sent 5 days prior to Vacation Time

*My Child _____ will
not attend First Friends Christian Academy during
Easter Break.*

Parent Signature: _____

Date: _____

Christmas Notification Form

Must be sent 5 days prior to Vacation Time

*My Child _____ will
not attend First Friends Christian Academy during
Christmas Break.*

Parent Signature: _____

Date: _____

Dear Parents/Guardians,

As your School Principal, I am delighted to welcome you to our FFCA family. During the coming school year, FFCA staff will do everything possible to make sure that you have chosen the right school for your child and your family. I encourage you to become actively involved in the daily activities of our school.

This handbook contains important information about our policies, history, approach to education and discipline. It has been designed to answer your questions about your child's experience at FFCA. Our rules and consequences are straightforward, but they were developed first and foremost to protect the safety, security and health of the children and our staff. Parents and students should read the handbook together to promote an understanding of our rules and policies.

FFCA believes in open, ongoing communication with parents. It is a vital part of our program. At FFCA we are committed to you and your child. The staff works hard every day to create the warm and nurturing Christian environment that is necessary for learning, growing and development. FFCA want every aspect of our services not only to meet but exceed your family's needs.

Blessing in Christ,

Robyn B. Pickeral
School Principal

This handbook is designed to aid students and parents in an understanding of the rules and policies of First Friends Christian Academy and Before/After School Program. Our purpose is to an environment conducive to Christian learning and establishing a strong academic education.

FIRST FRIENDS CHRISTIAN ACADEMY PARENT-STUDENT-SCHOOL CONTRACT

The following statements identify the commitment that you as the parent/guardian must display at First Friends Christian Academy and your child in order for your child to be a student at our school. Parent commitment and involvement are an extremely important necessary part of a successful school and good role modeling for your child. The contract also identifies the commitment made by the student and the school.

Please read this contract carefully and share it with your child. Sign the contract if you are truly sincere and are willing to commit yourself and be involved with your child, the after and our school. Have your child sign the contract after explaining his/her commitment to our school.

If this commitment contract is not honored, your child may be dismissed from school.

PARENT/GUARDIAN COMMITMENT

Academics/Attendance

- *I pledge to be an involved parent in my child's education. My goal is to help my child persevere and do their best in school.
- *I promise to encourage my child to strive to use his/her intelligence, abilities, and talents to gain a deep knowledge from the academic courses.
- *I understand that my job is to check my child's homework to ensure that it is complete.
- **I agree to review and sign my child's agenda daily.*
- *I will ensure that my child comes to school every day by 8:00 a.m.
- *I agree to call or send a written notice if my child is absent.
- *I understand that if my child is late a written tardy excuse must be received from the school office before attending class.
- *I understand that 3 tardies will result in after school detention.
- *I understand that repeated tardies (10 or more) will result in academic probation or risk of repeating the grade.

Dress Code

- *I will ensure that my child comes to school each day in proper dress (FFCA).
- *I understand that if my child comes to school in violation of the dress code he/she may not be permitted to attend class. He/she will wait in the office until appropriate clothing is provided.

Homework

- *I understand that my child will have homework on a regular basis.
- *I agree to provide a quiet, undisturbed time and space for my child to complete his/her homework.
- *I agree to review and sign my child's agenda daily.**
- *I understand that my child will have to serve after school suspension if homework is not completed more than 3 times during a grading period.

Discipline

- *I understand and support the First Friends Christian Academy Code of Behavior and disciplinary consequences.
- *I understand that it is my child's responsibility to make us aware of demerits and suspensions received at school.
- *I understand that in the case of violent or aggressive behavior, I will be expected to pick my child up immediately. I will accompany my child for a meeting with the Principal and my child will have to present a written or verbal apology for their actions.

Family Support

- *We have read and discussed with our child the Student Handbook.
- I agree to attend a fall and spring Parent/Teacher conference to discuss my child's report card and behavior.
- *I understand that as a parent I am asked to contribute three volunteer hours for a school event or fundraising activity. In lieu of volunteer hours, I may contribute \$30.00 to the school.**
- *I understand that in voluntarily signing this contract I believe that First Friends Christian Academy and educators will provide the best possible Christian and academic education.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

STUDENT'S COMMITMENT

- *I promise to consistently work, think and behave in the best way I know how.
- *I will come to school every day by 8:00 a.m.
- *I will stay at school until 3:00 p.m.
- *I will wear my uniform to school every day.

*On Friday's I agree to pay the sum of 50 cents if I choose to wear jeans with a school or camp t-shirt.

*I will complete my homework and reading every night.

*I will raise my hand and ask questions in class if I do not understand something.

*I promise to be caring, respectful and responsible.

*I understand that I am responsible for my own behavior and I will follow the Teacher's direction, tell the truth to my Teachers, accept responsibility for my actions and sincerely apologize when necessary.

Student's Signature

Date

SCHOOLS COMMITMENT

*We will work tirelessly to ensure that your child secures the best Christian and academic education possible.

*We embrace and model the values of caring, respect, responsibility and honor to our students.

*We will always come to class prepared and willing to encourage and engage our students.

*We will maintain an open-door policy for parents/guardian to observe any classroom.

*We will communicate with you regularly about your child's performance.

*We will return phone calls or emails within twenty four hours.

*We will enforce the Code of Behavior consistently.

*We will teach and model Christian values to continually engage your child on a path to success in school and life.

School Principal Signature

Date

Teacher Signature

Date

ATTENTION PARENTS

*To keep our children safe when using the carport,
please adhere to the following rules:*

- 1. Use Burton Street to enter and exit. Enter carport from backside of church building.*
- 2. Do not use your cell phone while using our carport service.*
- 3. Stay in your car. If you need to get out for any reason, please park and bring your child in.*
- 4. No parking at the playground area.*
- 5. Be sure to sign your child in or out.*

Thank you for helping keep everyone safe.

ATTENTION PARENTS

*To keep our children safe when using the carport,
please adhere to the following rules:*

- 1. Use Burton Street to enter and exit. Enter carport from backside of church building.*
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Thank you for helping keep everyone safe.