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# Welcome

## Welcome to Friendship Christian Academy

Dear Parents and Guardians,

We are thrilled to welcome you to **Friendship Christian Academy (FCA)** and are honored that you have chosen to partner with us in your child's education and spiritual development.

**Friendship Christian Academy is, first and foremost, a faith-based school**, deeply committed to academic excellence rooted in a Christ-centered foundation. As a **Pre-K3 through 12th grade** Christian school, our mission is to help your students grow not only intellectually, but also spiritually, as they navigate each stage of their educational journey.

At FCA, we foster a **family-like atmosphere**, where every student is known, valued, and supported. When you become part of FCA, you're not just joining a school, you're becoming part of the **Friendship family**. We believe your child's time here will be transformative, helping them grow in character, faith, and confidence.

Friendship Christian Academy is a ministry of **Friendship Assembly**, a church committed to helping people find **freedom through faith in Christ**. This mission is at the heart of everything we do at FCA. We believe that through a strong foundation in Christ, students can live fulfilling lives—building strong families, succeeding in their careers, and becoming influential members of their communities.

Thank you again for entrusting us with your student. We pray that their time at Friendship Christian Academy will not only sharpen their mind, but also shape their heart to become more Christ-like in every way.

**Blessings,**

**Pastor Peyton Potter**

*Friendship Christian Academy School President*

*Lead Pastor of Friendship Assembly*

## **FCA STANDARDS**

Friendship Christian Academy has been working with families in our community and surrounding areas for over a decade in Christian Education. The need for a high quality, structured environment for students, and challenging curriculum is necessary for the well development of our children.

FCA encourages the right morals, respect for each person, Godly principles, and the opportunity for each student to reach their full potential. We offer a safe and secure campus for the safety of our students and staff. FCA aims to be a relaxed Christian environment, free from fear, with a zero tolerance for bully attitudes, fighting, name calling and threats to harm any student or staff. In accordance with the school's recognition of Biblical authority, no immoral conduct will be tolerated, including

identifying statements related to immoral conduct. The Bible strictly forbids immoral conduct and the advocacy for such sinful behavior. (1 Thess.4:1-8) FCA promotes a peaceful Christian learning atmosphere mixed with fun and laughter.

We set our standards high and we will maintain them without compromise. The Lord honors those who will honor Him and this is a standard practice at FCA. This is what we are built upon.

The dress code, rules and guidelines are in place to encourage students for leadership qualities in life as well as in their spiritual walk.

We believe in the integrity of our teachers and staff that make up the wonderful educational team at FCA. We also firmly believe that the Lord has called this Christian school into existence and will follow His mandate providing an excellent education and spiritual experience for all students for many years to come. Partnering with parents to lead students to Jesus Christ, building their faith, and equipping them to serve Christ according to their abilities, we share in the responsibilities of our future generation of leaders. With that, we feel we offer the best in academic excellence and training. Producing the best product around.....our graduates.

## **MISSION STATEMENT**

At **Friendship Christian Academy (FCA)**, our mission is to provide a **faith-based, Christ-centered environment** for learning to students in the **Tri-County area of Marshall, Tate, and DeSoto**. We believe every student should have the opportunity to grow in their faith while developing into the person **God has called them to be**—academically, spiritually, and personally.

## **STATEMENT OF FAITH**

Friendship Christian Academy is a ministry of an Assembly of God church, which holds to the Assembly of God doctrine. However, the school itself functions non-denominationally, maintaining a Christ-centered environment that embraces the broader body of believers.

### **1. The Scriptures “Without fault”**

We believe that the **Holy Scriptures**, both the **Old and New Testaments**, are **verbally inspired by God** and reveal God’s will to humanity. They are the **infallible and authoritative rule of faith and conduct** for all believers.

*“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.”*

*2 Timothy 3:15–17 (NIV)*

## 2. The One True God “The ultimate authority”

The one true God has revealed Himself as the **eternally self-existent “I AM,”** the **Creator of heaven and earth,** and the **Redeemer of mankind.** He has further revealed Himself as embodying the principles of relationship and association as **Father, Son, and Holy Spirit.**

*“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.”*

*Matthew 28:19 (NIV)*

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## 3. The Adorable Godhead “The Trinity”

- **Terms Defined**

While the words **"Trinity"** and **"persons"** are not found in Scripture, they are consistent with biblical truth and help us explain the doctrine of the Godhead.

We affirm that the **Lord our God is One,** yet we understand Him to be a **Trinity—one Being in three persons:** Father, Son, and Holy Spirit. This is in harmony with Scripture and helps distinguish the one true God from “gods many and lords many.”

*“14 May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with you all.” 2nd Corinthians 13:14*

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## 4. The Salvation of Man

Man’s only hope of redemption is through the **shed blood of Jesus Christ,** the Son of God.

### Conditions to Salvation

Salvation is received through **repentance toward God** and **faith in the Lord Jesus Christ.** By the **washing of regeneration** and **renewing of the Holy Spirit,** and being **justified by grace through faith,** a person becomes an heir of God and gains the **hope of eternal life.**

*“And repentance for the forgiveness of sins will be preached in his name to all nations, beginning at Jerusalem.”*

*Luke 24:47 (NIV)*

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## 5. Our Blessed Hope “Believers will be with Christ in Heaven one day”

We believe in the **imminent return of Jesus Christ,** and that the **resurrection of those**

**who have fallen asleep in Christ**, together with the **translation of those who are alive and remain**, is the **blessed hope of the Church**.

*“For the Lord himself will come down from heaven, with a loud command, with the voice of the archangel and with the trumpet call of God, and the dead in Christ will rise first. After that, we who are still alive and are left will be caught up together with them in the clouds to meet the Lord in the air. And so we will be with the Lord forever.”*

*1 Thessalonians 4:16–17 (NIV)*

*“...we ourselves, who have the firstfruits of the Spirit, groan inwardly as we wait eagerly for our adoption to sonship—the redemption of our bodies.”*

*Romans 8:23 (NIV)*

## **6. The Final Judgment “There is a heaven and there is a hell”**

We believe that there will be a **final judgment**, in which the **wicked dead** will be **raised and judged** according to their works. Anyone whose name is **not found written in the Book of Life**, along with **the devil and his angels, the beast, and the false prophet**, will be consigned to **everlasting punishment** in the **lake of fire**, which is described as **the second death**.

*“Then they will go away to eternal punishment, but the righteous to eternal life.”*

*Matthew 25:46 (NIV)*

*“If your hand causes you to stumble, cut it off. It is better for you to enter life maimed than with two hands to go into hell, where the fire never goes out... where ‘the worms that eat them do not die, and the fire is not quenched.’”*

*Mark 9:43–48 (NIV)*

## **VISION STATEMENT**

For FCA to help students from all over the Tri- county area to live out their Faith.

## **SPIRITUAL TRAINING AND MINISTRY CODE**

The school's curriculum, the school's teaching staff and the ministry that they present will reflect the statement of beliefs listed above, with love and understanding for the spiritual and moral growth of the student.

### **For the spiritual and moral growth of the student, the school seeks:**

- To teach the Bible as God’s inspired Word and to develop attitudes of love and respect toward it.
- To teach the complete doctrines of the Bible.
- To lead the pupil to a decision of confession of Christ as Savior and Lord.
- To develop a desire to know and obey the will of God as revealed in the Scriptures.

- To equip the student to carry out the will of God daily.
- To impart an understanding of each Christian's place in the church and its worldwide task of witnessing and evangelism and to stimulate the students' involvement in this task.
- To develop the mind of Christ toward godliness and teach the student how to overcome sin.
- To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
- To help the student develop for himself a Christian worldview by integrating life and studies with the Bible.

**For the Student's Personal and Social Development, the school aims:**

1. To help the student develop his personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
2. To teach the student to treat everyone with love and respect since they, too, are made in God's image.
3. To make the student a contributing member of his society, realizing his dependence on others and their dependence on him, and the need to serve them.
4. To promote an understanding of time as a God-given commodity and the individual's responsibility for effective use of time.
5. To show a realistic and Christian Biblical view of life and work, and to provide skills for personal relationships and future endeavor.
6. To develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
7. To impart the biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory.

**For the Student's Academic Achievement, we endeavor:**

- To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
- To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking and listening.
- To teach and encourage the use of good study habits.
- To teach the student how to do independent study in areas of personal interest.
- To motivate the student to pursue independent study in areas of personal interest.
- To develop creative and critical thinking and proper use of the Biblical criteria for evaluation.
- To promote good citizenship through developing the understanding and appreciation of our Christian and American heritage of responsible freedom, human dignity, and acceptance of authority.
- To discuss current affairs in all fields and relate them to God's plan for man.
- To produce an understanding and appreciation for God's world, and awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.



- To engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

## **BASIC INFORMATION**

The following policies have been formulated to provide for the maintenance of good order, discipline, and decorum which will safeguard the reputation of the students and supporters. Adherence to these standards while enrolled and participating in school activities is mandatory, and enrollment will constitute agreement to abide.

### **Section 1: Philosophy and Purpose**

Friendship Christian Academy is a church sponsored school which exists to provide a Biblically integrated, academically sound education through which students may come to a personal commitment to Christ, resulting in Godly character and values.

We believe that education consists of spiritual, intellectual, social and physical development which prepares the student to live a productive life. Our values are rooted in a traditional educational process based on traditional values. We believe that all truth is God's truth.

The goals of this school are not to reform, but to train young people in a safe Christian environment. Friendship Christian Academy stands without apology for the Full Gospel and the highest standards of morality and Christian behavior.

Friendship Christian Academy is established on these Biblical principles and uses the Bible as a standard of conduct in business. FCA is determined to use the authority of the Holy Scripture as the foundation of all educational practices.

### **Section 2: Objectives**

1. To train Students in the highest Christian principles.
2. To use the Bible as the final authority for all truth and knowledge.
3. To give opportunities for and to provide encouragement for all students to come to a saving knowledge of Jesus Christ.
4. To help students master all areas of academics taught at FCA.
5. To develop an appreciation of an involvement in the arts.
6. To be able to relate to others according to the principles of Jesus Christ.
7. To encourage healthy physical activities and a fit body.

### **Section 3: Accreditation**

Friendship Christian Academy holds dual accreditation. It is fully accredited by the Assemblies of God Association of Christian Teachers and Schools (ACTS) and its affiliates. All credits are transferable.

Entrance into all colleges is gained by the student's score on the college entrance exams; ACT. All students in 9-12th are encouraged to take the ACT for possible opportunities for scholarships upon their ACT scores.

## **Section 4: Nondiscrimination Policy**

It is the policy of this school, in the admission of students, administration of its educational policies, athletic programs and other school - administered programs, not to discriminate on the basis of race, color, or ethnic origin but must have like faith according to the biblical Statement of Faith.

## **Section 5: Admissions**

Application forms for admission are available at the school office or you can download them from our website at [www.fcaschools.com](http://www.fcaschools.com). Upon completion and receipt of the completed application, some new students may be given an entrance exam. Acceptance will be based upon test scores, an interview with the student and his / her parents, and character recommendations.

In some cases the former school will be consulted. Students transferring from schools must have a good disciplinary record from previous school. No student will be admitted who is a known user of drugs, alcohol, or tobacco, who is a known gang member, or has a criminal record. FCA retains the right to deny enrollment or re-enrollment of any student or their parent with abusive behavior/conduct toward school, students, staff or exhibits behavior contradicting to the statement of faith signed at time of enrollment.

### **ADMISSIONS POLICY:**

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

### **Probation:**

Students who end the year or transfer into Friendship Christian who have experienced behavioral or academic challenges will be enrolled on probationary status. It is expected that during this probationary period behavior and/or academics will improve. Failure to do so may result in a student being asked to withdraw from the school and/or campus privileges and activities restricted. Parents that exhibit poor behavior or negative attitudes or comments against the school, staff, or church may also be placed on probation for the remainder of the current school year or next school year.

### **Residence:**

All FCA students must live with a parent, legal guardian, or parent designee (letter from biological parent stating release to enroll and/or court documented legal statement of custody rights) needed for admission purposes.

### **Transfers:**

Transfer students are not accepted the last four weeks unless moving in from another state or city outside the Tri-county area. Students who transfer to/from another Christian school must have all previous accounts paid. Only those high school students with a valid transcript will be given credit for courses completed. There will be a Student Records Transfer fee of \$150 for any FCA students transferring to another school during the current school.

### **Note:**

The school reserves the right to ask any parent to withdraw their child(ren) from school if the school feels it is in the best interest of the school or its student body, parents, or staff. **President and or Administrator has full rights to dismiss any said student(s) and without any refunding of fees.**

### **Custodial care:**

The school advocates strong marriages and families. The school will not become involved in parental controversy regarding custodial care of their children. If controversy continues, parent may be asked to withdraw their child(ren) from FCA.

### **Immoral conduct:**

Students involved in immoral practices must be prepared to appear before the School Board for proper action. Our goal is to raise up a Godly generation of youth, and we realize that behavior is not only taught but also caught. While our church seeks to minister to our whole society, our school's purpose is to train our students to follow Biblical standards as set forth in Scripture (Gal. 5:19-24; I Cor. 6:9-10). Any student who is found to be involved in any activity that is conflicting with the standards of conduct as agreed upon by the school, parents, and students will be asked to withdraw immediately. Enrollment will constitute parent and student agreement to all policies.

### **Counseling:**

We as a Christian school believe in the power of God to rescue and forgive and extend mercy to people in immoral circumstances, if they desire to be free from the bondage their lifestyle has brought them. But such a circumstance needs the counseling of a Christian Counselor and/or Pastor of a Christian, Bible believing church. Friendship Assembly of God Church and their team of powerful men of God are qualified to handle such situations. You must call the office or send a note through your child to the teacher and we will be sure you get the appropriate forms to you.

## **Section 6: Enrollments**

Parents will complete the following forms:

1. Application form
2. Handbook consent form signed by the parents/given by class teacher
3. Handbook Statement of Cooperation. / General Authorization
4. Disciplinary Agreement signed.
5. Arrival and Departure Form
6. Medical and Emergency Form
7. Field Trip Permission Form
8. Transportation Form
9. Promissory Note
10. Any other forms necessary for enrollment

Kindergartner: For grades K3 - K4 must be age qualified by Oct 1. For grades K5 must be 5 years old before Oct 1 of the current school year. The administrator will have the final say.

11. This will be discussed with parent during interview with the school Administrator.

## **Section 7: Financial Information**

To assist our Parents:

**\* We are set up to accept credit cards for any fees of the school. A convenience fee of 2% will be added to each credit card transaction.**

For new students, after appointment has been made to enroll in Friendship Christian Academy the student and parent/parents will be given an interview. If the student is accepted, there will be an Enrollment fee consisting of: General fee, Registration fee, School T-shirt fee, Book Rental fee and Activity fees (student insurance, yearbook, book bag, decal), that must be paid at time of enrollment **These fees are nonrefundable and are nontransferable.**

Existing student re-enrolling in FCA must complete new enrollment forms and pay all fees by date specified or lose available space. Each year new enrollment forms must be completed for all students. Parents must make an appointment with the school to fill out all necessary forms and pay all necessary fees. Again, **All fees are nonrefundable and nontransferable.** **Please Note:** Your application alone will not save a space for your child and will not be processed until all documents are completed and returned with all fees paid.

### **PRE REGISTRATION DISCOUNT:**

**Registration Date: MARK YOUR CALENDARS**

**\*December 1st - February 28th**

**Receive Registration discount for 2024-2025 school year**

**Discount for Registration Date ONLY.**

Please call our office to set your appointment

### **Veterans/Active Military Discount:**

**Active Military Discount:** Parents/Guardians actively serving in the military will receive \$75 registration discount per student within the family (siblings with same guardians). A copy of the active military id will be required to benefit from this discount. In addition to the registration discount, active military families benefit with peace of mind when committing to monthly installment agreements, that if the military requires the families to relocate, the balance of the tuition would be waived. A copy of the transfer papers would be required to waive the tuition balance.

**Veterans:** Parents/Guardians who served in the military who are now veterans will receive \$75 registration discount per student within the family (siblings with same guardians) and \$200 general fee discount per family. A copy of the veterans; retiree military id or DD214 will be required to benefit from this discount.

## TUITION ACCOUNTS:

Tuition payments are due by the 5th of each month. Payments may be made in monthly installments per Promissory Note, or in full in one lump sum, or several months in advance. Enrolling students: **No tuition is refundable after June 1st for new school year.**

Any late fees assessed to account must be paid with tuition payment. If you see you will be late on your payment, please contact our office. We are here to assist you and help make the year a rewarding time. Tuition is calculated on the basis of the entire year, taking into account vacation and all school holidays.

For new students coming in after January, we prorate tuition payments for new student enrolling for the current term, no refund or deductions given because of absences. The Promissory Note is considered a legal and binding agreement between the parent or guardian of the students and FCA.

**Please Note:** We close out our books for the current school year in May and ask the last tuition payment be paid on or by May 5. After May 1<sup>st</sup>, only form of payment accepted is cash, credit card, or money order unless you have completed your enrollment for the next school year.

## PAST DUE ACCOUNTS:

All tuition payments are due on the 5th of each month, after the 10th, account will be assessed a \$30 late payment fee per your contract. If the payment due, along with any fees required, is not paid by the 5th of the following month, you will receive a courtesy call from our office. **If an account falls two (2) months behind, the student(s) will not be able to return to school until the account is brought current. Please call the office to work out an arrangement, if needed.** In the event payments are not met, notification of student dismissal will be made by phone call and/or letter. Please be sure to notify our office if any payments will be late. We will be glad to work with you.

## RECORDS HELD:

Report cards are sent out at the end of each four (4) nine-week periods, but with the exception of any student whose name appears on the delinquent account ledger, (showing outstanding balance fees of any kind), these report cards (and all records) will be held until all fees are paid current/in full. At the time payments are met (per contract) in full, when check has cleared the bank, records will be released.

## Dismissal / Withdrawal: Transfer of Transcript Fee:

**\*If a FCA enrolled student transfers to another school within the school year- a transcript fee of \$150 will be charged to student's account.**

If a student is withdrawn voluntarily at any time after the first day of school, the parent (or person whose signature is on the promissory note) is responsible for the entire contract. No refunds will be given.

**If a student(s) is dismissed because of violence or violent acts or behavioral problems by the student(s) or by the parent(s) or legal guardian of the student, the entire contract will be required and no refunds given.** If a student is withdrawn from FCA during the school year because family is moving, relocating in another school district, **it will be up to the discretion of the Administrator if the balance of**

**promissory note will be required in full. We will not be able to process student records in mid-term without tuition account settled and transfer of transcript fee paid.**

If a bank returns a check for insufficient funds or any other reason, you will be contacted by telephone for a remedy to the situation. **There will be a \$ 25.00 (per check) service charge for handling a returned check for any reason.** If situation persists, parent will be asked to pay remainder of tuition or any transaction by cash, cashier's check, or money order. Records and report cards will be held and will not be sent to the next school until all accounts have been paid in full and all checks have cleared the bank (approx. 45 days). Delinquent accounts will be turned over to school Attorney William Schneller for court order and/or Collection Agency for legal collections.

We will receive a request for an official transcript before releasing any original records. Parents/guardians requesting copies of child's enrollment forms, grade records, etc. will be asked to pay a fee for each copy of each form. Contact the Administrator for this purpose.

### **MAKING PAYMENTS:**

When making payments, please put your payment in a sealed envelope with child's name, amount, and what the payment is to cover. Place this envelope in the child's folder or book bag. Teachers will no longer accept money at the door or during dismissal. If you feel you must hand your money to a person, you will need to call and make an appointment to come to the office to make your payment. Please make sure to tell your child to give the envelope to the teacher. The teacher will be sure that it gets to the office.

## **SCHOOL ATTENDANCE POLICY**

### **Section 1: School Attendance**

Students of Friendship Christian Academy are expected to attend each of their scheduled classes every day. New lessons are introduced each day and excessive absenteeism hinders your child's ability to keep up, thus interfering with their grades.

Attendance is one of the greatest contributing factors to the success of the student and school. All absences shall require written notification one day before or following the absence even if you phone in the occurrence.

If a student is to be picked up early unexpected, parent must call school office to inform teacher **30** minutes before arrival.

This allows teacher to have student ready on time. Please be mindful of continual early pick up of student. Classes are in session all day and important information could be lost if student is checked out frequently. Teacher will not be responsible for any make up or missed homework assignments given.

**There will be no student dismissal after 2:00. If a situation arises, call the office and the administrator will decide if the student(s) can be dismissed.**

- 1. EXCUSED ABSENCE:** (only allows student to make up missed work, it does not erase the day(s))

**An absence is considered excused upon verification of the following:**

- A. Parent of the student has called in the absence and a parent note must be sent with student upon returning to school or a doctor's note has been presented. This is important.
  - B. Student arrives before **10:30 a.m.**
  - C. A note has been brought on a previous day explaining the absence that will be occurring.
  - D. School should be notified by 8:30 a.m. in the event of a student's absence.
2. **UNEXCUSED ABSENCE: (NO NOTE HAS BEEN GIVEN)** Any not covered above.
- A. No make-up work will be allowed.
  - B. Will result in a Zero for missed work.
3. **CREDIT FOR ABSENCE:**
- A. Make up work will be accepted for all absences determined excused.
  - B. All absences will need parent note/Dr note for date of occurrence.
  - C. All absences combined (excused, unexcused etc.) **Shall not exceed 15.** Anything over the 15 absence, **a tardy or missed day**, will result in loss of class credit and retention shall occur (failure of the grade). Parents be mindful of these days, they add up quickly.

**TARDY:** Student is considered tardy if not present **in class at 7:50**. Every 3 tardy occurrence equals 1 day in absence and is counted toward the 15 day limit.

**\*Hospital stays are taken into consideration with medical notice/note from doctor or hospital. This will be the consideration of the administrator at the end of the school year.**

Please be mindful of this exception. If absentees become a chronic situation, we will have no recourse but to retain child(ren) in current grade without promotion. We do understand that sometimes illnesses occur without any notice and children may be forced to stay home or see a doctor because of the severe condition of their illness. The Administrator will take this in consideration, get advice from accreditation officials, and make the final decision. Please work vacation, family trips and any and all lengthy activities around fall, winter, spring, and holiday breaks.

## **ARRIVAL AND DISMISSAL**

### **Section 1: Early Release of Students**

For the protection of your child, our school cannot release students to leave earlier than regular dismissal time unless the parent or guardian contacts the school to secure a release for the child. Students will not be dismissed after 2:00 for any reason. If a situation arises, please contact the office and the administration will determine if the child can be dismissed. This is for the safety of our students and staff.

Identification will be required before students are released to persons unfamiliar to school personnel. A person whose name is not listed in the student enrollment forms cannot pick



up a child without written permission or parent call to the school personnel by the parent or guardian.

- A. The school day begins at 7:50 a.m. and all students must be **in their seats at 7:50 am** or will be issued a tardy slip. Dismissal for classes is at 10 minute intervals. K3 – 2nd dismiss at 2:30 p.m. 3rd – 4th dismiss at 2:40 pm, 5th - 8th dismisses at 2:50 and 9th - 12th dismiss at 3:00 pm. Any late pickups, students not signed up for after care, will be placed in aftercare with a \$10 charge per every 5 minutes late (per sibling) after limited grace time until pick up. (Grace time-5 minutes after class **dismissal** time).
- B. Students who are in school for minimum of 4 hours (8:00 a.m. - 12:00 noon) may receive credit for a whole day in grades K3-6. Students missing any classes after an early dismissal will result in an absent for that class(es). **Student will be responsible for all class or homework for that day and any test given.** Please be mindful of **excessive early sign outs can cause grades to struggle.** **Grades 7-12, attendance is taken for each individual class. The attendance policy applies for each class taken. If a student misses more than 15 days in one class, they will have to repeat that class the following year.**
- C. Early dismissal requires a phone call or note from the parent brought to the office before 10:30 a.m. To give teacher sufficient time to have student ready, notes cannot be presented at the time of departure. Student is responsible for all classes and work missed.
- D. Persons coming to pick up students must report to the office by buzzing in and waiting for the secretary to respond by letting you in to sign student out before student will be released, be ready to show ID if new to campus.
- E. Multiple riders from different families must have a note from each parent addressed to the teacher the **morning** of the day of pick up; not at the time of pickup. Last minute decisions will not be permitted without a note submitted in the morning.
- F. Under no circumstances may a student leave campus without checking out through the office once he/she has arrived on campus.
- G. No parent and/or visitors are allowed inside building without permission from office. Please sound the intercom for service. We will be happy to assist you.
- H. Once student is dismissed for the day, no student is allowed to return to building, or the classroom, for any items (books, work, lunch boxes, etc.) left after teacher has dismissed them.
- I. **Parents nor students are permitted to visit other cars while on campus awaiting students to be dismissed or after dismissal.** Once dismissed, all students are to go directly to their cars and not hold up other parents. All students must be safely inside their own cars before any automobiles can move for departure. Car visits hinder others from leaving the parking lot. This will apply before and after school. We want to be respectful of others.

## **Section 2: Tardiness**

A student is tardy to school at **7:50 a.m. Parent (ride or driver) must come in and sign student in if student is tardy.** A tardy note will be issued to teacher. Much valuable

learning time is lost if students are not on time. All students must be in the classroom ready to begin class at 7:50 am.

- A. A note of explanation to the teacher is required at the time of the tardy. **ALL NOTES MUST BE SEALED IN AN ENVELOPE AND ADDRESSED TO YOUR CHILD'S TEACHER.**
- B. Three tardy occurrences will result in one unexcused absence and count toward the 15 total absences.
- C. If you need to correspond with your child's teacher by note, please seal note in envelope and address to the teacher.

## **GRADING AND PROMOTIONS**

### **Section 1: Conduct Probation**

Any student who receives more than one "U" (letter grade "D") in conduct will be placed on Conduct Probation for the following grading period. Poor conduct will affect honor roll status, even if students' academic grades are honor roll status. Conduct is very important.

Any student on Chapel team will be dismissed from participation if conduct is poor, disrespectful to authority, bad attitude, or any other conduct that does not exhibit a Christian example in school and outside of school, on the Internet, Facebook (or any social media) or church attendance decreases or stops.

### **Section 2: Non - Promotion**

When a student fails math and language in grades Kindergarten - 8, the grade might need to be repeated. If the teacher feels the student is capable of mastering the next grade, the teacher can suggest promoting that student. The administration will make the final decision with the student's best interest in mind. K4 -K5 must meet all academic requirements to be promoted to next grade.

In grades 9 - 12th, the failed subject(s) must be repeated before graduation. Other subjects will be doubled up, if necessary, to meet requirements. **NO STUDENT WILL BE PASSED ON or graduated UNTIL ALL STATE REQUIREMENTS ARE MET.** Students must meet state/accreditation guidelines before a diploma from FCA will be issued.

### **"JUMP AHEAD PROGRAM"**

\*FCA will continually evaluate FCA students that have repeated a grade for skip grade promotion. The jump ahead program is available to students grades 1st – 7th. Parent, teacher, and administrator will stay in touch with students' progress and set a plan for evaluation of student. Teacher and administrator will determine the ceasing or continuing of evaluation program for student upon performance of grades. This program is available and recognized by friendship Christian academy only. If a student does not return after participating in this program, their transcript will show that they completed their current grade, not skip a grade.

### **Section 3: Grading System**

A+ = 99 - 100

A = 96 – 98

A- = 94 - 95

B+ = 91 – 93	B = 88 – 90	B- = 85 - 87
C+ = 82 – 84	C = 79 – 81	C- = 76 - 78
D+ = 74 -75	D = 72 - 73	D-=70 - 71
F= 0 – 69		

"I" (incomplete) is given when requirements are lacking. Unless this is made up by the end of the next grading period, missing grades become zero and grades will be averaged.

Kindergarten students will receive a report card designed specifically for their curriculum.

There will be four (4) grading periods of nine weeks each. At the end of the first grading period, a report card will be sent home. Midway of the first grading period (4 weeks), a progress report will be sent home informing parents of the student's progress. Numerical grades will be on report cards and progress report. Parents can determine letter grades by referring to the grading scale. FCA provides an online grade book that is available for all parents and students in grades 1-12. Each student will be given their personal information to log into their account. As a parent, you will have access to your child's grades, behavior, and absents. Remind is also available for another form of communication.

Parents wishing a conference with a teacher should send a note to the teacher or call the school office in advance to arrange a conference time. Teacher conference availability is Monday, Tuesday, and Thursday between 3:00-3:25. We can sometimes set up other times if it is convenient for us.

The school wants to communicate freely with parents and welcomes any inquiries concerning their child. Parents are requested not to hold a conference with a teacher before or after school since teachers will be on duty.

A time will be set which is convenient to both the teacher and parent. "Parking Lot" nor "School Door" conferences are not permitted. We will be happy to assist you, if you have any questions or concerns. Any parent making a scene, cursing, arguing or yelling at the staff at school door or on campus, may be asked to leave and will not be allowed on campus at any time. This also applies to phone calls.

Also, please refrain from any negative talk about FCA, teacher, staff, or Ministry of either Church or School. We have a zero tolerance for negative talk concerning the school, staff, and church. This means to other people or to the staff of FCA. There are appropriate ways to handle issues as adults and that is what we are called to do. We are here to help your child(ren) and when a parent acts in such a way, the student will also carry this attitude into their classroom. This creates a stressful atmosphere for other students. If you need to talk to someone, the Administrator will be available; if it is to argue, you may need to talk to God. We encourage parents to remember this is a Christian facility. If your child is released because of negative talk, you could still be responsible for the promissory note in its entirety.

## **Section 4: Honor Roll**

This school maintains three special honor rolls. Students who show the greatest responsibility will receive the greatest privileges. (Ex: exempt from test) Test exemption

will be left up to the teacher and will not be determined until the week **before** the test. The teacher **reserves** the right to test everyone, even if they qualify for exemption.

### **Lion's Honor Roll:**

To be placed on the Lion's Honor Roll, a student must maintain all "A's" with only (3) **excused** absent days. Lion Honor Roll Students might enjoy being exempt from the nine weeks test for that 9 weeks.

### **Academic Honor Roll:**

To be placed on the Academic Honor Roll, a student must maintain "A's" and "B's" in every subject and have (2) **excused** absences. Academic Honor Roll students might be exempt from 9 weeks test.

### **Conduct Explanation:**

Many things are taken into consideration when deciding a student's conduct grade. You can find these considerations on iGrade. Below explains what the letter grades stand for on the report cards:

E- Exceptional (above average)

G- Good (very good)

S - Satisfactory - (not excessive)

N - Needs Improvement - (excessive)

U - Unsatisfactory - (continually excessive)

**Note to Parents:** Sometimes a child's conduct is displayed in the classroom from the negative remarks made about the school, teacher, or staff they hear at home.

Sometimes when parents talk about the child's future in another school, we see changes in the child's work efforts (it decreases), grades decline and an attitude of noncooperation is displayed. This could be critical to them passing or failing the grade (averages begin to drop). It's important to lift up your child's school, teachers and staff; it produces a positive attitude for the child. If you are considering school changes for your child(ren), please keep them to yourself as much as possible.

## **CONDUCT RULES AND DISCIPLINE**

### **Section 1: Campus Conduct:**

**Attending our Christian school is a privilege and not a right.** Our goal is to build Christian character and to train Christian youth in the highest principles of Christian leadership, self- discipline, individual responsibility, personal integrity, and good citizenship. Modest dress is always required. Students should be well dressed and remember they represent Christ to school visitors. Uniforms should be neat, clean and pressed, without damage to clothing (holes, stains, rips, etc.).

Discipline is necessary for the welfare of each student, as well as for the entire school. Teachers and/or other agents of the school are expected to make and enforce classroom regulations and school policies in a manner consistent with Christian principles as set forth in the Scriptures. Teachers will establish appropriate classroom rules and consequences for disregard for them.

Teachers will follow a four-step discipline pattern. **Step One:** Instruction and information of the acceptable behavior. **Step two:** Training and reminders of acceptable behavior patterns. **Step three:** Correction of unacceptable-behavior. **Step four: or any step if needed** - Punishment for defiant, dangerous and rebellious behavior. Punishment induces more serious consequences such as: Corporal punishment, counseling, parent conferences, loss of privileges, suspension from school, probation, suspension, dismissal and other appropriate methods. Unacceptable items brought to school may be confiscated. Property damage will require restitution and is automatic paddling (3 licks). Defiance and rebellion are always treated as serious discipline problems. We believe using corporal punishment done orderly and appropriately, will result in behavior modification.

In order for students to learn, there needs to be an orderly classroom and campus for them to attend. Parent's desire is that their money spent produces positive results in their children. This cannot be accomplished with disruptions! Certain aspects of behavior will not be tolerated. FCA does not tolerate bullying or any kind of abusive and violent behavior. Parents are not to approach a student for any reason without the presence of the teacher or administrator for any reason. Remember. We have a zero tolerance policy and it will be enforced. All students, parents, teachers, and staff need to feel safe and secure at FCA.

Any parent or student, that confronts a teacher or student in any violent manner, abusive behavior, abusive language, or an act of embarrassment, deception, or a threat of any kind will subject their child or themselves to removal from FCA. Any negative remarks, discussions, or inappropriate gossip concerning teachers, staff, school, or the church will not be tolerated.

Student or other persons taking part in such activity will be dismissed. Teachers/staff do not deserve to be treated with such disrespect. We encourage parents to be mindful that there are two sides to every situation. We handle them as adults.

No one (parent, legal guardian, grandparent etc.) or any student, while on or entering school campus will be allowed to **smoke, chew tobacco or possess any alcohol beverages. FCA is a SMOKE FREE, DRUG FREE and ALCOHOL FREE CAMPUS. Persons not complying will be asked to leave campus, parking lot and may not be permitted on campus for duration of school year.**

No weapons of any kind are permitted in student possession on campus or in cars of students. Parents, please set an example for the students. Students are not allowed cell phones, IPODS, radios, Palm Pilots, cameras that double as a radio or IPOD etc. in the school, their lockers or purse or pockets. If these are found they will be held until parent is contacted. First offence will be a warning. Second offence, student will have to pay \$25 to get item back. Third offence, Administrator will keep item until the end of the year. No cell phones!! Student drivers must leave cell phones in their cars. Students in after school sports must leave cell phones with their teacher and student must not be on phone during practice hours or games.

Behaviors requiring disciplinary action include but are not limited to the following:

1. Use of non-prescribed drugs or alcoholic beverages.
2. Use or possession of tobacco or other smoking material
3. Possession of anything considered to be a weapon

4. Vandalism of school property or another person's property
5. Insubordination
6. Continual non-compliance with class work/homework
7. Disruptive or inappropriate behavior
8. Stealing or inappropriately acquiring someone else's property
9. Non-compliance with the dress code
10. Disrespect to teachers/staff
11. Tardiness going from class to class
12. Leaving campus without teacher/parent's permission
13. Swearing, offensive language, profanity or fighting
14. Cheating or lying
15. Chewing gum
16. Threatening a life
17. Note passing between students is prohibited anytime on campus.

## **Section 2: Building and Equipment Regulations:**

- Severe property damage by students will be billed to parents.
- Students are not to visit classrooms if a teacher is not present.
- Children, who are not allowed outside by parents for health reasons, must report to designated areas during recess and lunch periods. All students will have recess/outdoor time as weather permits. Students with sickness, serious allergies or illnesses will not be allowed out unless parent note allows it. If more than half the class is under the weather, no one will be permitted outside.
- Students running and playing rough at any time in school building will be disciplined.
- Lining up to enter and exit buildings will be required. We have a closed campus with the exception of seniors who are allowed to checkout early if classes permit for senior privilege, as long as all academic credits and passing grades are met. Seniors must drive out the campus **slowly** remembering children could be at recess.
- No other student will be allowed to leave the building for any reason (other than note/call from parent) until it is time for him/her to be dismissed at end of day.
- Parties and school activities- parents may bring cupcakes, cookies (goodies) etc. (no witches, skulls, skeletons, bats, scary etc. please). Parents remember after parties, your child may have classes afterward and they may need to remain at school. This applies to field trips also. Please take this into consideration when helping with these activities. Students are not allowed to sign out early.
- All books, school and Bible, issued to the students are not to be defaced by writing

on their covers or torn, corners rolled up or holes punched through. No stickers or emblems. They are to be kept in good condition when the books are collected at the end of the year. If books are returned damaged, there will be a fee to replace each damaged book.

- For safety, students are not permitted to run up or down the stairs, halls or any area on the campus.
- No elementary student is allowed in any high school room nor is any Jr. or Sr. high student allowed in any elementary room without permission from staff member at any time.
- School lockers and desks are property of the school and the school has a right to open and search desks and lockers and contents, bags, purses, etc. at any time, without notice. Weapons, drugs or if anything not allowed on campus is found, it could result in suspension, expulsion, law contacted, etc. depending on findings.
- Lockers will be assigned to students at the beginning of the year. Priority will be given to older students. Lockers are to be kept neat and clean, and free of writing and stickers, both inside and out. Because of our honor system locks are not needed for lockers.

### **Section 3: Discipline**

Discipline at Friendship Christian Academy is based on the scriptures (Holy Bible). Students are required to conduct themselves properly during school hours and at all school sponsored activities whether on or off campus. Disregard for the conduct code will result in disciplinary action.

The Bible is quite clear that the responsibility of teaching and training children lies with the parents. Friendship Christian Academy's responsibility is to assist the parents in that God given endeavor and help bring up the child in the fear and admonition of the Lord. Discipline in the classroom is of utmost importance. Submission to authority is a Biblical principle which must be taught if we firmly love our children. The teacher is the authority in the classroom and will be in charge of the discipline.

FCA is dedicated to the training of children in a program of study, activity and living that is Christ-centered. It is not a county disciplinary institution, nor is it equipped to teach children with mental or severe behavior disorders.

### **Section 4: Discipline Procedure**

Disciplinary action will be administered at the discretion of school leadership, which includes the teachers, school administrator, and/or the school president.

If a student is unwilling or unable to comply with the disciplinary measures assigned, they will be sent home immediately and issued a suspension for the following school day. It will be the responsibility of the parent or guardian to pick up the student immediately upon notification of the incident.

1. The teacher is first to handle discipline for the class and not the school.

2. For recurring problems the teacher shall make the principal aware of the problem to help with the discipline.
3. The Principal, Administrator, or Superintendent will administer the appropriate discipline themselves or through the teacher.
4. Three (3) occurrences of the same problem will result in a write up and said child will be suspended for two days. For each discipline occurrence Discipline Notice will be presented by the teacher, principal, or administrator for the parent's signature.

## **Section 5: Corporal Punishment**

Friendship Christian Academy does not routinely administer corporal punishment. However, if a parent or legal guardian provides written consent, corporal punishment may be administered by designated school leadership in a controlled, respectful, and biblically guided manner.

All such disciplinary actions will be:

- Administered only by the school administrator, school president, or qualified teacher.
- Conducted in the presence of a second adult staff member as a witness.
- Done in a way that upholds the dignity of the student and aligns with Christian values and legal standards.

If no such consent is given, alternative disciplinary measures will be used, including verbal correction, suspension, or other consequences deemed appropriate.

We strongly encourage open communication between parents and school leadership regarding behavioral expectations and disciplinary preferences.

## **Section 6: Suspensions**

The Administrator/Principal/Superintendent has at all times the authority to suspend a student. Some reasons that would give cause for suspension are:

1. Continued deliberate disobedience / disrespect displayed.
2. A rebellious attitude which is unchanged after much effort by the school staff.
3. A continued negative attitude and bad influence upon other students.
4. A serious breach of conduct inside, on grounds of the school or outside of the school which has an adverse effect upon the image of the school.



5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents to get recommended professional help for exceptional children.

## **Section 7: Expulsion**

At the discretion of School President and/or Administration, students may be expelled from the school for continued misbehavior which does not conform to school standards.

### **Procedure:**

1. In the case of such above offense, the matter may be referred to the School Board.
2. The School Board or Administrator will have the authority to expel any student for excessive noncompliance with the rules and regulations of the school.

## **ACADEMIC REQUIREMENTS**

### **Section 1: Testing**

At Friendship Christian Academy, a readiness (Placement) test may be given to new students upon acceptance. A \$25.00 testing fee is required from the parent, guardian, or persons with custody of child. This test will allow FCA to know what level the student is on, and how to determine placement. If child is placed in previous grade level completed, parent will sign a grade placement form. In signing form, parent agrees with decision of grade placement.

The Stanford Achievement Test and the Otis-Lennon School Ability Test are given to students in grades 3, 5, 8, 10, 12th and other grades at the discretion of Administrator. These tests are not used for entrance to school.

Parents will receive a computer printout of the results including how the student ranks among other students on the regional and national levels.

Other specialized test may be given to establish student learning trends and abilities. The ACT college entry test is encouraged 9-12th grades.

### **Section 2: Homework**

Homework is an important part of a student's learning experience. It reinforces the learning in the classroom, assists in the progression in materials, and requires that they learn to discipline time and energy in a positive, productive manner. Parents are urged to honor these request that their child(ren) will continue to progress without the classroom setting. Students may be required to keep an assignment book which in some grades will require parent signatures. Parent cooperation with homework is necessary. Students sometimes learn lessons in honesty from what parents sign. Homework is an integral part of the school program for the purpose of:

1. Developing the discipline of good study habits.
2. Reinforcement and drill to master the material studied.

Homework will be regularly checked and will be graded at the discretion of the teacher.

There will be no homework on Wednesdays due to church services. Noncompliance with

teacher's homework assignment may result in loss of extracurricular activities, a writing assignment, or other means of encouraging the student the importance of homework.

Continued noncompliance with homework will result in parent/teacher conference. This will be considered defiance of authority. Homework should be 30 min-1hr for elementary grades K - 2nd, 1 hr. to 2 ½ hr. for students 3rd - 12th. Parents are not to do the child's homework or read their assigned book report books, etc. for them for any reason. This puts your child at a huge disadvantage.

### **Section 3: Curriculum**

We use the A Beka Book curriculum, which takes a Christian and traditional approach to education. Our goal through this curriculum is to give students the tools to fulfill the will of God for their lives and to provide the strongest possible academic programs. We do this through incorporating specific goals in each subject using God's Word as the final authority for all we teach. Other sources may be used as supplements upon approval of the administration. No other curriculum will be substituted in place of A Beka. Geometry is Bob Jones, equivalent to A Beka. All students will be required to take courses in Basic Bible Studies, no exceptions.

### **Section 4: Health**

Every possible provision is being made to provide a wholesome, healthy atmosphere during the student's stay at school. The home can make a great contribution in this area by doing the following:

1. Seeing that your student gets adequate rest and sleep.
2. Making sure that the student eats balanced meals, especially breakfast. (including protein and low in sugar)
3. Please make sure your student showers on a regular basis and wears deodorant every day. Make sure they brush their teeth before leaving the house in the mornings. This is good hygiene and helps maintain success during the school day.
4. Not allowing a student who is sick to come to school. Fever above 101, vomiting, or diarrhea are conditions which preclude a student from attending school. Causes of rashes should be verified by a physician.
5. Any rashes, sores, staph infections, unusual blisters in large areas, will not be allowed at school without student being cleared by a doctor's statement of release and explanation of illness, (if contagious an Incubation period) along with his signature. Any absence from this illness will be counted toward missed days. \*Please make sure your child has all immunizations and boosters up to date.

When students are injured or become seriously ill at school, the parent will be notified at once. Should we be unable to reach either parent, the procedure outlined in the permission statement will be followed. Minor injuries or illnesses will be treated in the office and children will also be prayed for.

Should your child become ill with a contagious sickness such as chicken pox, measles, etc., report it to the school office immediately. Students with contagious diseases must be

kept at home until doctor releases student. Note from doctor must accompany student upon return to school.

Unfortunately, even the cleanest children sometimes pick up head lice or nits from many different sources. The Health Department does not allow children to remain in school with head lice or nits.

The elementary grades will be checked for this condition and the parent notified. The child must be on a 3 day leave of absence from school for parents to treat this condition. Before returning to classroom, teacher must check to see if all indications of lice are gone. If child seems to be clear of the problem, student will be readmitted that day; if not, child must be treated at home again with another 3 days out. The school does not want to become the epidemic carrier. Please check your home and contacts for carriers.

## **SECTION 5: DRESS CODE**

FCA requires the wearing of uniforms. The uniform shall consist of polo shirts with the proper (size and fit on all) pants, shorts, skirts, jumpers or dresses. The shirts must not display any emblems or logos of any kind. **No wording, designs, or emblems of any kind are allowed on any article of clothing (polo's, coats, jackets, lunch boxes, etc.) plain color acceptable. Student will be written up after verbal warning for first offense has been made.**

**Pants** - shorts, skirts (no short or miniskirts allowed) uniform skirts must be knee length. Colors: Black, Navy or Khaki only. (Not green, orange, or brown) (Docker style as shown at time of enrollment)

**Pants CANNOT be tight**, (melted and poured in) **no spandex, skinny pants, jeggings, or stretch material at all.**

Pants **MUST** fit.....NO OVERSIZED, hem DRAGGING, waist SAGGING, NO low HIP HUGGERS, LOW CROTCHES, LOWRISE, or beltless pants will be allowed. No BACK FLAP or JEAN STYLE POCKETS ALLOWED. No skinny pants. No jeggings or leggings. This will be strictly enforced.

**Skirts are allowed only for K3-4th grade.**

Clothes should be intact, no holes, rips or ravel. Hem of pants must not be longer than the heel of the shoe. Hem must be intact and not ripped or torn. No CARGO pockets or flap over pockets. Only dress pockets or no pockets at all. Flat front or pleated front on pants is okay. K4-4th grade can wear uniform code shorts only during hot months and must be knee-length.

**Grades 5th -12th** are not permitted to wear shorts, skirts, or skirts of any kind.

**Belt** - must be plain black or brown with no designs, words, logos or ornamental belt buckles. Braided belts are acceptable. **Belts must be worn at all times.**

### **JEAN DAY:**

Students are permitted to wear regular fit jeans on Fridays with an approved FCA school shirt. Thread Design is permitted on pockets, flowers, simple designs, **no plastic beads, jewels, or embellishments** please. Nothing inappropriate to be worn on pockets, no tight, snug fitting or sagging jeans allowed. No painters' jeans, cargo pockets and oversized fashioned jeans allowed. No spandex, skinny jeans, jeggings, or stretch jeans!!

Levi's make simple, plain jeans that come in different sizes and if fitted correctly, looks nice and neat. If child is in doubt about jeans, bring them and ask if they are permitted. Each child participating in jean day **must** bring an extra pair of dress code school pants to change into in case jeans are out of code.

**POLO SHIRTS** - can be any color, solid or stripes with plain look. No oversized, sagging shirts permitted. Capped, puffed, or half sleeves allowed, no sleeveless polo shirts permitted. No emblems or designs of any type on polo's.

The wide or narrow button placket for girl's polo is acceptable. Shirts CANNOT be tight, or form fitting. Placket MUST be closed and not gapped open. Shirts must be tucked in at all times while on campus. Only plain white tank top undershirts are allowed underneath Polo shirts.

Tank tops should not be seen through light colored polo. Shirts cannot be tight, snug fitting, or short. We ask that parents see that your child is dressed to code.

FCA school T-shirts must be worn on all field trips. **No school shirt, no field trip.** School shirts must be clean, free of stains, no rips, holes, or faded. Too small or vinyl peeling off - it's time to purchase a new one and must be paid to the office. If you need to purchase another school shirt contact our office.

**Shoes** - K3- 4th grades: **no light ups**, no skater shoes, no characters, no designs. Tennis shoes with Camo, solid colors, different colors, are okay. Boots (low heeled) are okay, Mary Janes, plaids, dress shoes, etc. are acceptable for grades K3 - 4th ONLY. No platform or high heeled shoes please. No student will be allowed to wear footwear that allows portions of the foot to be exposed. No sandals, no matter the age. Full shoes please. No rain boots allowed. No glitter on shoes.

For 5<sup>th</sup> - 12th grades ONLY - **LOAFERS, BOOTS, or TENNIS SHOES.** Must be tied and secured completely for safety reasons. Pant legs need to be outside of shoes, not tucked inside. Shoes need to fit, not flopping on feet, no long or colored shoestrings or extra-wide shoe tongues; this can present a safety hazard. Velcro is permitted.

**Socks** – All students must wear socks.

**Hair** - Hair MUST be neat and not distracting to the child or any other students. Must be kept decent length, clean, and combed. Boys: hair is to be cut in a tight fade, cut around the ears with bangs above the eyebrows. No wild color on hair (except on Crazy Hair day and must be washable) or designs cut into the hair or scalp, no Mohawks, or beanie style cuts. Girls: Hair must be kept clean and neat, pulled back out of eyes to keep from becoming a distraction. No wild colors or crazy haircuts. If long, be careful to keep it off the desk behind you; it may be distracting to that student.

**BOYS** - **NO** FACIAL HAIR PERMITTED of any kind. Must be clean shaven each day. No long bushy sideburns, please. Razors are in the office. Your child could be made to shave at school.

**Accessories**- Girls like to accessorize and we encourage their use of jewelry and accessories, in moderation. Bangle bracelets can be colorful and fun to wear, one or two small or one large will be appropriate with no noise.

**Girls Only**- pierced ears are acceptable, but only two earrings in each ear will be allowed (**Ear lobes only**). **If you have piercings other than the ear lobes, you will be required**

**to remove them.** Extra-large earrings are not acceptable for fear of being pulled from ear and causing rupture of the earlobe. Ear ware should be no longer than the jaw line (below the ear) and not excessively large. This is for safety reasons. **No other body piercings are permitted (facial, nose, eyebrows etc.).**

BOYS ARE NOT PERMITTED TO WEAR EARRING(S) OF ANY KIND. NO BODY PIERCING, SKIN CARVINGS OR TATTOOS ALLOWED (BOYS OR GIRLS) this could be a health hazard and carry infections.

**CAPS** (hats) are not to be worn on campus. Some cap advertisements can be questionable. Drivers can leave caps in their cars.

**Out of Uniform Day** - This is a day for students to wear clothes of their choice for a small fee. Jeans can be black or blue only and must meet code for Friday jeans. They can wear any shirt that has a positive message, polo shirts, or plain t-shirts. No tights, jeggings, skinny jeans will be allowed. Students **must** have an extra uniform in book a bag, in case out of uniform is not in code or you are in doubt.

\*The school administrator will be the final authority on all matters of dress code. For high school drivers - for any dress code infractions, students will be sent home immediately to change and given a fair amount of return time. If student fails to return, zeros will be given for the rest of the day and will be counted as an absence. Parents will be contacted by school office for other grades and asked to bring proper uniform clothes to school ASAP. The student will sit in the office until the parent arrives with the change of clothes. After three (3) times of not following code, student will no longer be allowed to participate in Out-of-Uniform day or Jean Day the rest of the year.

### **Behavior/Physical Contact:**

Students are not allowed to have any type of physical contact to harm, hit, grab, or in a demeaning situation (kissing, holding hands, arms around each other, etc.).

Bullying is unacceptable and will not be tolerated. Such behavior will be addressed and disciplinary action taken. Parents, we ask that you work with us in the discipline of your child(ren).

Any parent wishing to make an appointment with the administrator and teacher is welcome to do so by calling our school office at 838-4000. Any parent confrontation that is disorderly and/or violent will be just cause to discontinue meeting. We believe in working problems out in a Christian manner to achieve the best results for student, parent, and teachers.

### **Dress Code Violation Procedure:**

1. Teachers will monitor the dress code for their classroom.
2. Students will be informed and sent to the office if needed for a violation of the code, parent contacted by note or phone.
3. If the infraction can be rectified on campus, the student will be asked to do so. Otherwise, the parents will be phoned and asked to pick up the student to change or bring correct clothing. Time missed is unexcused.
4. Only after the student is properly attired, will he / she be permitted back on campus in the classroom. Shirts must be tucked in before entering the building.
5. Repeated violations are cause for conduct probation, suspension or dismissal.
6. All teachers are required to implement and enforce the dress code while

students are on campus, for all grades.

7. Please pack an extra belt in child's book bag for emergencies.

## **MISCELLANEOUS POLICIES**

### **SCHOOL SUPPLIES:**

All school supplies should follow the restrictions enforced by the school. Lunch boxes and containers must be plain, can be different colors, can have flowers, circles, zebra stripes, etc. but no characters, bugs, bees, animals, jewels or advertisements on them. All students must purchase a FCA book bag at enrollment. No advertisements, characters or advertisements of cartoon characters. Some teachers may request a small art supply fee in which to purchase the needed art and craft supplies for the students. This is entirely the choice of the teacher. All school supplies are mandatory, and must be replenished as needed.

### **Fundraisers:**

Each school year FCA has fundraisers in place to help with Missions and to offset the expense of student activities (field day, student trips, etc.). It is required that each student participates in fundraisers. If a parent prefers not to help sell or purchase items; a donation of equal or greater amount contributed is required.

## **SECTION 1: SCHOOL HOURS**

The school bell rings for doors to open at 7:40 a.m. and students are to go to designated areas. Parents are responsible for the delivery and pick up of their children.

**The school day begins promptly at 7:50 a.m.** and ends at 3:00 p.m. The bell rings at 7:50 a.m. for classes to begin. **Students are tardy at 7:50.** Students are tardy if not in the room before the tardy bell. K3 – 2nd will be dismissed at 2:30 p.m., 3rd – 4th grades will dismiss at 2:40 p.m., 5<sup>th</sup> - 8th grades will dismiss at 2:50 and 9th - 12th will be dismissed at 3:00 p.m.

When students are on the parking lot for dismissal, no automobile is to move until all students are in their automobile. (Example) - 2:30 dismissal students, parents are to wait until students are safely in their cars before moving from parking space, and so on with the other dismissals of students. Parents, please be mindful of the safety of our students. If you have students in more than one grade, you must be present to pick up the earliest student at their designated dismissal time. When leaving campus, please exit through gym breezeway **only**. Help us keep our students safe. It takes only one mistake to be regretful. Please take the effort to exit campus in the correct direction.

It is the responsibility of the parents to pick up their children at the close of the school day (at your child's appointed dismissal time as stated above) Since there will be no one to supervise students after 3:00 p.m. (other than aftercare); it will be necessary to have children picked up promptly. If child is placed in aftercare, parent will be responsible for aftercare charges.

## **Half day dismissal:**

When FCA is dismissed for half days, lunches will be taken at an earlier time. At dismissal - K3 – 2nd will dismiss at 11:30, 3rd – 4th at 11:40, 5th - 8th at 11:50 and 9th- 12th at 12:00 noon. Any student not picked up at required time will be charged after care fees of \$10 for every 5 minutes after grace period. Each time interval has a 5 minute grace period beginning at your child's dismissal time. (Example) If your child's dismissal is 12:00, you have a 5 minute grace period until 12:05. At 12:06, aftercare charges begin to apply. PLEASE REMEMBER TO STAY PARKED UNTIL ALL STUDENTS ARE SAFELY IN THEIR AUTOMOBILES EVEN IF YOU ARE LATE AND ANOTHER CLASS HAS BEEN DISMISSED. This is for the safety of our students.

If you are caught in an emergency situation, please contact our office to inform us of the situation, charge may be waived or reduced.

## **SECTION 2: OFFICE HOURS**

The School office will be open from 8:00 a.m. until 3:30 p.m. Any business after these hours must be prearranged by appointment. Classes are not to be interrupted except by Office staff; no parent is allowed upstairs in school area unless authorized by the administrator. All visitors are to come to the school office. If you need to get a note to the teacher, please place note in sealed envelope, address it to teacher and send by child.

## **SECTION 3: EMERGENCY PROCEDURES**

Fire and tornado drills are conducted throughout the year. Fire drills are practiced three times a semester and tornado drills three times during the spring season. Evacuation and action plans are posted throughout the facility.

Bomb Threats/Active Shooter Drills: Drills are practiced two times a year. Bomb threat drills are planned and organized to ensure safety for all FCA students and faculty. Students will be evacuated to nearest secured facility away from threatened area for safety. Faculty is trained and qualified to calmly handle a crisis.

Active shooter drills are practiced and organized to give the best possible protection to students and faculty. Students and faculty will be evacuated, if necessary, to a secure facility away from endangered area. Law enforcement officials and parents will be notified as soon as possible if either crisis takes place.

## **SECTION 4: SEVERE WEATHER**

Local television channels 3 and 5 will carry official announcements for FCA. A decision will be made and broadcast by 6:30 a. m. or in some cases on the previous day. Do not call the office, principal, teacher's or administrator's home. Students will not be sent home early during severe weather unless conditions merit such action.

Appropriate safety measures are taken at school. In bad weather, FCA will have weather channel pulled up and any weather alerts will be noted. If decision to close the school midday because of oncoming bad weather, parents will be notified by their child's teacher/siblings' teacher to arrive at school to pick up their child(ren) by a call/Remind.

## **SECTION 5: CLOSED CAMPUS**

FCA campus is a closed campus. All visitors must report to the office before entering the school area. We are happy to have our parents actively involved in their child's school parties, chapels, etc. Parents are invited to have lunch with their child and class. We ask that a visit no more than **twice a Nine-week period** and parents should call school office to make appointment, an ID tag will be given at the door.

We ask that parents not visit their child's classroom during the day or tour school during educational hours, unless it is for such an activity. This will distract other students. If you would like a visit, appointments can be made through the office by permission of the Administrator. When parents join chapel time, please be seated at back of sanctuary. Your child is in class even in chapel services.

Front doors open at 8:25 for chapel.

## **SECTION 6: CLASSROOM PRAYER**

Recognizing the power of prayer daily, each class begins with prayer. This is an integral part of all school activities. Parents and students accept this as part of their agreement with the school at registration. Individual prayer for and with your child is also a privilege of attending a Christian school.

## **SECTION 7: USE OF SCHOOL PROPERTY**

Since Friendship Christian Academy and Friendship Assembly of God use the same facility, it is advisable for all students to be responsible for personal items and books. The school or church is not responsible for anyone's personal belongings.

With the campus in use 6-7 days a week and some evenings, many people occupy the facilities for different ministries and activities. The care and upkeep is important and damage to school or church property is unacceptable. In the case of any such damage, theft, etc. the student(s) involved will be held financially responsible for such damages. We strive to maintain a nice facility and any student abusing the facility will be subject to disciplinary action.

**Textbooks are school property.** Lost or damaged textbooks, except normal wear, must be paid for in the value of a new replacement book. Books found on campus will be collected and can be picked up for 50 cents each. This is to help teach the student responsibility. Lost books, parent will be responsible to purchase a replacement.

## **SECTION 8: AFTER SCHOOL (LATE PICKUPS ONLY)**

Friendship Christian Academy is NOT RESPONSIBLE if your child leaves the campus unsupervised when school is out. Students may not leave campus and then return for any reason. At 3:00 p.m. FCA is secured and teachers are no longer available unless an appointment has been made. Any student not picked up by class dismissal time will be considered in After School Care.

After school care fee (for students not signed up for After Care) for late pick-ups only, will be figured by the following. A late fee of \$5 per child for every 5 minutes child(ren) are in ASC. Chart below states when these charges go into effect. Aftercare (late pick-ups only) payment must be made when parent arrives, or arrangements for payment the following



day. We will be unable to continue After Care for children with an unpaid balance. Failure to pay aftercare charges may result in child dismissal permanently from ASC and/or legal action.

**Dismissal times and times aftercare charges go into effect for each grade:**

**Dismissal Times**

**\* \* Aftercare Fees Starts**

K3- 2nd = 2:30	goes into effect at 2:35
3rd- 4th = 2:40	goes into effect at 2:45
5th- 8th = 2:50	goes into effect at 2:55
9th- 12th = 3:00	goes into effect at 3:05

It is important for you to have your child(ren) picked up by his/her scheduled dismissal time to keep FCA running smoothly. Teachers still have work to complete after your child dismisses. Please make sure all students dismissed at your dismissal time are in their automobiles before leaving campus. This is to ensure the safety of all our students.

**AFTER SCHOOL CARE (PARENT SIGN UP)**

Only students that are signed up in Weekly ASC will be on full time basis and parents will be responsible for ASC payments if child is present or not. Parents that have signed their child(ren) up for ASC will be charged weekly at rates discussed with parent at sign up.

ASC students are immediately dismissed to the ASC Director at the time their class is dismissed and given homework time and activities afterward. Director will be available for student pickups in ASC with parent signing child out of ASC at the time of pickup.

After School Care and Before School Care are available for parents needing child care for work purposes. Sign up for either, or both, charges differ for each session. BSC opens at 7am - 7:40. ASC closes at 5:00, therefore we ask all parents to pick up child(ren) at 4:55. If your child(ren) are not picked up by 5:00, there will be a charge of **\$10 per minute** that you are late. In emergency situations, please call school office; otherwise, overtime fees will be applied. Late fees will be waived three times in a semester for emergency calls. If a parent is late after the third time, fees will be applied.

If non-payment of services becomes a problem, parent will be contacted. If it persists, family will be dismissed from ASC until fees are brought current. Accounts are considered delinquent after three (3) weeks of non-payment. Delinquent accounts will result in attorney legal collections with all legal fees the responsibility of the parent.

**AS NEEDED ASC/BSC:**

Emergencies sometimes come up and BSC or ASC may be needed. We have affordable prices for those times also. Call our office if this may be of interest for your family.

Please, do not drop off any students until the 7:40 morning bell has rung. We cannot be responsible for any student not enrolled in morning care. Do not leave your child at the door and drive away.

## SECTION 9: FIELD TRIPS

Field trips are to be enjoyed as well as a learning experience and are mandatory attendance for the students. Students who do not participate may miss an educational experience for the day.

Students must stay with the teacher and their group to be accounted for. FCA is responsible for the safety and welfare of each student on and off campus due to field trips during school hours only. School t-shirts identify our students in our group and help each teacher keep up with their students, therefore school shirts must be worn on all field trips.

## SECTION 10: CLASS PARTIES

Parties may be given at Christmas, Easter, or any holiday, or birthdays, and at set date selected by teacher.

- Parents/Grandparents are invited to have lunch with your child on Tuesday and Thursday. Give our office a call a couple of days before; up to two times per nine-weeks.
- K3-4th grades welcome Donuts with Dads and Muffins with Moms. Dates will be announced. **Return** your form and we will save you a seat.
- Birthday celebrations are celebrated at lunch and must be arranged with the teacher before party is planned. Cupcakes, treats and party favors - please no black cats, witches, wicked Jack-o'-lanterns, brooms, etc. Santa, elves, etc. Plain pumpkins and Christmas trees are okay.

## SECTION 11: CHAPEL

Chapel is intended to provide a meaningful worship experience for students. Chapel is an opportunity for freedom to worship. All students are required to attend all chapel services. Where the spirit of the Lord is, there is liberty. Students will often participate and lead in chapel activities. Some goals of our chapel services are:

1. To worship God in Spirit and in truth,
2. to build school unity, to learn about school rules and routines, to reinforce important Biblical character traits, and to allow the Holy Spirit and opportunity to speak to individuals, to encourage children and youth to rededicate their lives to God,
3. To develop a practical understanding of Biblical principles,
4. To promote each student's commitment to lifelong Bible learning
5. To accept the Scriptures as a personal moral compass for life, to sense God's calling

Chapel services should not replace local church participation. Every student is expected to demonstrate faithful church attendance and participation. The goal for FCA Chapel is to have a time for all students, who have not previously, come to a saving knowledge of Jesus Christ, and to take time to worship the Lord and Praise Him. New Christians need to grow in the Lord and others develop a closer relationship with Him and present an opportunity to become encouraged in the Lord. It is important that your child respect the house of God and when asked to participate, such as listen and not

be talking, not being a distraction, do so. We care about the spiritual being as well as the education of your child.

Participation in Chapel Service is required. Students must attend chapel with a worshipful attitude. Junior and High school students chosen for Chapel Teams are to meet certain requirements to be a part of this ministry team.

## **SECTION 12: WORK LEAVE PROCEDURE**

Seniors may be excused as early as 12:00 (if offered) (provided they have met all class, study credits, and requirements); this is a senior privilege and may not be offered every year. Any test given that requires the student to stay over, student must stay. The student will not be excused at any time before 12:00 noon.

## **SECTION 13: STUDENTS DRIVING CARS**

Only students with valid driver's license and insurances will be permitted to drive cars to school. Written permission must be received from the parent or guardian, and the school Administrator must grant approval. All students who will be driving to school are expected to park in the designated spaces and **SHALL NOT RETURN TO CARS UNTIL SCHOOL IS DISMISSED. SPEED LIMIT ON CAMPUS 20 MPH for all parents and students. No loud music on campus permitted at all.**

There will be no loitering in cars. There will be no leaving school grounds except when permission is granted by parent. Repeated violation of school rules concerning senior automobiles and driving privileges will be just cause for parent/Administrator conference.

No other student is allowed to drive to or from school with a student driver, unless, they have been released by parents in the school office to the secretary.

When students arrive at school in the mornings, they are to **immediately** come into the school at the bell. No student is permitted to sit in car with another student and wait until time for school to begin.

No student not enrolled in Friendship Christian Academy is allowed on the campus for any reason while school is beginning or dismissing. No student is to pick up another student from FCA without parental permission in the form of written note and then teacher may call parent to verify note.

## **FCA CAR DECALS:**

FCA car decals are mandatory for any vehicle that will be on our campus picking up or dropping off any student. We ask that all FCA Parents display school decal on rear window or properly hung from the rearview mirror. This helps us to keep our campus safe from unknown automobiles and also to keep our students safe. To replace a lost decal, please contact Mrs. Arno, secretary. Beginning September 1, there will be a fee of \$15 a month charged to your account if your decal is not displayed securely on your rear window or properly hung from the rearview mirror. Report cards/student records will be withheld each 9-weeks this fee goes unpaid.

## **SECTION 14: LUNCH**

As of 2025, FCA will not provide hot lunches but students will be expected to bring a pack lunch. Please note that no students will be allowed to heat up food with microwave or

stove top. Students are responsible for their own drinking and eating utensils. If your child needs a fork or spoon, please purchase the plastic utensils and place them in their lunches. NO KNIVES of any kind are allowed please.

## **SECTION 15: GRADUATION REQUIREMENTS**

For the school term, a minimum of 25, up to 30 units and all state required subjects will have been completed in grades nine through twelve and will be required for high school graduation.

A unit of credit shall be defined as the credit given for a course, which meets for the equivalent of a regular school period each day for a full school year.

English - 4 units

Social Studies - 4 units

Physical Ed. - ½unit

Math - 4 units

Bible - 4 units

Art - 1 unit

Science - 4 units

Health - 1 unit

Business/Technology 1 unit

Electives - 3 units

Seniors who are on any type of probation could lose certain senior privileges such as senior prom, senior trip, and the right to participate in graduation.

## **FOR YOUR INFORMATION**

The school in no way can accomplish all that needs to be addressed in a child's growth and development. Therefore it is only with the parents help that the school can accomplish what is needed.

Educate your children: Parents are accountable for the education of their children. The work begins in the home and is continued in the school.

Pay tuition in the amount established by the school plus other fees as advised at the time of enrollment. If a payment dispute arises, please submit receipt of disputed month.

1. Participate in the school and its activities in a positive manner.
2. Teachers are here to be of service to our students and their parents. If you have any questions about the classroom, school, field trips etc., please feel free to contact us.
3. Keep the school informed of any changes in address, phone numbers for home or work. The school will not be responsible for any errors in records not kept current by parents or guardians.
4. Send a written explanation signed by the parent or guardian to the teacher when the child returns from an absence.
5. Notify the office of any illness that may require an extended absence. Otherwise we are unable to provide make-up work. (Note must accompany student on return to school).
6. Supply all items in the school supply list provided at the time of enrollment. Teachers may request replacement supplies in January.
7. If student chooses to bring their lunch please send all lunch items ready to eat. (Fruit peeled, etc.)

8. Try to attend all Parent / Teacher meetings and Orientation. These meetings provide opportunities to get acquainted with any new information from the school, also to meet the other parents, your child's teacher, and to see the achievements of your child(ren).
9. Parents please be mindful of negative information your child may hear at home, they do bring it with them to the classroom and act on it. Grades begin to drop, discipline becomes a severe problem, they are reluctant to do any class work and this could result in a possibility of grade retention. The "I don't care" attitude destroys everything your child has worked so hard for. It will be their choice to pass or fail. Grades are earned not given.

## **FCA SUPPORT SERVICES**

### **Guidance Services:**

FCA offers support services in Guidance Council for any student needing this service to encourage, instruct, advice or consultation. This is provided by the Administrator or the school Principal. For more in-depth counseling, an appointment can be made with the pastor. Parents are welcomed to be a part of these services. Guidance Services are available from administration by appointment. Anyone wishing to use these services, contact the office and forms will be sent home with more information. All consultations are kept confidential.

### **Health Services:**

FCA has on hand first aid supplies and we offer a first aid room (sick room) for students feeling ill while at school until parent can be contacted to pick up ill student. All students have a medical form on file for teacher notification of any medicines prohibited for student and hospital authorizations.

### **Transportation:**

FCA students are transported to and from the school by parents or car pools. FCA does not offer bus transportation to and from school except for field trips. We do have plans to begin a pick- up/drop off route at Flying J for the Olive Branch area very soon.

### **Parent Problem Resolution Procedures:**

Any dispute or matter likely to create a dispute or conflict must be addressed in a manner reflecting the Christian or biblical philosophy of FCA. With the purpose of giving directions to parents about issues that they have related to their student or FCA, the board has agreed to the following protocol:

1. The parent should first review the student handbook to determine if a policy is in place that addresses the issue.
2. The parent should then contact the teacher through the school office (setting up an appointment) to seek resolution or clarification about the policy issue.
3. If unresolved, the parent should then schedule a parent-teacher-administrator-principal meeting. This many times takes care of the problem.

4. At all times, meetings are to be conducted with Christian attitudes. Parents coming in to “jump” a teacher will not be tolerated, nor disrespect to the teacher be allowed. A pleasant atmosphere sets forth for a pleasant and productive meeting. At any time a teacher is being taunted, belittled, or disgraced by a parent(s), the Administrator has authority at that time to conclude the meeting. If situation gets violent, law officials are called in to escort parent from campus. If necessary, parent may be barred from the campus for the year. Pastor and the school board will be notified of any and all unruly situations placing faculty and staff in harm. The protocol of FCA is safety first for both students and faculty.
5. When enrolling a student from another school, FCA has the right to schedule a placement test for prospective student. The results of the test may or may not show student is to be placed in lower grade. This decision, upon results of the test, is made by the administrator, school counselor, and if needed, principal. The decision will be discussed with the parent(s). If a placement cannot be worked out, student enrollment may be declined at that time. FCA policy is to consider the student’s best interest first and foremost.

## **STATEMENT OF FUNDAMENTAL TRUTHS**

Listed below are the **16 Fundamental Truths** upheld by the **Assemblies of God**. We have included them in this booklet to inform you of the **doctrinal beliefs of Friendship Assembly**, the church body under which **Friendship Christian Academy** operates.

Please note: While these truths represent the **core beliefs** of our affiliated church, **Friendship Christian Academy does not require students or their families to fully adhere to all 16 Fundamental Truths**, as they reflect the specific doctrinal stance of the Assemblies of God denomination.

We encourage you to **refer back to page 5** to review our **Statement of Faith**, which outlines the foundational Christian beliefs required for alignment with FCA’s mission and

values. We ask that all families be in **agreement with that statement** to ensure a unified and Christ-centered learning environment.

### **1. The Scripture Inspired**

*The Scriptures, both Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Tim. 3:15-17; 1 Thess. 2:13; 2 Peter 1:21).*

### **2. The One True God**

*The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit. (Deut. 6:4; Isaiah 43:10-11; Matt. 28:19; Luke 3:22).*

## **THE ADORABLE GODHEAD**

### **a. Terms Defined**

*The terms 'Trinity' and 'Person', as related to the Godhead, while not found in the Scripture, are words in harmony with Scripture, whereby we may convey to others our immediate understanding of the doctrine of Christ respecting the Being of God, as distinguished from "gods many and lords many." We, therefore, may speak with propriety of the Lord our God, who is One Lord, as a Trinity or as one Being of three persons, and still be absolutely Scriptural (examples, Matt. 28:19; 2 Cor. 13:14; John 14:16,17).*

### **b. Distinction and Relationship in the Godhead**

*Christ taught a distinction of Persons in the Godhead which He expressed in specific terms of relationship, as Father, Son and Holy Spirit, but that this distinction and relationship, as to its mode is inscrutable and incomprehensible, because unexplained. (Luke 1:35; 1 Cor. 1:24; Matt. 11:25-27; 28:19; 2 Cor. 13:14;*

*I John 1:3,4).*

### **c. Unity of the One Being of Father, Son and Holy Spirit**

*According, therefore, there is that in the Son which constitutes Him the Son and not the Father; and there is that in the Holy Spirit which constitutes Him the Holy Spirit and not either the Father or the Son. Wherefore, the Father is the Begetter, the Son is the Begotten; and the Holy Spirit is the one proceeding from the Father and the Son. Therefore, because these three persons in the Godhead are in a state of unity, there is but one Lord God Almighty and His name one (John 1:18; 15:26; 17:11,21; Zech. 14:9).*

### **d. Identity and Cooperation in the Godhead**

*The Father, the Son and the Holy Spirit are never identical as to Person; nor confused as to relation; nor divided in respect to the Godhead; nor opposed as to cooperation. The Son is in the Father, and the Father is in the Son as to relationship. The Son is with the Father and the Father is with the Son, as to fellowship. The Father is not from the Son, but the Son is from the*

*Father, as to authority. The Holy Spirit is from the Father and the Son, proceeding, as to nature, relationship, cooperation and authority. Hence, neither Person in the Godhead either exists or works separately or independently of the others (John 5:17-30, 32, 37; John 8:17,18).*

**e. The Title, Lord Jesus Christ**

*The appellation, "Lord Jesus Christ," is a proper name. It is never applied, in the New Testament, either to the Father or to the Holy Spirit. It therefore belongs exclusively to the Son of God (Rom. 1:1-3, 7; 2 John 3).*

**f. The Lord Jesus Christ, God with us**

*The Lord Jesus Christ, as to His divine and eternal nature, is the proper and only Begotten of the Father, but as to His human nature, He is the proper Son of Man. He is, therefore acknowledged to be both God and man; who because He is God and man is "Immanuel," God with us (Matt. 1:23; 1 John 4:2, 10, 14; Rev. 1:13,17).*

**g. The Title, Son of God**

*Since the name "Immanuel" embraces both God and man in the one Person, our Lord Jesus Christ, it follows that the title, Son of God, describes His proper deity, and the title Son of Man, His proper humanity. Therefore, the title, Son of God belongs to the order of eternity, and the title, Son of Man to the order of time (Matt. 1:21-23; 2 John 3; 1 John 3:8; Heb. 1:1-13, 7:3).*

**h. Transgression of the Doctrine of Christ**

*Wherefore, it is a transgression of the Doctrine of Christ to say that Jesus Christ, derived the title, Son of God, solely from the fact of the incarnation, or because of His relationship to the economy of redemption. Therefore, to deny that the Father is a real and eternal Father, and that the Son is a real and eternal Son is a denial of the distinction and relationship in the Being of God; a denial of the Father and the Son and a displacement of the truth that Jesus Christ is come in the flesh (2 John 9; John 1:1, 2, 14, 18, 29, 49; 1 John 2:22, 23; 4:1-5; Heb. 12:2).*

**i. Exaltation of Jesus Christ as Lord**

*The Son of God, our Lord Jesus Christ, having by Himself purged our sins, sat down on the right hand of Majesty on high; angels and principalities and powers having been made subject unto Him. And having been made both Lord and Christ,*

*He sent the Holy Spirit that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord to the glory of God the Father until the end, when the Son shall become subject to the Father that God may be all in all (Heb. 1:3; 1*

*Pet. 3:22; Acts 2:32-36; Rom. 14:11; 1 Cor. 15:24-28).*



## **Equal Honor to the Father and to the Son**

*Wherefore, since the Father has delivered all judgment unto the Son, it is not only the express duty of all in heaven and on earth to bow the knee, but it is an unspeakable joy in the Holy Spirit to ascribe unto the Son all the attributes of Deity, and to give Him all the honor and the glory contained in all the names and titles of the Godhead (except those which express relationship. See paragraphs B, C, and D), and thus honor the Son even as we honor the Father. (John 5:22, 23; 1 Pet. 1:8; Rev. 4:8-11; 5:6-14; 7:9,10; Phil. 2:8, 9).*

### **3. The Deity of the Lord Jesus Christ**

*The Lord Jesus Christ is the eternal Son of God. The Scriptures declare;*

- a. *His virgin birth (Matthew 1:23; Luke 1:31, 35).*
- b. *His sinless life (Hebrews 7:26; 1 Peter 2:22).*
- c. *His miracles (Acts 2:22; 10:38).*
- d. *His substitutionary work on the cross (1 Cor. 15:3; 2 Cor. 5:21).*
- e. *His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Cor. 15:4).*
- f. *His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Phil. 2:9-11; Heb. 1-3).*

### **4. The Fall of Man**

*Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26, 27; 2:17; 3:6; Romans 5:12-19).*

### **5. The Salvation of Man**

*Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God.*

#### **a. Condition to Salvation**

*Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7).*

#### **b. The Evidences of Salvation**

*The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Eph. 4:24; Titus 2:12).*

### **6. The Ordinances of the Church**

#### **a. Baptism in Water**

*The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in the newness of life (Matt. 28:19; Mark 16:16; Acts 10:47; Romans 6:4).*

#### **b. Holy Communion**

*The Lord's Supper, consisting of the elements, bread and the fruit of the vine, is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4), a memorial of*

*His suffering and death (1 Cor. 11:26) and a prophecy of His second coming (1 Cor. 11:26), and is enjoyed by all believers "till He comes!"*

## **7. The Baptism in the Holy Spirit**

*All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for the life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; 1 Cor. 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 15:7-9). With the baptism in the Holy Spirit comes such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Heb. 12:28), an intensified consecration to God and dedication to his work (Acts 2:42), and a more active love for Christ, for His Word and for the lost (Mark 16:20).*

## **8. The Evidence of the Baptism in the Holy Spirit**

*The Baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (1 Cor. 12:4-10, 28), but different in purpose and use.*

## **9. Sanctification**

*Sanctification is an act of separation from that which is evil, and of dedication unto God (Rom. 12:1, 2; 1 Thess. 5:23; Heb. 13:12). The Scriptures teach a life of "holiness without which no man shall see the Lord." (Heb. 12:14). By the power of the Holy Spirit we are able to obey the command "Be ye holy, for I am holy." (1 Peter 1:15, 16).*

*Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Rom. 6:1-11, 13; 8:1, 2, 13; Gal. 2:20; Phil. 2:12, 13; 1 Peter 1:5).*

## **10. The Church and Its Mission**

*The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the First-Born, which are written in heaven (Eph. 1:22, 23; 2:22; Hebrews 12:23).*

*Since God's purpose concerning man is to seek and to save that which is lost, to be worshipped by man, and to build a body of believers in the image of His Son, the priority reason for being of the Assemblies of God as part of the Church is:*

- a. To be an agency of God for evangelizing the world (Acts 1:8; Matt. 28:19, 20; Mark 16:15, 16).*
- b. To be a corporate body in which man may worship God (1 Corinthians 12:13).*
- c. To be a channel of God's purpose to build a body of saints, being perfected in the image of His Son (Eph. 4:11-16; 1 Cor. 12:28; 14:12).*

*The Assemblies of God exists expressly to give continuing emphasis to this reason for being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience:*

- A. Enables them to evangelize in the power of the Spirit with accompanying supernatural*

*signs (Mark 16:15-20; Acts 4:29-31; Hebrews 2:3, 4).*

- B. *Adds a necessary dimension to a worshipful relationship with God (1 Cor. 2:10-16; 12, 13, 14).*
- C. *Enables them to respond to the full working of the Holy Spirit in expression of fruit, gifts and ministries as in the New Testament time for the edifying of the body of Christ (Galatians 5:22-26; 1 Cor. 12:28; 14:12; Eph. 4:11, 12; Colossians 1:29).*

#### **11. The Ministry**

*The divinely called and scripturally Ordained ministry has been provided by our Lord for the threefold purpose of leading the church in: (1) Evangelization of the world (Mark 16:15-20). (2) Worship of God (John 4:23, 24). (3) Building a body of saints being perfected in the image of His Son (Ephesians 4:11-16).*

#### **12. Divine Healing**

*Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers (Isaiah 53:4, 5; Matt. 8:16, 17; James 5:14-16).*

#### **13. The Blessed Hope**

*The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (1 Thess. 4:16, 17; Romans 8:23; Titus 2:13; 1 Cor. 15:51, 52).*

#### **14. The Millennial Reign of Christ**

*The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zech. 14:5; Matt 24:27, 30; Rev. 1:7; 19:11-14; 20:1-6). This millennial reign will bring salvation of national Israel (Ezekiel 37:21, 22; Zephaniah 3:19, 20; Rom. 11:26, 27) and the establishment of universal peace (Isaiah 11:6-9; Psalms 72:3-8; Micah 4:3, 4).*

#### **15. The Final Judgment**

*There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burns with fire and brimstone, which is the second death (Matt. 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8).*

#### **16. The New Heaven and the New Earth**

*"We, according to His promise, look for new heavens and a new earth, wherein dwells righteousness" (2 Peter 3:13; Revelation 21:22).*

## **ACADEMIC CALENDAR - 2025/2026**

August 1	Meet the Teacher 5:30-7:30
August 6-8	First day of School "Half Days Wednesday, Thursday, Friday"
August 11	Students First full day
September 1	Labor Day
September 5	Grandparents Day
September 24	See You At The Pole- Parents invited
October 17	Picture Day
November 24-28	Thanksgiving Break
December 19	Christmas Program
December 22 - January 4	Christmas Break/New Year's Break
January 5	Back to School/Begins Third 9 Weeks
March 9-13	Spring Break
April 3	Good Friday- FCA Closed
April 6	Easter Holiday- FCA Closed
May 12	Kindergarten Graduation
May 15	Last Day Of School
May 15	Senior Graduation

**\*Some dates may be subject to change (Parent notes will be given if changes occur)**

# Friendship Christian Academy

## **SCHOOL BOARD MEMBERS:**

*Peyton Potter*

*Brad Lott*

*Scotty Cothorn*

*Wesley Smithey*

*Jeff Tacker*

**As FCA school board members, we have reviewed and approved the policies and guidelines described in this student handbook for the school term 2024-2025.**