



FAITH
COMMUNITY ACADEMY

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

**PARENT/STUDENT HANDBOOK
for School Year 2026-2027**

Faith Community Academy Elementary
Berea Baptist Church
15421 Pouncey Tract Road, Rockville, VA 23146
804-736-0577
FCA.Elementary@bereabaptistva.com

School Day Hours
8:45 a.m. – 3:15 p.m.
Monday – Friday

Office Hours
8:15 a.m. – 3:30 p.m.
Monday – Friday



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WELCOME BACK TO SCHOOL

We are blessed to have your family here at Faith Community Academy Elementary and take very seriously the choice you made to partner with us in Christian education for your child this school year. This **Handbook** contains information you will find helpful throughout the year. We recommend you keep it handy for quick reference.

As part of the registration paperwork, you signed an agreement to work in partnership with the Academy for a successful school year. We are looking forward to a wonderful year of learning!

School Year Communications

A school calendar will be given to all families at the start of the school year. This calendar will contain important dates to remember and important activities planned for each month. Please refer to that calendar throughout the year for more specific dates and information. Also, please check your child's backpack DAILY for notes. Please review their schoolwork for offering praise, assistance, and encouragement. Teachers will also communicate through a printed newsletter and by email as needed.

Drop-Off Procedures

Drop-off begins promptly at 8:30 a.m. for all students. Students are expected to be seated at their desks by 8:45 a.m., as class begins promptly at 8:45. For safety, pull into the FCAE car loop for unloading from the passenger side of the vehicle. A staff member will be there to assist your student. Students will enter the building and go directly upstairs to their classrooms.

Tardy to School

School begins at 8:45 a.m., which is when attendance is taken. Students not seated at their desks at this time will be marked tardy.

For arrival after 8:45, parents must park, walk students to the school door, press the silver buzzer,

and wait for the lock to be released or the door to be opened by administration.

Medical and dental appointments will be considered excused. In cases of widespread inclement weather or unusual traffic conditions that affect many students, a special excused tardy will be applied to all students who are tardy, without penalty.

- After 3 unexcused tardies to school in one quarter, parents will receive an email notification.
- After 6 unexcused tardies to school in one quarter, a meeting will be held with parents either by phone or in person to discuss the need for the student to arrive on time each day.
- **After 8 unexcused tardies in one quarter**, students may be required to serve an afternoon remediation session of one hour in length at a **\$40 fee**. This fee will be due to FCAE **BEFORE** the time of the remediation. The fee compensates the teacher for additional work and the school for additional operational expenses. The teacher and director will consult to set the hours required.

Important: Tardies and absences will be considered when determining student retention.

Pick-Up Procedures

The safety and security of our students is our highest priority. To ensure an efficient and secure dismissal process, the following procedures are strictly enforced and must be followed by all families:

Dismissal Time

- Student dismissal begins promptly at 3:15 p.m. each school day.
- Please arrive between 3:00 p.m. and 3:15 p.m. to enter the car line queue.

Pick-Up Hangtags

- Each family will receive two official school-issued pick-up hangtags. One **MUST** be displayed on the rearview mirror of the vehicle entering the car line during afternoon pickup.

- Each hangtag serves as a secure pass authorizing the school to release a specific student. Any individual who possesses and clearly displays the hangtag during car line pickup will be recognized as an authorized pick-up person. For this reason, it is essential that families keep hangtags secure at all times.
- Do not alter or duplicate your hangtag. Reproductions or photocopies are not permitted and will not be honored.

Displaying Your Hangtag

- Displaying the hangtag during the car line indicates that the individual has authorized permission to pick up the student.
- Hangtags must be **clearly visible** to staff during pickup. Vehicles without visible hangtags will be directed to park and wait until the car line concludes.
- Once the car line ends, if a school-issued hangtag has not been presented, staff will verify the driver's identity against the student's authorized pick-up list before releasing the student.

Approved Pick-Up List

- At the beginning of the school year, each parent / guardian must submit a list of approved individuals to pick up their child.
- This list is essential for all non-hangtag pickups or pickups occurring outside of regular car line dismissal.
- If someone not on the list needs to pick up your child outside of the regular car line dismissal or without a school-issued hangtag, you must provide personal authorization (via note, email, or phone call) to the school administration prior to 2:00 p.m.

Non-Car Line Pick-Ups

- For pickups occurring before 3:15 p.m., families must:
 - Ring the doorbell at the FCAE school entrance for admittance, sign out the student on the official sign-out clipboard, and present a valid photo ID for verification.
 - Students will only be released to individuals who are on the approved pick-up list or who have

prior approved parental authorization.

Staff Supervision and Security

- Two staff members will be present outside during dismissal to:
 - Facilitate student loading,
 - Confirm hangtag visibility,
 - Ensure security procedures are followed, and
 - Assist with any irregular or emergency pick-up situations.
- Staff reserve the right to request photo ID from anyone picking up a student, regardless of whether they possess a hangtag.

Late Pick-Up

- If, for any reason, you know you will be late, CALL the school. Regardless of whether you call, you will incur a late fee of \$10 per 5-minute increment after 3:30 p.m.
- We will attempt to contact you. If you cannot be reached, we will call your emergency contacts. If your child is not picked up by 4:00 p.m., we will have to notify the authorities

Lost or Stolen Hangtags

- If your hangtag is lost or stolen, please report it to the academy's administration immediately. Replacement hangtags may be issued at the discretion of the administration for a fee of \$10 per hangtag.
- Until a replacement is issued, you will need to park and follow the non-hangtag pick-up procedure, including identity verification.

End-of-Year Return

- Families are required to return both hangtags to the academy on or before the last day of the school year. Failure to return a hangtag will result in a fee of \$10 per hangtag not returned.

Important Reminders

- Please remain in your vehicle during car line pickup. Students will come directly to you.
- If you need to speak with a staff member, please schedule a time for the conversation outside of the car line hours. To ensure the car line operates efficiently, staff members

are not available for discussions during pickup. This procedure helps maintain a smooth flow of traffic and supports a timely dismissal for all families.

- Maintain a low speed and stay alert while in the car line and parking lot for the safety of students and staff.
- Always follow directions given by staff members during dismissal.

Visitors

Faith Community Academy is a closed campus and only currently enrolled FCA students are allowed on campus during the school day, including lunch time. Visitors are limited to a student's immediate family and requests for visits during the school day must be submitted to the Director in advance.

Daily Schedule

The instructional day at FCAE will be full of learning opportunities. The typical day will cover the following areas:

Morning Meeting

<i>Math</i>	<i>Bible</i>
<i>Language Arts/Reading</i>	<i>Lunch/Recess</i>
<i>Writing</i>	<i>Science</i>
<i>Social Studies</i>	<i>Resource Rotation</i>

On occasion, special events will reorder our day as needed to provide the best educational day for all students.

Dress Code

- Please dress your child each day for school in comfortable clothing that is appropriate for school activities. Please do not send your child to school in open-toed shoes or shoes that slip on and off too easily.
- Please understand we will be going outdoors (unless it is raining or severely cold) every day. If your child is unable to go outside due to illness, please do not send them to school. Please send your child to school in appropriate clothing based on the weather conditions.

What to Bring to School

- Your child will need their book bag / backpack each day. They will be bringing home their precious works of art and communication from teachers and the school. Please label your child's book bag and check it daily.
- School supplies - Your child's teacher will provide you with a list of the needed basic classroom supplies.
- Your child will need a lunch box and a water bottle each day. Please also include a healthy snack. The lunchbox should be labeled with your child's name. All foods sent to school must be nut-free. Please check product ingredient labels. For example, granola bars that contain nuts should not be sent.
- Do NOT bring toys to school unless a teacher has instructed you to do so for show and tell.
- Do NOT bring or wear valuable items/jewelry to school.

Cell Phone Use

Emergency messages for students must be phoned directly to the school, NOT to the student's cell phone. Students are not able to use or access their cell phones during the school day.

Field Trips

Field trips are a great educational tool. These trips are carefully planned as an integral part of the education process. **These trips are considered regular school days. Students are required to participate in all school trips.** Students who are unable to attend a field trip may be assigned additional work to make up for the missed learning time on the trip. Safety procedures and careful supervision will always be used. Proper behavior during the trip will be of utmost importance. For any student unable to follow directions, parents will be notified. In severe cases, the parent will be requested to come and provide transportation home for the student.

ATTENDANCE

Guidelines

Class attendance is essential for success. Lost instructional time due to absence is difficult to make up for both students and teachers. Making up missed assignments adds homework to students' schedules. Parents and students must work together, and both take responsibility for regular and punctual class attendance.

Students are expected to attend school every day unless they have an excused absence as defined by the academy's list of approved excused absences. Families are expected to schedule vacations during designated school breaks and other scheduled days off. Whenever possible, please arrange appointments outside of regular school hours. Student attendance will be reviewed each quarter.

Day of Attendance Defined

Students who are absent for more than 3.25 hours of the school day will be recorded as absent for the day.

Reporting Attendance Changes

Parents **MUST EMAIL** the teacher and administration to notify them of any absence, late arrival, early pickup, etc. by 8:45 a.m. of the impacted school day.

Excused Absences

Excused absences may be granted for the following reasons:

- Illness
- Family medical emergencies
- Death in the family
- Dental or medical appointments (Students should bring a doctor's note upon returning to school.)
- Funeral, birth, graduation, or wedding of a family member

If another emergency arises, which you feel should necessitate an excused absence, you may submit a written request to the administration to have the absence considered excused. Your request will be

reviewed, and you will be notified in writing of the decision.

Any student missing five (5) consecutive days due to illness may require a doctor's note explaining the absence before the student is permitted back to class. For longer periods of absence, a reintegration plan may need to be created.

Unexcused Absences

Unexcused absences are recorded for any absence other than those listed above. Absences will be logged as unexcused until proper documentation—parent note, doctor's note, etc.—is provided. These documents should be forwarded to the Director.

Unexcused absences will be evaluated by the administration, and students may be subject to after-school remediation sessions to make up the missed instructional time. Please see *Excessive Absences* for fees.

Voluntary Absences

Lost instructional time due to voluntary absences places additional strain on teachers and students as they try to recover from the loss. While the school administration understands that various factors influence family vacation planning, parents are strongly discouraged from scheduling vacations when school is in session. In the event that a parent makes the choice for a voluntary absence they should be aware of the following guidelines:

- Parents **MUST EMAIL** the teacher and administration in advance to notify the school of the absence.
- Each day the student is absent will be counted as an *unexcused* absence.
- Teachers may not be able to provide every assignment the student will need to complete ahead of time – even when advanced notice is provided.
- Upon the student's return, they will be assigned a deadline to complete missing assignments and take any missed tests and quizzes.
- Grades are zeros until work is completed.
- Lost instructional time may have to be made up after school depending on the number of days absent. Please see *Excessive Absences* for fees.

Excessive Absences

A total of **4 or more absences in a quarter is considered excessive** and will be subject to review by the administration. Excessive absences may result in the following:

- Further requested absences not being excused
- Conference with school administration
- Consideration for grade-level retention
- Dismissal from the Academy or non-renewal of enrollment for future academic years
- Lost instructional time for excessive absences may be required to be made up after school depending on the total days absent. Students may be asked to complete after school remediation at a **\$40/hour fee**.
- Any student who misses 4 or more **consecutive** days of school due to unexcused absences **WILL BE REQUIRED** to complete after school remediation at a **\$40/hour fee**.

This fee will be due to FCAE **BEFORE** the time of the remediation. The fee compensates the teacher for additional work and the school for additional operational expenses. The teacher and director will consult to determine the hours of remediation required.

Makeup Work After Absences

Generally, work must be made up in accordance with the number of days absent, beginning with the day after the student returns to school, e.g. if a student is absent for three days, he or she has three days to make up the work. The student, upon his or her return, should request assignments from the teacher. Teachers are not required to provide work ahead of any absence but will work with families as possible when an absence is expected.

Illness – Home and at School

We ask that parents help us in our efforts to keep all the children and the teachers healthy during our school year. Please do not send your child to school if he/she:

- Has had a fever (100 degrees or higher) in the last 24 hours.

- Has had an upset stomach, vomiting, or diarrhea in the past 24 hours.
- Has heavy nasal discharge.
- Has a constant cough.
- Is not well enough to participate in all activities, including going outside.
- Just in general does not feel well or isn't him/herself.
- Has head lice. Children must be treated, and nits must not be present before a child can return to school. (Please notify the school if your child has this condition so we can take precautions to prevent it from spreading and alert parents.)
- Has an infectious or contagious condition (Please notify the school as we will want to alert other parents). If antibiotics are prescribed, the child may return to school after their third dose.

**FCAE will notify parents if their child becomes ill while at school.
You must pick up your child promptly.**

Medication

Faith Community Academy will **NOT** administer any medication. All medication, sunscreen, etc. must be given/applied outside of school. For safety reasons, students may not bring medication to school. Exceptions will be made for:

- Inhalers, provided the academy receives documentation from a physician confirming that the student can safely self-administer the medication
- EpiPens, provided the academy receives documentation from a physician confirming that the student's allergy or condition necessitates carrying the device.

Health Records

Prior to the first day of school, students **MUST** have the following health records on file at FCAE:

1. A state issued birth certificate, copy
2. The *Commonwealth of Virginia School Entrance Health Form* completed in full
Part 1 completed by student's parent/guardian
Part 2 and 3 completed by medical provider
3. A notarized Certificate of *Religious Exemption* may be provided in lieu of the Immunization Record.

CURRICULUM

Faith Community Academy Elementary will meet and exceed Virginia state standards with a Biblical worldview. We do not focus on SOL testing. We focus, instead, on what students need to know in the subjects of English, Math, Science, Social Studies, Bible, Enrichment Resources, and even recess.

Placement Assessment

All students new to FCAE will participate in a grade-level placement assessment. The Director will contact parents to schedule a time for the assessment once the initial registration process is complete.

Special Needs

The Academy is not equipped to take care of any medical special needs. However, developmental special needs can be evaluated on a case-by-case basis. In the event a child with special needs requires a one-on-one assistant to participate in classroom activities, parents are responsible for providing a trained assistant, approved by FCAE, at their own expense. Parents will be provided with notification of this requirement and the date by which the assistant must begin. If such special needs are identified and parents are unable to provide an aide, the student will be unenrolled from FCAE. FCAE does not have the resources to accommodate students who need this specialized educational assistance.

Library

Students will have access to the library during the school day. All books students check out are due back in one week. If a book is damaged or lost, the parents may be billed for the replacement cost of the book.

Report Cards/Grades

End-of-quarter (nine weeks) report cards will be sent home with students for parents to review and sign. Midterm progress reports will also be sent home with your child. A diligent attempt will be made to provide parents and students an evaluation of a

student's progress that is meaningful and consistent. Student grades may include test scores, quiz scores, classwork, homework, notebook/supplies checks, projects, reports, and classroom participation. The grading scale for each nine-week report card follows:

Grading Scale		
Excellent	A+	97% - 100%
	A	93 – 96%
	A-	90 - 92%
Satisfactory	B+	87% - 89%
	B	83 – 86%
	B-	80 - 82%
Progressing	C+	77% - 79%
	C	73% - 76%
	C-	70% - 72%
Needs Improvement	D+	67% – 69%
Concerning	D	65%-66%
Not Satisfactory	F	0%-64%

Students must earn a C- or above to pass a core class.

Any student who performs below age/grade level expectations in a core class will be considered for retention. The final authority rests with the Director.

Honor Roll

To encourage academic excellence, students can earn a place on the **A Honor Roll**. Honor Roll achievements will be announced at the end of each quarter, and awards will be presented at the end-of-year awards assembly. To earn the **A Honor Roll** recognition, the student must have earned all A's for the quarter.

Upper Grades Student Leadership

Students in the upper grades, primarily fifth grade, will be given various student leadership roles throughout the year.

The purpose of this effort at Faith Community Academy Elementary will be to provide guided leadership opportunities that demonstrate the responsibilities of the individual within the community. Demonstration of leadership is accomplished by the following:

1. Advising the administration of the school in matters directly or indirectly related to the welfare of students in the school community as a whole.
2. Establishing greater unity in the school by encouraging cooperation and understanding between the student body, the teachers, and the administration.
3. Promoting the general welfare of the school, safeguarding its reputation and preserving its tradition.
4. Facilitating the development of attitudes and practices in good citizenship and Christianity.
5. Helping to improve school morale and spirit.
6. Establishing and providing orderly direction for certain school activities.

FCAE Family Spirit Team – “ROAR”

R – Rooted in Christ
O – Overflowing with Joy
A – Available to Serve
R – Ready to Encourage

“As you received Christ Jesus the Lord, so walk in Him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.” (Colossians 2:6-7)

The FCAE Family Spirit Team, ROAR, consists of parents, family members, and friends who are dedicated to providing a positive and supportive environment for both students and staff. The ROAR

team is instrumental in planning and organizing school events, such as holiday celebrations and family movie nights, which help build a sense of community and school spirit.

Additionally, the ROAR Team plays a crucial role in fundraising efforts, providing additional resources for educational programs, classroom and playground supplies, and extracurricular activities. Through their dedication and hard work, they also provide invaluable support to teachers, offering volunteer assistance to enhance the overall learning experience. Without the ROAR team’s involvement, many of these initiatives and opportunities would not be possible.

The monetary resources brought to FCAE by the ROAR team are truly seen as gifts from God. They are kept separate from our budgeted operating resources and are specifically labeled as a fund named **Loaves and Fishes**. ROAR team leaders will work with the Director to identify best directed use of these dollars. As Jesus performed the miracle of multiplying the young child’s small gift of five loaves and two fish, God has so provided for us by multiplying the gifts that have been graciously given to our school. We pray FCAE reaches a multitude of souls as we work to further His Kingdom.

“‘We have here only five loaves of bread and two fish,’ they answered. ‘Bring them here to me,’ [Jesus] said. And he directed the people to sit down on the grass. Taking the five loaves and the two fish and looking up to heaven, he gave thanks and broke the loaves. Then he gave them to the disciples, and the disciples gave them to the people. They all ate and were satisfied, and the disciples picked up twelve basketfuls of broken pieces that were left over. The number of those who ate was about five thousand men, besides women and children.” (Matthew 14:17-21)

EXPECTATIONS

Student Expectations

- Treat adults and fellow students with courtesy and respect—at all times. Students are expected to listen, obey their teachers, and not disrupt class. If a student repeatedly disrupts class or shows disrespect towards the staff, volunteers, or other students, they may be suspended.
- Respect property of the church facilities—inside and out.
- Students must come to class on time, be prepared to learn, participate, and complete all assigned work. Cheating and plagiarism are not allowed.
- Students must be dressed modestly and appropriately (see *Dress Code*).
- Please do not allow your children to bring toys, iPads, laptops, games systems, cell phones, etc. that would distract during class times. If your child carries a cell phone, it must be silenced and kept in a backpack—no texting or phone usage is permitted during the school day. If a cell phone is used or taken out during class, the teacher will take the phone, and it will be returned at the end of the school day.
- There will be no hitting, wrestling, shoving, teasing, criticizing, name calling, bullying, etc. We expect children to be courteous and respectful.
- If a disciplinary problem arises, guidelines from the Student Behavior Management section will be followed.

Parent Expectations

- Parents are ultimately responsible for their child's academic success. Our goal is to support you, not replace you.
- Parents must address any behavioral concerns regarding their child.

- Parents must phone the Academy AND email the student's teacher in the event of an absence.
- Parents are responsible for keeping abreast of all communication. This includes but is not limited to the following: grades, behavior reports, emails/messages, school and class news, etc.
- Parents are responsible for ensuring that students have all required materials for class, including any books or materials that were sent home to complete.
- Parents are responsible for making tuition payments by the first day of each month – June 1 through May 1 -- unless another payment plan has been approved by the Director. (see ***Tuition*** section for details.)
- If emergency contact information changes, you must email the new information to FCA.Elementary@bereabaptistva.com
- Parents are expected to be completely off site during class instruction time unless they are serving in an official volunteer capacity as approved by the academy administration or awaiting drop-off / pickup in their personal vehicle.

Education Expectations

Although FCAE provides full-time academics for the students, we expect parents of students to be actively involved in their child's education. Children learn a great deal by observing the actions of their own parents and their parents' priorities. Learning conversations need to be continued at home to encourage children to be life-long learners.

Student Behavior Management

Discipline begins at home. Please talk with your child about appropriate behavior before coming to school.

Under NO circumstances will corporal punishment be used by our staff. Faith Community Academy Elementary will use positive reinforcement by:

- Setting realistic limits
- Modeling appropriate behavior
- Treating all with respect
- Offering praise and encouragement

If discipline measures are needed, they will be:

- Redirection to more appropriate behavior
- Verbal reprimand

- Time out
- A talk with the Director
- Note home to parents
- A phone call to parents
- Privileges revoked

Behaviors that cannot be tolerated are:

- Aggressive behavior toward other children or staff (kicking, biting, hitting, verbal, etc.)
- Destruction of property
- Continued disobeying of instructions, policies, or procedures

For more specifics, please review and reference the ***Student Behavior Addendum*** at the end of this document.

Statement of Faith - Submission of the enrollment registration conveyed your agreement with the following:

1. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God.
2. We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith in Jesus Christ as Lord.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
8. Faith Community Academy Elementary affirms that all human beings, male and female, are created in the image of God their Creator (Genesis 1:26-27), and therefore have inestimable value and must be treated with dignity and respect.

As a community that seeks to be an authentic biblical community, FCAE is committed to addressing all issues of human sexuality with grace and truth and recognizes that the most loving thing that we can do for our brothers and sisters in Christ is to graciously point them to the Truth of His Word. FCAE affirms the following statements regarding God's intent for human sexuality:

God created two genders, male and female, determined biologically at conception and made evident at birth (Genesis 2:18-25).

The Creator's intent for human sexuality, based in creation and stated in the seventh commandment, finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent, sexual experience is intended to be celebrated between a man and a woman within that covenant union (Genesis 2:22-24; Proverbs 5:18-19; Matthew 19:4-6; Mark 10:6-9; 1 Corinthians 7:1-16).

SCHOOL CLOSINGS

Inclement Weather

For snow and ice and other weather-related delays or closures, the Faith Community Academy Preschool and Elementary School Directors will look at all factors that play into delaying or closing the school. These factors include but are not limited to:

- Decisions of other area school districts
- Road conditions
- Sidewalk and parking lot conditions at Berea
- Teachers' ability to travel to school

We will try as much as possible to make these decisions in a timely manner so that parents can make other arrangements for their student(s).

If for any reason, FCAE is delayed or opens on time, but a parent feels it is not safe to transport his/her child to school, we will not penalize any student for being absent. We prioritize a student's safety over attendance. Parents should always use their best judgment in these circumstances. While the student will be counted as absent for the day, he/she will be given the opportunity to complete the resulting missed work. The assignments should be submitted for full credit within three days of the student's return to school.

The FCA Preschool and Elementary School Directors will notify families of closings or delays through email and social media. Our decision to close or delay may be different than the decision of the public school system in your own county so please check your email regularly for notifications in times of impending inclement weather.

*For a two-hour delay, please note the 2-year-old through kindergarten program at FCA will be CLOSED instead of operating on a two-hour weather delay.

Make-Up Days

Make-up days will be added to the FCAE calendar as needed to meet Virginia's instructional time requirements. Decisions regarding the makeup of instructional time are at the discretion of the Director. The Director will notify parents as to any calendar changes within 48 hours of the missed day.

School Holidays

Please see the Academic Calendar for the dates of all planned school closures for each school year. The calendar will be shared by the Director closer to the start of the school year.

2026- 2027 Tuition

☑ GRADES TO BE OFFERED 2026-2027

First Through Fifth Grades

Grades first through fifth grade will again be offered for school year 2026-2027. We anticipate there will be a stand-alone first-grade class, a stand-alone second-grade class, a stand-alone third-grade class, and a combined fourth-/fifth-grade class. ***Class composition is subject to change based on actual enrollment.***

The maximum enrollment for each class will be 15 students for a total capacity of 60 students. Enrollment specifics for 2026-2027 are further defined in the *Tuition 2026-2027 Section*.

☑ REGISTRATION TIMELINE and FEES 2026-2027

December 10, 2025	The <i>Announcement of 2026-2027 Registration and Tuition</i> and the <i>Parent/Student Handbook for School year 2026-2027</i> will be sent home to current FCAE families.
December 11, 2025	The <i>Announcement of 2026-2027 Registration and Tuition</i> and the <i>Parent/Student Handbook for School year 2026-2027</i> will be sent home to families of FCA rising first graders.
December 16, 2025	Registration opens by paper and by website for FCAE families and for FCA rising first graders. \$225 non-refundable per child registration fee is required to secure 2026-2027 spot.
January 6, 2026	Registration opens by paper and by website for Berea Baptist families not yet at FCA or FCAE.
January 13, 2026	Registration opens to community-at-large by paper and by website .
April 30, 2026	Final tuition is set based on enrollment as of this date. See <i>Tuition 2026-2027</i> section for more details.

☑ FCAE FINANCIAL UPDATE

In school year 2024-2025, as previously shared, FCAE experienced a significant financial shortfall of \$162,000, resulting from lower than projected enrollment. Thanks to a tremendous fundraising effort by our volunteer FCAE School Board, as blessed by the Lord, we continue to close the shortfall.

For the 2025-2026 school year, we raised tuition to avoid a repeat of such a significant financial shortfall. The School Board invested many hours of prayer, financial analysis, and creative thinking to devise a best practice approach in line with our Christian mission and principles. As a result, a tiered tuition schedule was developed. This schedule makes it possible for tuition to be **reduced** as enrollment growth occurs. The intention is to be forthright in our breakeven finances and to share the benefits of enrollment growth equally with all families.

The tiered tuition schedule will be continued into the 2026-2027 school year with no increase in the tuition rate. We know that increased enrollment is key to achieving the financial strength that is needed at FCAE. We also recognize that the tuition increase last year was significant and want to do our best to help our families adjust.

☑ TUITION 2026-2027

Tuition will be set based on the tiered schedule shown below. This schedule is structured so that tuition will be **reduced** as enrollment growth occurs. *Enrollment as of April 30, 2026, will be used to establish the 2026-2027 tuition.*

Families will be notified of a tuition reduction when the enrollment milestone is met. In support of all FCAE families, we ask for your assistance in bringing new students to FCAE. The FCAE Director and FCAE School Board will also work diligently to promote FCAE in the community. Prayers are greatly appreciated.

2026-2027		
TOTAL ENROLLMENT for Grades First-Fifth	First through Fifth Tuition*	Per Month 12-month*
01 to 49 Students	\$ 6,345.00	\$ 528.75
50 to 60 Students	\$ 5,895.00	\$ 491.25
* enrollment as of 4/30/26	<i>payment schedule</i>	06/01/26 – 05/01/27

CONTINUING – We will once again offer a multiple-child discount for families enrolling more than one child. An academic year total discount of \$720 will be applied for each child a family enrolls in addition to their first child. This will apply as a \$60 discount per month for the 12-month plan or \$720 for the full-pay option.

CONTINUING – We will once again offer parents/caregivers the opportunity to earn a **FREE** month of tuition per family through our volunteer program. Please see the *Parent/Caregiver Volunteer Tuition Discount* for more details.

CONTINUING – We will once again offer tuition assistance for those who qualify based on need. To learn more about scholarship opportunities, please contact Director Gailey. We are happy to work with you within our ability to do so.

☑ PAYMENT

Families enrolling their child(ren) agree to pay the full annual tuition and all associated fees for the school year. Parents should contact the school promptly if they anticipate difficulty making payments, as overdue accounts may result in temporary withdrawal until payments are brought up to date. Tuition and fees are generally non-refundable. Prorated refunds of tuition are only considered if a family must relocate out of the area for work—with one month's written notice and documentation—or if a physician recommends withdrawal due to a child's illness and provides written verification.

Tuition for the 2026 – 2027 school year is due in **FULL** by June 1, 2026. To assist our families with their budgets, we are happy to instead bill tuition in **12 equal amounts** according to the schedule above. **Families will be automatically enrolled in the 12-month plan.**

Payments are due on the **first day of each month** beginning with June 1, 2026 and ending May 1, 2027 monthly. A per child late fee of \$20 will be charged for each monthly payment not received by the due date. **Persons enrolling after June 1, 2026** will receive a first bill equal to the amount of all missed installment payments to that point and will then move forward under the remaining defined 12-month plan.

Payments are to be made by check or through Realm, the online payment system. If paying online, please select the dropdown option “FCAE Tuition.” Checks should be made payable to FCAE. They may be dropped in the FCA drop box, hand-delivered, or mailed as indicated below.

CHECK PAYABLE AND MAILED TO: FCAE
ATTN: TUITION PAYMENT
PO BOX 280
Rockville, VA 23146

***NEW**– The previously offered 9-month payment plan is being discontinued, if you utilized this payment plan for the 2025-2026 school year and would like to discuss continuing that option, please reach out to our Finance Director, Tracy Cronin.

***NEW** – The previously offered 10-day grace period for monthly tuition payments is being discontinued. Payments made after the first day of the month will incur a late fee.

OTHER FEES, DISCOUNTS, and DETAILS

Registration Fee	\$225 non-refundable, per child registration fee due to secure enrollment spot; must be paid at time of registration
Returned Check Fee:	\$40
Monthly Late Fee:	\$20 per child; payment is due the first day of each month
Staff Full-Time Employee Discount:	50% off each child’s tuition; contact the Academy for openings
Sibling Discount:	see <i>Tuition 2026-2027</i> Section
Earned FREE Month of Tuition:	see <i>Parent/Caregiver Volunteer Tuition Discount</i> Section
Late Pick-Up Fee:	\$10 per 5 minutes late; at the Director’s discretion
Remediation Session Fee:	\$40 per hour (Session required based on excessive tardies / absences.)

Parent/Caregiver Volunteer Tuition Discount

For 2026-2027, we are pleased to again offer an opportunity for our Academy families to earn one **FREE** month of tuition per family. With a contribution of 25 volunteer school hours to the Academy performed between 8/1/26 and 3/31/27, a family will receive a credit equal to their most expensive student’s 12-month **monthly** tuition amount due 5/1/27. This credit will appear on their April bill due 5/1/27.

To calculate credit for volunteer hours that are less than the requested 25 hours, the family’s most expensive student’s 12-month tuition **monthly** amount will be divided by 25 to arrive at a per-hour credit amount. That amount will then be multiplied by the actual number of hours volunteered (less than 25) to arrive at the credit to appear on their bill due 5/1/27. Hours must be properly logged at the direction of the Academy Director. Background checks will be required for all volunteers as coordinated by the Academy Director. To provide an equal opportunity for all families to participate, tuition-credit volunteer hours will be capped at 25 hours per family. If a

family chooses to pay in full at the start of the school year, any credits earned will be refunded in May 2027 before the close of the school year.

Waiting List

If the Lord should bless us with full capacity enrollment, a waiting list will be started. Families will be contacted in the order to which they were added to the list if openings should arise for the grade levels for which they are waiting.

Rolling Registration

Registration for the school year remains open throughout the year as space permits. If you know of someone seeking a Christian education for their child, regardless of the month, please direct them to call us and to visit our website. Thank you for supporting our mission! Tuition can be prorated as the year progresses.

Gratitude

We thank you for your prayers, patience, gifts, support, and family as we work to grow Faith Community Academy Elementary. The Lord has most definitely been with us and guided us every step of the way. We remain committed to boldly walking forward with steadfast faith in Him and His plan for FCAE throughout the 2026–2027 school year.

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

Giving to FCAE

Tuition alone does not cover the cost of a child’s education at FCAE. The school is dependent upon a variety of other sources to help make up the difference. The giving of individuals and businesses is crucial to the school program. All gifts are tax-deductible and greatly appreciated. Please indicate your check as a donation. Donations can be made by check **payable to Berea Baptist with FCAE Donation on the “for” line.**

Mail donations to: Berea Baptist
ATTN: FCAE DONATIONS
PO BOX 280
Rockville, VA 23146



MISSION AND LEADERSHIP

Mission Statement

Faith Community Academy provides a giving and caring environment, geared to reach each child with God's love. Our teachers minister to the emotional, physical, intellectual, and spiritual growth of the children in our community. We strive to help children form habits of respect, courtesy, self-confidence, responsibility, cooperation, and independence as life-long learners.

Faith Community Academy Elementary Director

Director Jennifer Gailey - A native of North Carolina, Jennifer graduated from Campbell University with a bachelor's degree in mathematics and a Secondary Mathematics Teaching Certification. She has lived in Virginia since 2002, serving as the Preschool Sunday School Director for almost twelve years at her home church and teaching in Hanover County Public Schools as a High School Math Teacher and Homebound Instructor for six years. Jennifer is a passionate educator with an unwavering commitment to helping students achieve their fullest potential. She is dedicated to building and supporting a Christ-centered educational program at Faith Community Academy, where students can grow as disciples of God's Word and teachers are empowered to provide quality instruction founded on Biblical principles.

Faith Community Academy Elementary School Board

Faith Community Academy Elementary is governed by a School Board that represents both God and the moral owners of our school. Moral owners include parents, faculty, and members of the greater Christian community who share the vision for the school and have a vested interest in its success. The

Board is responsible for the school's long-term mission and vision. The Board hires the Director and advises on teacher hires. The Board does not involve itself in resolving conflicts, and we respectfully ask parents not to call Board members into school-related issues. By practicing problem resolution in this manner, positive relationships develop among teachers, students, and parents and future problems are minimized and more easily remedied. Current members of the Faith Community Academy Elementary School Board are:

Reverend Mark Jenkins - Mark is well seasoned in serving the Lord and bearing witness of the Good News of our Lord Jesus Christ.

Lindsey Tompkins - Homeschool parent, Academy parent, and serves as a Berea Deacon.

John Dawson - Former Director of a Christian school and serves as a Berea Deacon.

Patrick Peters - A dedicated college instructor, Patrick continues to teach reading and writing skills across multiple educational levels. He also serves faithfully as a deacon at Berea.

Rick Deyerle - A former college teacher who also served as a dean at two local colleges and as the director of a school, Rick brings both an accounting degree and an MBA to help support the school's financial decisions. At Berea, he has faithfully served as Sunday School director, church accountant, and deacon.

Alexis Lewis - A former director of Faith Community Academy Elementary and the current Children's Ministry Director for Berea Baptist Church. Alexis brings her previous middle school teaching experience and love of Christ to the children of Berea.

Tracy Cronin - Financial Director for Berea Baptist Church and Faith Community Academy Elementary.

**FCAE 2026-2027
REFERENCE
Student Behavior Addendum**

Student Behavior Addendum

“If you love learning, you love the discipline that goes with it – how shortsighted to refuse correction!” Proverbs 12:1

The purpose of the Faith Community Academy Elementary student behavior policy is to promote spiritual health among students. Effective student behavior policies in a Christian school promote:

- 1) An atmosphere that is conducive to learning;
- 2) Individual life-long character development;
- 3) Self-discipline and respect – respect for others, respect for self, and respect for property;

The FCAE student behavior policy is based on biblical principles such as prayer, requesting forgiveness (public and private), restitution, swift discipline, restoration of fellowship, and no lingering ungodly attitudes. The vast majority of positive behavioral recognition and potential discipline problems will be dealt with at the classroom level. The specifics and nature of each incident and the individual personality of the student involved will be considered in the administration of discipline. As in all other areas of the education at Faith Community Academy Elementary, mercy and forgiveness will be an integral part of the discipline of a child. It is because we love that we discipline.

The following is a general discipline guideline. Infractions listed below identify and categorize types of conduct undesirable and detrimental to the mission of Faith Community Academy Elementary. Not all acts of misconduct can be itemized. In some instances, circumstances may lead administration to deal with an offense differently than indicated below. Student and parental cooperation is both expected and essential. Students who consistently or repeatedly fail to uphold the standards of conduct and behavior expected of the school may be expelled from the school, placed on disciplinary probation, or may not be invited back the following year.

The school does not seek to unnecessarily involve itself in a student’s off-campus behavior. However, the school reserves the right to take action with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student’s ability to

continue at school, impacts other students’ or employees’ ability to be comfortable at school, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the school, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the school; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, and summer break.

In addition, the school regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at school or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

In order to protect the dignity of every student at FCAE, disciplinary matters should not be discussed among parents, teachers, and students. These are confidential matters that cannot be discussed by faculty and administration with other individuals who were not involved in the particular disciplinary action of a specific case. As a Christian school we earnestly seek and ask for this discretion among all students, parents, and staff. Our goal is to be fair and consistent with student issues in addressing these matters.

Faith Community Academy Elementary does not condone or use corporal punishment.

General Conduct

Students and parents should be considerate and show respect toward other students, faculty, staff, all guests, and visitors. Students should respect School property and the personal property of other people. Students and parents, both as participants or spectators, are required to show good will, sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike or inappropriate conduct may be asked to leave and may not be allowed to attend future events.

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school.

In addition, the health and well-being of all students is of utmost importance to the School. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student's or another person's body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others. As examples, internet activity, criminal activity, sexual activity, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including dismissal from School.

If a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the School's administration.

Bullying

Bullying is a repeated pattern of hurtful behavior intended to marginalize, exclude, and maintain an imbalance of power. This may include, but is not limited to threats, intimidation, and causing physical, emotional or psychological harm.

Bullying can be divided into different types:

- Physical bullying: behavior including, but not limited to, hitting, pushing, shoving, kicking, destruction of property, knocking books out of one's hands, throwing objects at someone, stealing someone's belongings.
- Verbal bullying: Words or comments with the intent to hurt someone, including name-calling, mocking, teasing, taunting, ridiculing, spreading rumors, racial or discriminatory words, and unwanted nicknames.
- Relational bullying: Exclusion from a social group, gossiping, shunning, rumors, or behavior that has the intent to degrade, demean or embarrass another in front of others.
- Cyber bullying: behavior, including, but not limited to, posting hurtful or defamatory remarks or photos, sending threatening emails/texts, creating fake

profiles, taking over an account and posting as someone else.

Bullying is distinct from Immature Behavior and Unkind Behavior.

- Immature Behavior:
 - o No intent to be unkind
 - o Annoying activity that causes discomfort
 - o Foolish actions that may cause harm to others and/or their property
- Unkind Behavior
 - o Intent is to be unkind
 - o Behavior is not frequent
 - o Behavior intensity level is low
 - o Behavior may reflect impulsivity and is infrequent
 - o Behavior duration is short

Bullying can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, or at a school-related event, can create an uncomfortable School environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the bullying, it is prohibited.

All concerns relating to bullying should be reported immediately to the Director. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying will report the incident to the appropriate individual identified above.

When the school administration becomes aware of bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet any legal definition of bullying to violate

the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Harassment

FCAE is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body

- Intimidating or suggestive remarks about an individual's sexual orientation, actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity.
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School Environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing nature if the object of the joke or prank is

not a willing participant. Whatever the basis for the harassment, it is prohibited.

All concerns relating to harassment should be reported immediately to the Director. We also expect that anyone, student, faculty, staff or family member who witnesses, or has knowledge of an incident of harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Weapons and Threats

The school takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) to school (including, without limitation, parking lots, playgrounds, and lawn areas) or school-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the school deems appropriate. The School will cooperate with investigations by authorities, and the school may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the school may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Criminal Activities

A student engaging in conduct that is defined under law as a civil infraction, a serious misdemeanor or a felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under School rules. Violations of law that occur after the school day may also be subject to review under School rules. In the case of offenses that occur at the end of the school year, the School may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the division head.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and

students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

Positive Behavior Recognition

Faith Community Academy Elementary has a coherent approach to student behavior based on a positive behavior model. The aims of this positive behavior approach are:

- to allow teachers to teach
- to enable students to learn
- and to encourage students to develop self-confidence and self-discipline

A relentless focus on positive behavior enables learning to take place in a safe and orderly environment. Underpinning the positive behavior approach is the simple reality that we all like to be praised for what we do well.

The positive behavior approach:

- promotes good relations between students and staff based on mutual respect and trust, common purpose and values
- promotes an uncompromising focus on learning and achievement, and developing self-confidence and self-discipline
- looks for the positive (staff find opportunities to praise many times more often than correct) and reduces the public attention paid to students who are not on task
- is based on simple rules which are clear and known to everyone (students, parents, staff) and which establish expectations and boundaries
- is talked about and used all the time and everywhere in the school

Teachers should find an opportunity to praise every pupil they teach every lesson. In practice this may be difficult but as an attitude with which to embark upon every lesson it is crucial to the success of a positive behavior approach to school discipline.

Praise should be:

- both verbal and non-verbal (thumbs up, tick put on piece of work in progress, a list of "best workers" on the board, as appropriate to age and maturity)
- specific and descriptive (identifies the student and names the reason for praise)
- genuine (the positive behavior approach does not ask staff to give out praise indiscriminately - students soon see this as disingenuous and devaluing positive comments when they are used) repeated at the end of class or activity
- The frequent use of praise should be noticeable (in lesson observation, in overhearing the general talk between staff and students around the school).
- Recognizing achievement and students' contributions to the life of the school is important – it encourages students to participate and aim high, and promotes confidence.

Merit System

Merits are awarded to students who go *Above and Beyond the Call of Duty* (ABCD). Merits will accumulate throughout the academic year. Classroom teachers will communicate classroom standards for earning Merits. Bronze, Silver, and Gold Certificate Awards will be given at the end of the school year for students with outstanding Merit achievement.

Discipline Procedure

The disciplinary process for students will normally follow the specific steps described below (the school may skip or otherwise deviate from the steps below in its sole discretion):

1. The classroom teacher is the first line of authority on addressing behavior requiring discipline. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year and throughout the school year. These classroom procedures may include classroom-specific discipline tracking procedures such as clip charts, color systems, the use of Merits, etc.
2. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class or serve a lunch or after-school 15 minute coaching detention with the class teacher or school director. Failure to attend the coaching detention will result in further action.

3. If the behavior is major or if it continues after initial disciplinary steps are taken, a parent will be contacted. Disciplinary issues of this nature may result in a demerit being issued.

4. If there is still no resolution of the problem and parents have been notified of a discipline problem, the appropriate school administrator will become involved. At this time a conference with the parents, student, administrator, and teacher will be held to implement a plan of action to resolve the situation.

5. The school reserves the right to expel any student who fails to meet the school's expectations. Students may also be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to educational environment; parent or family member causing disruption to the school or the school's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the Administration directly may be grounds for expulsion.

Minor Infractions

These are the most common, everyday infractions. These are disciplinary issues that will receive verbal coaching or classroom-specific correction, e.g. being asked to change groups, sitting out of a fun activity, loss of Merits, etc. Repeated minor infractions will result in more serious discipline, up to and including expulsion.

- Minor classroom disruption
- Unprepared for class
- Minor failure to follow classroom rules
- Minor horseplay in a hallway or a classroom
- Unauthorized gum chewing, eating, or drinking on campus

Major Infractions

These infractions will generally necessitate immediate communication with parents and may necessitate an immediate conference. When necessary, cases will be reviewed by the appropriate administrator within one school day, and students may receive one or more detentions. Additional infractions will result in more serious discipline, up to and including expulsion. In addition, depending on the seriousness of the infractions below, the

administration reserves the right to issue more serious discipline, up to and including expulsion.

- Disrespectful attitude or behavior to any student, faculty, staff or volunteer with the school
- Throwing objects in a classroom or hallway
- Inappropriate language
- Inappropriate print or digital material on campus

The following infractions are considered more serious, will necessitate a conference with the appropriate administrator, and may necessitate detention, suspension, or expulsion.

- Fighting
- Stealing (discipline plus return of stolen property)
- Vandalism (discipline plus restitution of all damages) or any destructive act
- Verbal and/or physical abuse toward another student (bullying, including cyber bullying, harassment)
- Any dishonesty or deliberate deception (cheating and plagiarism on major work, falsifying notes, lying, etc.)
- Setting off any fire or emergency exit alarms in a non-emergency
- Possession of a weapon on campus or other prohibited item
- Failure to cooperate in any investigation
- Leaving school campus without permission

Detention

Detentions may be assigned for repeated minor infractions or for a single specific behavior incident. The student will be required to remain in a designated area monitored by assigned school personnel. Detentions may not be rescheduled unless the student is ill or by prior approval of the Director. Late students will be required to serve all time missed. Failure to attend detention may result in further action.

Suspension

Suspensions may be assigned either after a serious disciplinary infraction or for accumulated detentions. Students who are suspended will be allowed to make up all academic work missed. A due date for missed work will be specified.

Disciplinary Probation

Students whose behavior does not exemplify Faith Community Academy Elementary standards may be placed on Disciplinary Probation and could find themselves in imminent danger of forfeiting their

privilege of attending Faith Community Academy Elementary School. The parents will be notified and the student will be placed on a Probation Plan. If the student does not fulfill the conditions of the Plan, he/she may be expelled from Faith Community Academy Elementary or non-renewed for future academic years. The probationary status of the student will be reviewed regularly, and the appropriate school administrator will determine whether or not the student has fulfilled the expectations of the Probation Plan.

Expulsion

The student will lose the privilege to attend classes at FCAE or be on school property during school hours and functions for the remainder of the school year. No refunds are issued if a student is expelled. Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the

educational environment; parent or family member causing disruption to the school or the school's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the Administration directly may be grounds for expulsion. In addition, the school may report to appropriate governmental authorities any actions that appear to violate law.

Re-Applying: Any student who is expelled may reapply after a one-year absence. Admissions will be subject to an additional review process including administrator review and interview, pastoral review and interview, and the student should expect to be on a conditional behavioral probation for the first semester of re-enrollment, should it be offered. Parents and students will receive documentation regarding conditional readmission criteria/behavioral probation or denial of admission.