

# FOX VALLEY CHRISTIAN ACADEMY

## Family Handbook

Revised – August 2017

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## A Message from the Administrator

Welcome to Fox Valley Christian Academy (FVCA)! We are glad to have your family as part of our school family. We ask that you carefully review the policies and procedures that are contained within this handbook. It is intended to make clear the school's expectations with regard to important issues in the life of the school. Should you have any questions or need further clarification, please feel free to contact me.

FVCA is unique in that its staff views their responsibility first and foremost as a calling from God to have a positive impact on the lives of the students. That impact is not only through what is taught but also through modeling what it looks like to be a Christian adult living a life of service to our great God!

At FVCA we invite and encourage parent participation in the education process. Feel free to come and visit. Discuss with us your concerns, your insights, or your questions. We will strive to communicate with you in a meaningful way regarding the progress of your son/daughter.

We trust that you will find us a school in which Christian love and concern are woven into the task of learning. FVCA seeks to be a community which compliments the Christian home and church, seeking to daily unfold God's will and God's way for the lives of each of its students. The power of sin resides within each of our hearts. You will find the effects of sin at our school as well. Having God's Word as our guide providing direction will enable us to teach our students all about confession, forgiveness, and restoration.

In Ephesians 4, Paul encourages the Church members to speak the truth in love so that in all things they would grow up in Christ. May that encouragement be our guide in our relationships as well. Praise God for the awesome responsibility of nurturing young minds and hearts for Him! May God daily equip all of us for this important task.

In Him,

*Ron Halma*

## Mission Statement

Fox Valley Christian Academy (FVCA) is a Christ-centered school devoted to training children for life and eternity.

## Goals: Fox Valley Christian Academy

- *Partners with families who will further the school's religious purpose*
- purposes to lead children to a saving knowledge of Jesus Christ.
- strives to develop in children a Christ-like character and a biblical worldview.
- emphasizes academic excellence and life skills to develop life-long learners.
- exists as a ministry of Calvary Bible Church to support the Christian home.
- desires to develop spiritually, academically, emotionally, and physically strong students.

## Statement of Faith

We believe in the inspiration of the Bible, equally in all parts and without error in its origin.

*We believe that God wonderfully and immutably creates each person as male and female. These two distinct complimentary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.*

*We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union as delineated in scripture (Gen.2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Cor. 6:18, 7:2-5; Heb.13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman.*

*We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt.15:18-20; I Cor.6:9-10).*

*We believe that in order to preserve the function and integrity of FVCA as the local Body of Christ and to provide a biblical role model to the school's members and the community it is imperative that all persons employed by FVCA in any capacity, or who serve as volunteers, agree to and abide by this position on marriage, gender, and sexuality (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22).*

*We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11).*

*We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Matt. 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of FVCA.*

*This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of FVCA's faith, doctrine, practice, policy, and discipline our School Board in conjunction with the Governing Elders of Calvary Bible Church are the school's final interpretive authority on the Bible's meaning and application.*

We believe in the preexistence, incarnation, virgin birth, sinless life, miracles, substitutionary

death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ.

We believe in the fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation.

## **School History**

FVCA is an interdenominational Christian day school offering programs for students in preschool, elementary school (grades K-5) and middle school (grades 6-8). The Academy was established in 1977 as a ministry of Calvary Bible Church. The elementary classrooms and gym on the current campus were constructed in 1989, with the Academy taking occupancy in January of 1990. Additional classrooms and offices were added in 1992. The worship center and Middle School classrooms were completed during the summer of 1999. In 2006, FVCA opened a preschool. Fox Valley Christian Academy has been a continuous member of the Association of Christian Schools International (ACSI) since 1981.

## **School Governing Body**

Fox Valley Christian Academy (FVCA) is supervised by a school board. Members are approved by the Calvary Bible Church Governing Elders and must be members of the church. In all matters the FVCA School Board is subject to the Governing Elders of Calvary Bible Church. School Board meetings are conducted as needed. With advance notice to the Administrator, parents and staff can be scheduled to address concerns to the School Board.

## Admission/Registration Procedures

The Academy recognizes that it cannot meet the educational needs of all children. The Academy's academic program is not designed for children with severe learning difficulties or behavioral problems.

Preschool 4/5 students must be 4 years of age by September 1st; Kindergarten students must be five and first graders six by September 1st to comply with Wisconsin regulations.

Admissions process:

1. Schedule a visit of the Academy.
2. Request an admission packet.
3. Submit the application form, required documents and registration fee. Required documents:
  - a. The non-refundable application/registration fee (\$100 Preschool 4/5, \$200 for half-day Kindergarten; \$300 all other students)
  - b. Copies of applicant's report cards and academic achievement tests for at least the past year if applicable.
  - c. Birth certificate for review by FVCA office staff
  - d. A signed copy of the Parent Cooperation Agreement
4. Schedule student readiness test (K-1) or standardized assessment (2-8) if applicable.
5. Review your student's test results with the school administrator.
6. Receive notification of the student's admission status.

All incoming students in grades 1-8 are admitted on a 9-week probationary status.

The registration fee (minus the testing charge of \$75) is refundable **only** if a class position does not open, the student is declined, or the family moves away.

### Non-discrimination Policy

Fox Valley Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. FVCA does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational and admissions policies, sponsorship program, or athletic and other school-administered programs.

### Registration/Activity Fees

Preschool 4/5	\$100.00
Kindergarten, half-day	\$200.00
Kindergarten, full-day	\$300.00
Grades 1-8	\$300.00

The registration/activity fee is paid yearly. It covers payment for student record processing, testing, membership fees, curriculum costs, and most student activities such as field trips and parties.

The registration/activity fee is non-refundable, except when the results of testing or the family interview indicate the student will not be successful at FVCA. The registration/activity fee will be refunded if a class position does not open. In those situations, \$75.00 will be withheld to cover testing and processing expenses.

## **Sponsorship**

FVCA is blessed to have a sponsorship program. Families can apply for sponsorship through an online service for a cost of \$30. The administrator receives a report indicating financial need which serves as a guideline for determining the sponsorship amount. Families can apply for assistance at any time. Tax returns for the year previous to the year in which assistance is being applied for are needed to verify information.

## **Tuition policy**

Tuition can be paid yearly or divided into ten installments.

Tuition payments are due on the first day of the month from July through April.

Payments are considered late after the tenth of the month, unless special arrangements are made with the school bookkeeper or Administrator. A \$25.00 late fee will be assessed on the eleventh of each month.

Financial statements will be sent to parents having overdue accounts. If payment is not received by the last day of the month, the matter will be referred to the School Board. Options will be reviewed with the parents before student withdrawal is requested.

Please mail or personally deliver tuition payments to the school office. (Children's backpacks are unreliable.)

There is a \$25.00 charge for any NSF check.

Programs not covered by tuition: hot lunch and milk fees, outdoor education, transportation, FIRST Lego League, sports, occasional field trips, and other minor items. All extra charges are paid in advance of receiving the service or item.

If a family withdraws or enrolls their child(ren) during the school year tuition will be prorated on daily basis. This calculation will be used to determine any tuition refunds.

## **Family Fundraising Fee**

The Family Fundraising Fee of \$550 is due in two installments. The first installment of \$275 is due January 15 and the second installment of \$275 is due May 1. If your earnings exceed \$550, you may apply the surplus to registration fees or tuition costs. You may also donate the excess to sponsorship, library, athletics, computer, the General Fund, or another family account. There are various opportunities to earn money toward the Family Fundraising Fee.

- **Fall Fundraiser**

Packets of fundraising options are provided. Options include Christmas greens, magazines, gift wrap and chocolates.

- **Entertainment Books**

Entertainment Books are available each fall in the FVCA office.

- **Scrip**

Scrip includes gift cards or gift certificates issued by national and local retailers. The participating merchants discount their cards and certificates. The discount – 2% to 15% or more – is returned to FVCA and credited to each participating family's annual fundraising fee.

You may choose not to be involved in any fundraising efforts and simply pay the \$550 Family Fundraising Fee in two \$275 installments due January 15th and May 1st.

## School hours

Preschool 4/5	8:15 AM-11:15 AM 8:15 AM-12:15 PM	Monday, Wednesday, Friday Tuesday, Thursday
Kindergarten, half-day	8:15 AM-11:45 AM	Monday-Friday
Kindergarten, full-day	8:15 AM-3:15 PM	Monday-Friday
Grades 1–8	8:15 AM-3:15 PM	Monday–Friday
Office hours	7:45 AM-3:45 PM	Monday-Friday
Kids’ Station	3:15 PM-5:30 PM	Monday-Friday

## Arrival and Dismissal

### Arrival

Students should not arrive before 7:30 AM as exterior doors will be locked; staff supervision is not available prior to that time. All students should be dropped off by the Preschool doors when arriving at school **before 8:05 AM** and walk to the playground or main entrance depending on where early bird is located for that morning. Signs will be posted on the main entrance doors. Middle School students arriving **after 8:05 AM** may enter the building through the Middle School wing doors. All students arriving **after 8:15 AM** must enter the building at the main entrance and report to the FVCA office for a tardy slip.

Parking is not permitted next to the building because the space is needed for buses and emergency vehicles. Parents must park vehicles in the parking lot if it is necessary to enter the building.

If weather permits, students will remain on the playground until 8:05 AM, when they will be allowed to go to their respective classrooms.

Bus students are dropped off at the main entrance of the Academy between 8:05 and 8:10 AM.

### Dismissal

Preschool 4/5:	Parents enter the building to sign students out from classroom
Kindergarten, half-day:	Students exit at the main school entrance
Kindergarten, full-day and Grades 1-8:	FVCA bus = Central doors Neenah bus = Central doors Carpool line = South hallway Parent pick-up inside = Gym hallway Kids’ Station
Middle School parent pick-up:	Middle School entrance
Kids’ Station Students	Go directly to room 305 (library)



**We insist that parents escort students to vehicles. The parking lot is busy and hazardous at dismissal time.** Parents must be prompt in picking up children. Children who have not been picked up by 3:30 PM will automatically go into the Kids' Station program. The charge will be prorated by the quarter-hour at the hourly rate of \$4.00 per student. Parents are asked to notify the school office if delays occur so that we can make arrangements for your child to enter Kids' Station. Please refer to the section on Kids' Station for more information.

At the end of the day parents should **not** walk through the main hallways. There are numerous instructions to be given, and students can be easily distracted. Parents are always welcome to visit in classrooms, but should make prior arrangements with the teacher.

**Students are not allowed to use the playground after school unless supervised by a parent on the playground premises.**

Students who ride bicycles or walk to school are expected to leave the school grounds immediately after dismissal.

Your child's teacher must be aware of your child's transportation plans after school. By the first day of school, each child must have the transportation and emergency school closing form on file in the office. Your child's teacher receives a transportation summary report and is informed of the transportation plan. **Deviations from the filed transportation plan must be clarified on a daily basis by a note from a parent to the teacher or a call to the office by noon.**

## Kids' Station

Kids' Station provides a place for Academy students in grades K-8 needing regular or occasional after-school care. Students must be pre-registered in order to attend. This program will follow the school calendar year, opening the first day of school. After-school care will be available until 5:30 PM. Kids' Station is closed when FVCA is closed. The charge for Kids' Station is \$4.00 per hour for each child. The fee is prorated each quarter hour. A registration form is mailed to parents at the beginning of each school year.

## Attendance and Absences

**Students are expected to attend all classes and to be punctual.** While traffic and weather can be unpredictable, it is important to plan ahead for these eventualities. Late students disturb class routines and make the lunch count difficult. Tardy students also miss out on important instructions and announcements for the day. All K-8 students will need to check into the office if they will not be in the classroom by 8:15 AM. All middle school students will serve a tardy detention for each tardy beginning with their 5th tardy in a given marking period. An announcement from the office will be given to not record a tardy if the bus is late or if traffic/weather conditions are adverse.

When a student is absent, the parent or guardian must notify the office **by 8:30 AM on the day of the absence**. If calling before 7:45 AM, leave a message on the office voice mail. Music lessons and other appointments should be made after school hours.

We strongly discourage family vacations during the school year because they interrupt a student's academic progress. Students are asked to make up the school work within the time limits set by the teacher. For example, a student missing one week of school might be required to have all work completed one week after his or her return to school.

- Advance arrangements should be made with the Administrator and teacher(s) at least one week in advance.
- The teacher(s) should be notified by the parent in writing.
- Teachers will prepare work no sooner than **one week** in advance of the planned absence.

## Health issues

A medical release form, which allows FVCA to secure medical attention in emergency situations, must be on file in the office by the first day of the school year.

Parents should consider the following guidelines when determining whether a child is well enough to attend school.

- Students with a fever, rash, nausea and/or vomiting, constant cough, or extreme nasal discharge should not be in school.
- Students who have had a throat culture because of suspected strep throat should be kept home until the culture results are known. When strep is diagnosed, the student can return to school when he has been on medication for 24 hours AND is feeling well.
- Chicken pox, measles, mumps, pertussis, and head lice must be reported to FVCA. Parents are also to notify the public health nurse in their community when their child has one of these conditions.

The student's immunization record must meet the stipulations of the Wisconsin Student Immunization Law. This is completed at the time of registration. If parents choose to waive immunizations, a waiver must be on file in the FVCA office.

Parents will be notified if a child becomes ill at school. It might be necessary to come to school and take the child home. **Emergency numbers should be kept current.** Please include all mobile phone numbers on forms.

If possible, students should take medications at home; however, FVCA staff will administer medications when necessary. **Parents must complete an Over-The-Counter/Prescription Medication Administration form.** The Prescription Medication portion of the form requires a physician's signature (emergency inhalers are the exception). The form is available in the school office. With the exception of inhalers, students should not have medications in their possession. All prescription medicine must be in containers from the pharmacy. Over-the-counter medication must be provided by parents in the original container and be labeled with the student's name and dosage level.

## Wellness Policy

### Nutrition Education Goals

Fox Valley Christian Academy (FVCA) promotes student wellness through good nutrition and regular physical activity as a part of the total learning environment. Healthy lifestyles optimize student performance. FVCA is committed to reinforcing nutrition concepts by all school personnel and is integrated across all areas of the curriculum.

FVCA will utilize the services of qualified nutrition professionals as resources for nutrition education (e.g., UW- Green Bay Dietetic Internship program or a registered dietitian).

### Physical Activity Goals

Physical education should include regular instructional physical education, co-curricular activities, and recess. Substituting any one of these components for others will not be encouraged.

FVCA will provide supervised gymnasium/outside activity time whenever possible prior to the start of the school day and during lunch periods for all middle school students.

Recess is provided for elementary students 2-3 times per day.

All students, families and staff will be encouraged to participate in the Presidential Active Lifestyle program for physical fitness and sports.

**Nutrition Standards for All Foods Available on School Campus During the School Day**

Drinking water during class time and throughout the day shall be conveniently available for students at all times.

Staff selecting inventory for vending machines shall support a healthy school environment by having items that are available for student purchases, ensuring these products contain valuable nutrients without excessive amounts of sugar and fat.

Foods and beverages available during the day should include a variety of healthy choices that are appealing to students and served at proper temperatures.

Classroom snacks should reinforce the importance of healthy choices.

**Goals in the School Meal Program**

FVCA will offer quality school meals.

Parents who choose to send cold lunches are strongly encouraged to send low-fat, nutrient dense foods.

Students who bring lunches from home are encouraged to make healthy choices and bring water or 100% juice instead of sweetened drinks. Purchasing low-fat milk will also be an option.

Staff is encouraged to utilize healthy and nutritious food choices.

Staff will seek out good nutrition choices when curriculum and food experiences are planned for the classroom.

Foodservice personnel will be Serve Safe certified.

**Goals for Other School-Based Activities Designed to Promote Student Wellness**

Hand-washing facilities are conveniently available for all students at all times.

Access to healthy food choices and 100% juice and water will be made available during after-school care programs.

After-school care programs will provide recess or gymnasium time that encourages physical activity daily.

**Goals for Measurement and Evaluation**

The Wellness Policy will be updated and reviewed every 3 years or sooner, if indicated by the School Board of FVCA.

The Wellness Policy will be published in the FVCA Family Handbook, the FVCA Preschool Handbook, the FVCA Staff Manual, and the FVCA School Board Policy Manual.

The Wellness Policy will be introduced at New Parent Orientation yearly.

The Wellness Policy will be reviewed at New Teacher Orientation yearly.

Students will receive an orientation on the Wellness Policy each year.

## **Standards of Conduct**

FVCA staff members are committed to loving each student and to providing the best possible atmosphere for academic and spiritual growth. The staff will pray for the students, show caring and understanding in dealing with students, and will confront misbehavior. We believe that students learn best in a safe, distraction-free environment. We know that when parents support the school guidelines and staff enforcement efforts, school discipline problems are minimized. Students, parents, and staff will:

- show respect for others including the school and church staff, FVCA parents and visitors, volunteers, classmates, and the community at large.
- show reverence for the Lord, the Bible, and the American and Christian flags.
- show respect for, and proper care of, the property of the school, church, students, staff, and the community.
- demonstrate orderly, courteous conduct.
- honor Christ in word and actions.

## **School Wide Rules**

(These rules apply in all FVCA situations)

- Follow instructions the first time they are given
- Respect staff members and other students in speech and action
- Keep hands, feet, and objects to yourself
- Stay in assigned areas
- Use speech that is Christ-honoring

## **Lunchroom Procedures**

- Eat food brought from home or purchased through the hot lunch program
- Do not throw food
- Stay in seat until dismissed
- Clean eating area and put trash in trash receptacle
- Walk

Carbonated beverages and candy are strongly discouraged as lunch items.

## **Hallway Procedures**

- Walk
- Elementary students observe a no-talking rule in hallways while school is in session. Talking is permitted before and after school. Middle School students may talk in hallways; quiet conversation is expected while in the elementary wing.
- Keep the coat rack and locker areas neat

## **Playground Procedures**

- Follow instructions the first time they are given
- Use equipment properly

## **FVCA Family Handbook**

- Play games according to official rules
- FVCA has a hands-off policy; no hitting, shoving, pushing, wrestling, karate, etc.
- Students line up when the whistle blows

Staff members instruct students in the proper use of the equipment.

### **Enforcement Procedures (Grades K–5)**

If a student chooses to break a school rule in an "out-of-class" situation (hallway, lunchroom, recess, music, P.E., computer, etc.), the student will be redirected and corrected. The student's response to correction, both immediate and in the future (repeating the offense), will determine the level of consequence used to motivate a consistent change in behavior. Parents will be notified if issues arise unless they are minor.

### **Chronic or Severe Misbehaviors**

Chronic misbehaviors or severe misbehaviors will result in one or more of the following consequences, as determined by FVCA staff:

- Additional recess detentions
- Student sent to the Administrator
- Parent conference at school
- Suspension
- Expulsion (determined by the Administrator or the School Board)  
Parents are given the opportunity to appeal the decision. The appeal must be made before the School Board within 7 days of the expulsion notice.

### **Harassment/Sexual Harassment Policies**

FVCA is committed to maintaining a learning environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### **Definition of Harassment**

It is essential that staff and students have a clear understanding of behaviors that fall within the definition of "harassment." Bullying and harassment of students and staff by students, school officials, faculty, staff, parents, and volunteers who have direct contact with students and staff will not be tolerated at Fox Valley Christian Academy. FVCA prohibits harassment, bullying, or any other victimization based on real or perceived race, sex, creed, color, national origin, disability, physical appearance, and/or personality characteristics. Examples of conduct that are prohibited include:

- Verbal, nonverbal, physical, written, or online harassment, bullying, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering
- Repeated verbal, written, or online remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering
- Demeaning verbal, written, or online jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering

- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment

### **Definition of Sexual Harassment**

Sexual harassment is engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's ability to learn or function in the school environment. Examples of conduct that creates such interference are as follows:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
- Verbal, written, or online conduct such as making or using derogatory comments, epithets, slurs, and "dirty" jokes
- Verbal, written, or online abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct such as touching, assaulting, impeding, or blocking movements

Employee-student and student-student harassment of all kinds are prohibited. Students who feel that they have been subjected to conduct of a harassing nature or parents/guardians who believe their student has been subjected to harassment are encouraged to promptly report the matter to the Administrator. A complaint can also be made to a teacher with the understanding that all incidents must be reported to the Administrator for review and action.

Students who observe conduct of a harassing nature are also encouraged to report the matter to the Administrator or to a teacher. All complaints will be promptly investigated.

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate law enforcement officials as the circumstances warrant.

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning harassment.

### **Procedure for Investigating a Complaint**

When a complaint is received, the Administrator will direct the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction. The school is cognizant of the gravity of this situation; if an individual has been falsely accused, appropriate action will be taken, up to and including the expulsion or termination of the accuser.

### **Positive Reinforcements**

FVCA staff determine means of giving students positive reinforcement in the classroom and on a school-wide basis throughout the year.

### **Classroom Behavior**

The discipline system utilized in each classroom flows from less severe to more severe consequences and generally follows this pattern.

1st offense = Verbal warning

2nd offense = Teacher-determined consequence; lunch detention, letter of apology

3rd offense = After-school detention, parent call

4th offense = Removed from room, sent to the Administrator, parent call, possible suspension

Offenses are monitored during day (elementary) or class period (middle school) and reported daily on a classroom spreadsheet. Cumulative misbehaviors in the same day will be tracked and reviewed by the Administrator.

### **Student Behavior on Buses**

Students who ride buses are expected to uphold the behavioral standards of Fox Valley Christian Academy. Behavior that is not acceptable at school is not acceptable on the bus. Each bus company or school district issues its own guidelines and contracts. We expect students to follow those guidelines as well as the school's standards of conduct. The Academy might impose behavioral consequences in addition to those administered by the bus company or school district, up to and including suspension of bus use for a specified period of time, suspension from school, or expulsion.

### **Items to Leave at Home**

Some items are not appropriate for school. Any type of knife or firearm (including toys and reproductions) will be immediately confiscated. Parents and law enforcement authorities will be notified as necessary. Other items to leave at home include: matches, inappropriate reading materials, and electronic devices not needed for school use. It is recommended that only items relating to school be brought to school. Staff will request that specific items stay at home if the item becomes a distraction, is used for manipulation purposes, or other problems develop.

Failure to respond appropriately to redirection will result in an item being taken away. Confiscated items are retained in the FVCA office. A student may retrieve the item from the Administrator after school. Parents will need to retrieve an item for a repeated offense.

### **Cell Phones**

The school recognizes our families' desire to be able to communicate with their children via cell phones. Cell phones may be brought to school but may not be used from the time of arrival in the morning to the end of the school day at 3:15 PM. Middle School students will at times be allowed to use their devices in class. That will only happen with teacher permission. Generally, they must leave their cell phones in their locker during the school day. If parents need to contact their child during the school day, they should call the school office to do so. Students at school will be allowed to use the office phones for emergency reasons only. If a student turns their cell phone on during the school day or if there is evidence of doing so, that cell phone will be brought to the office for storage. After the first offense, the student may pick up their cell phone at the end of the day. If the offense happens again, the parent will need to pick up the phone.

### **Readmission Policy**

A student who leaves FVCA by dismissal or voluntary withdrawal due to conflicts with FVCA policy will not be considered for readmission until all issues have been satisfactorily resolved and parents agree to abide by the school's policies. At that time, regular admission procedures will be followed, with the addition of School Board approval of the readmission.

## Standards of Appearance

Apparel should be modest and Christ-honoring. Appearance standards have been developed with the goal of fostering in students a proper mind set for academic learning and Holy Living. (See I Peter 1:15–16 “...be holy in all your behaviors.”)

We believe neat and properly attired students help create an atmosphere which is conducive to study and academic excellence.

We believe holy living is shunning worldly influences that do not honor Christ. Fads, current fashions, and entertainment-industry promotions need to be evaluated with biblical discernment. (I Thessalonians 5:21–22)

We believe modesty is an important component of both holy living and providing a non-distracting learning environment. (I Timothy 2:9)

We believe parents are responsible to see that their children meet FVCA’s school appearance standards.

**These guidelines are applicable to students, parents, staff, and volunteers attending all school events unless waived by school personnel.**

All clothing:

- Must be size-appropriate (not oversized, baggy, tight)
- Must be in good repair (clean, no holes or rips, no frayed edges)
- Must be modest (adhere to school-length requirements, not overly tight, modestly styled)
- Logos on clothing must be Christ-honoring (avoid rock bands, violent characters, disrespectful slogans, etc.)
- Teachers and administration reserve the right to determine the appropriateness of graphic tees.

### Jeans/Pants/Capris/Shorts/Leggings

All pants must be in good repair (no holes or rips, no frayed edges) and not tight. No low-riding pants or overly large/baggy pants allowed. Undergarments must not be visible at any time.

Walking shorts and capris can be worn throughout the year. Shorts must be to the knee or cover 75% of the student’s thigh. We use the width of a hand above the knee to determine an appropriate length.

Leggings may be worn only if a long shirt/tunic/dress is worn over them. The shirt/tunic/dress must be longer than the student’s fingertips held at their side.

Parents and students should be alert to possible changing weather conditions. Students will not be permitted to call home for a change of clothes unless directed to do so by the Administrator.

### Dresses/Skirts

Dresses and skirts must be at the knee or cover 75% of the student’s thigh. We use the width of a hand above the knee to determine an appropriate length. Sun dresses must be worn with either a blouse underneath or a jacket on top. Slits in skirts/dresses are not permitted above the knee. Leggings are allowed but appropriate dress/skirt length must be maintained.

### Shirts/Blouses

Shirts and blouses are to be properly sized and neatly styled. Shirts and blouses must cover the abdomen and back; no low cut necklines. No area of a student’s midsection is to be visible regardless of what the student is doing. If a student bends over and exposes any area of the



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midsection, it will be considered a violation of the dress code policy. A shirt must be long enough to cover the top of the pants when the arms are raised, but not longer than the top of the thigh when untucked. To ensure modesty, no sleeveless shirts may be worn. All graphic tees must be honoring to Christ and others. Tank tops are not allowed.

### **Sweatshirts**

Properly-sized, neat sweatshirts can be worn. Logos must be Christ-honoring.

### **Shoes**

Shoes must be neat, in good repair, safe for outdoor wear and non-distracting. Tennis shoes, non-slip dress shoes, clogs and sandals with heel straps are appropriate attire for preschool and elementary students. Middle school students may wear flip-flops and clogs.

### **Hats**

Hats are to be worn outdoors only. Logos must be Christ-honoring.

## **Personal Grooming**

### **Hair**

Extreme hairstyles (unnatural color) are not appropriate. Hair is to be neat, clean, and kept out of the eyes.

### **Make-up**

Clear or lightly-tinted lip gloss/chap stick may be worn. Make-up may not be worn by elementary students. Glitter lotions and powders must not be worn to school.

### **Jewelry**

Jewelry that is a safety hazard is not permitted (e.g., long, dangling earrings). Body piercing is not acceptable. Jewelry that represents the occult culture or eastern religions is not acceptable.

### **Tattoos**

Permanent and non-permanent tattoos are not permitted.

## **School Appearance Infractions**

School appearance infractions that are easily corrected will result in the child being instructed to immediately improve his/her appearance. If the appearance issue cannot be corrected immediately, depending upon the infraction, either a note will be sent home to the parent or the parent might be asked to come to school. Repeated violations will be handled in accordance with FVCA's school discipline system.

## Communication

### FVCA website

The FVCA website, [www.fvcaneenah.org](http://www.fvcaneenah.org), contains extensive information concerning all aspects of our school's operations and is updated monthly.

### FVCA Messenger

This newsletter is posted on RenWeb and the FVCA website weekly.

### RenWeb

The web-based portal offers parents an opportunity to view daily news, class websites, grade books, and assignments.

### Assignment Notebooks

Elementary students will receive and be expected to use an assignment notebook containing a daily assignment section, a calendar, and other organizational tools. Middle school students will provide their own notebook if they desire to use one. Parents of students who use an assignment notebook should review them each evening.

### Progress Reports

Parents can view the progress of their child(ren) on RenWeb at any time. Hard copies of progress reports will not be sent out unless requested.

### Report Cards

Report cards are sent home following each of the first three grading periods and are mailed 2-3 weeks after the end of the school year.

### Parent Information Meetings

These meetings facilitate understanding between parents and faculty. **Attendance is important!**

### School-Wide Parent/Teacher Conferences

Conferences are scheduled during the first quarter for middle school students and following the first quarters for students in Kindergarten through 5th grade. FVCA urges both parents and older students to attend these conferences.

### Parent-to-Parent Communication

Parent-to-parent communication being sent home with any or all students must be submitted to the FVCA office at least **3 days in advance** in order to be approved by the Administrator. Parents planning a classroom event or special activity for students should check with room parents first as not to duplicate efforts.

### Phone Calls

FVCA staff will call parents when there are health and other significant concerns during the school day. Students should have **permission** from their teacher before being allowed to make a phone call home. Students making calls to home for items forgotten will be limited so that students achieve a greater sense of responsibility for themselves. Whenever possible, be sure that your child(ren) is aware of any change in transportation arrangements before the school day begins.

Parents who wish to contact a teacher or other staff member concerning student issues should

leave a message on the teacher's voice mail or email the teacher. The teacher will return the call or respond to the email within 24 hours. Please refrain from calling staff members at their homes, as these calls intrude into the teacher's family life and also prevent the teacher from getting "emotional space" from school. Please do not attempt to conference with a teacher before or after school without making an appointment.

### **Phone messages regarding transportation changes for that day should be directed through the office.**

We desire to build good relationships and open communication channels between home and school. We want only the best for your child; teachers need to know they are encouraged and supported by the home. This helps the child to succeed in school and is more rewarding for the parents and teacher. Teachers are asked to be proactive in parent contacts and to return all messages promptly. Parents are asked to find out "the other side of the story" before assuming a scenario. We want to encourage teamwork between home and school, rather than create an adversarial relationship.

## **Additional Communication**

See the FVCA section in the Calvary Bible Church newsletter or the "On Track" Sunday bulletin.

## **Conflict Resolution**

Fox Valley Christian Academy is a ministry of Calvary Bible Church and follows biblical procedures for conflict resolution as prescribed in the Calvary Bible Church Policy and Procedures Manual.

FVCA desires to promote God-honoring cooperative resolution of disputes, divisions, feuds, conflicts, disagreements, and controversies.

### **Initial Resolution Procedures**

Grievances and misunderstandings: From time to time, relational conflicts arise. The following process is recommended in resolving differences:

- **Step 1:** In all cases, attempts should be made by the individuals involved to resolve the conflict between them in a positive manner. Parents need to speak with teachers about problems with students before talking to the Administrator or the School Board members. Parents should always address the teacher with concerns directly. It is never appropriate to discuss concerns with other parents before addressing the concern with the teacher or staff member, the Administrator, and the School Board.
- **Step 2:** Should Step 1 fail, the individuals involved should submit the grievance and address their concerns to the Administrator.
- **Step 3:** If Step 2 does not bring resolution of the issue, then the FVCA School Board will address the issue and will determine what action is to be taken.

### **Guiding Principles for Resolution**

Six principles form the basis for how Fox Valley Christian Academy will deal with conflicts and offenses: Love, grace, restoration, holiness, unity, and confidentiality.

Our goals are to:

1. Be sensitive to those who have been wronged or are innocent, while extending discipline to those who have erred or offended
2. Treat all, including accusers and offenders, with dignity and respect

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3. Focus on restoration and healing rather than punishment and exacting revenge
4. Seek to enhance the ethical conduct and personal morality of believers who are being made holy through the indwelling Word
5. Advance unity through reconciliation of differences in belief, attitude and practice
6. Protect the privacy of those involved

### **Legal Claims**

#### **Commitment to Biblical Justice**

Fox Valley Christian Academy staff, administration, parents, and students will seek to conduct all aspects of the ministry and business in a Christ-honoring way.

#### **Commitment to Biblical Peacemaking**

Fox Valley Christian Academy staff, administration, parents, and students will strive to be peacemakers, avoid civil litigation, seek to settle disputes quickly, and make the primary goal in any dispute the restoration of relationships rather than winning of a legal victory. (Matthew 5:9, 25; Proverbs 20:3; 1 Corinthians 6:14; Luke 12:57-58; Matthew 18:15)

### **Christian Conciliation**

Christian conciliation is a process for reconciling people and resolving disputes out of court in a biblical manner. It encourages cooperation and may involve three steps – individual counseling on how to resolve a dispute personally; submission of the dispute for mediation to promote constructive dialogue and a voluntary settlement of differences; and if mediation isn't successful, then arbitration where one or more arbitrators will hear the case and render a legally binding decision. Calvary Bible Church and Fox Valley Christian Academy have a conciliation administrator who can be contacted regarding dispute resolution.

### **Recess**

Grades 1-5 have morning, noon, and afternoon recesses except when physical education class is scheduled. Grades 6-8 have a noon recess time.

Students should be prepared to have outdoor recess every day. When temperatures are below zero (with wind-chill considerations), recesses might be moved to the classroom or abbreviated. As much as possible, we attempt to have outdoor recess.

### **Lunch**

Students can bring lunches from home or purchase hot lunch. Hot lunch can be purchased in increments of 10 or 20 lunches and can be purchased through the school office as well as online. Milk can be purchased for those students who bring lunch from home. (Milk is included in the hot lunch meal price.)

A parent wishing to take a child out for lunch must notify the teacher and sign the student out in the school office. The student should return to school before the end of lunch recess, and the parent must sign the student back in at the school office.

### **Connections – A Parent Service Organization**

*Connections* is responsible for developing and supporting the parent volunteer force at the Academy and developing and supporting relationships between parents and teachers, between parents, and between families. *Connections* hosts opportunities for fellowship between these groups.

Parent volunteers assist the teachers, staff, and students by contributing abilities, services, and time. Opportunities include, but are not limited to art class helpers, computer class helpers, classroom Ready Readers, fundraising, after-school enrichment classes, hospitality, prayer coffee, teacher appreciation, and the room parent program.

### **Student Birthdays**

Student birthdays can be recognized during the school day by sending a treat for each student and staff member in the class. Arrangements should be made ahead of time with the classroom teacher. Please check with the teacher regarding student allergies.

In order to avoid hurt feelings of someone being "left out" of a birthday celebration that takes place off school property, please send invitations in the mail. If invitations are sent to school to be distributed, they must include all boys in the class if an all-boy party or all girls in the class if an all-girl party. Parents should be sensitive about pick-up arrangements for parties when not everyone in the class has been invited.

### **Holiday Observances**

#### **Halloween**

Halloween is not observed at FVCA. Fall activities will center around harvest celebrations or other appropriate themes.

#### **Thanksgiving**

Thanksgiving is taught from the traditional historical perspective. Thanksgiving provides us with the opportunity to praise God for His goodness to us.

#### **Christmas**

All Christmas activities and teaching focus on Christ's birth. Santa Claus is not a part of FVCA celebrations. Staff attempt to discreetly defer discussion on the existence of Santa Claus to parents. FVCA observes traditional festivities that honor Christ and make the holiday joyful.

#### **Valentine's Day**

On Valentine's Day students in Preschool 4/5 through 5th grade share valentines with all classmates during a class Valentine's Day party.

#### **Easter**

Easter activities center on Christ's death and resurrection. The Easter Bunny is not included in school celebrations.

### **Classroom Visits**

Parents are welcome to visit FVCA classrooms. We request that advance arrangements be made with the Administrator and classroom teacher. We ask that there be no visits to Kindergarten the first month of school unless scheduled as a classroom helper. We also ask that 1st-8th grade parents don't visit the first and last two weeks of school as these are critical periods when teachers cannot focus on visitors. We also ask that parents do **not** look into or enter their child's or anyone else's classroom during the school day, especially at the beginning and end of the day. There are numerous instructions to be given, and students can be easily distracted.

If you wish to meet with your child's teacher, please make an appointment. Due to staff meetings, previously scheduled conferences, and personal schedules, teachers are often not available to speak with parents on a walk-in basis. Scheduling a specific meeting time enables teachers to

give you their undivided time and attention.

## **Emergency/Weather-Related information**

### **Fire Drills**

A practice fire drill is held each month during the school year. At the sound of the fire alarm, students, staff, and any parents or visitors leave the building in an orderly manner and go to a designated location.

### **Tornado Emergency Procedures**

Drills are held in which students report to a designated area and practice tornado emergency procedures.

Students are not allowed on the buses if a tornado WARNING is in effect at dismissal. We recommend that parents not pick up children until the “all clear” is issued.

### **Intruder/Hostage Drills/Bomb Threat**

Intruder, lock-down, and bomb threat procedures are drilled periodically during the school year.

## **School Cancellation and Delays Due to Weather**

### **Cancellations**

FVCA follows the lead of Neenah Joint School District in regard to weather cancellations and delays. If Neenah Joint School District is closed, FVCA is closed.

Occasionally, FVCA might decide it is in the best interest of students and families to close when Neenah does not. In such cases, FVCA will be listed by name by the media outlets listed below.

If Neenah delays the start of school, we will do likewise, as the buses run late. Please do not bring your child to school at the normal time. Preschool and morning Kindergarten classes will not meet on days when school starts late. Full-day Kindergarten students will report at the designated start time for school.

### **Mid-Day Dismissals**

Occasionally school must be dismissed during the day because of weather conditions. Parents will be contacted by phone or email.

### **Media Announcements**

Cancellations and delays will be announced on the following television and radio stations:

WFRV-TV (CBS 5)	WEMY-GB (91.5 FM)
WBAY-TV (ABC 2)	WEMI (91.9 FM)
WLUK-TV (Fox 11)	WWWX (96.9 FM)
WGBA-TV (NBC 26)	WPKR (99.5 FM)
WHBY (1150 AM)	WVBO (103.9 FM)
WNAM (1280 AM)	WAPL (105.7 FM)
WOSH (1490 AM)	

## **Student Growth Opportunities**

### **Spiritual**

#### **Salvation Message**

The Academy seeks to lead pupils into a personal, saving relationship with Christ as Lord and Savior. The Gospel is presented throughout the Academy's programs.

#### **Character Development**

The emphasis on Christ-like character development permeates daily life at FVCA. The Bible curriculum, chapels, and instruction deal with the application of biblical principles to everyday situations. It is our goal to build in students a moral foundation with a biblical sense of right and wrong.

#### **Bible Class**

Bible class is taught from a nondenominational perspective, stressing the salvation message, the essential doctrines of the Christian faith, and character development.

#### **Scripture Memorization**

Students memorize scripture largely in connection with the Bible curriculum but can do so with other subjects as well. Memorization is a part of the overall evaluation of students' work.

#### **Devotions and Chapel**

Following announcements and the pledges, each class begins the day with devotions. Students and teacher pray together and focus their attention on God. Students attend weekly chapel sessions. Special speakers, media presentations, skits, and worship present God's Word from a nondenominational perspective.

#### **Missions**

Students are exposed to missions by guest missionaries, classroom study, biographies, and school mission projects.

#### **Pledges Recited at School**

##### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

##### **Pledge of Allegiance to the Christian Flag**

I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty for all who believe.

##### **Pledge of Allegiance to the Bible**

I pledge allegiance to the Bible, God's Holy Word. It is a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

### **Academics**

FVCA students will develop a strong foundation in academic basic skills, become life-long learners, form good study habits, and think creatively and critically, applying God's Word as criteria for evaluation.

## **Curriculum**

FVCA adopts curriculum that will assist the classroom teacher in accomplishing the above academic goals.

### **Class Content Overview**

**Preschool:** The Preschool program is a developmental –play based program that focuses on academic, social and emotional development. That means we learn through play. Play based activity centers that also educate provide early reading and writing practice, as well as early math skills. We practice kindness and caring for others also, to encourage healthy social development.

**Kindergarten:** Kindergarten students are taught phonics, and reading and mathematics readiness. Students are generally reading or beginning to read at the conclusion of Kindergarten. The reading program uses the guided reading instructional format and includes fiction and non-fiction reading. Students explore social studies and science through hands-on experiences.

**Grades 1 and 2:** Fundamentals are stressed, with most time given to phonics, reading, language arts, and mathematics. Math manipulatives are used extensively with the math program. Social studies and science are explored using texts and hands-on experiences.

**Grades 3 and 4:** Students use their reading skills to become independent learners. Literature studies, mathematics, and language arts are stressed; social studies and science are significant aspects of the academic program.

**Grade 5:** Student life is active in 5<sup>th</sup> grade! Students are being prepared for the independence of Middle School. The curriculum is characterized by in-depth literature studies and challenging social studies and science classes. Teachers especially emphasize study skills and application of biblical principles.

**Grades 6-8:** Students in grades 6-8 experience new responsibilities and independence. In addition to traditional subjects such as English, science, history, and math, Middle School students find increased emphasis on computer, Bible, and the arts. Electives are offered in technology, media, practical skills (e.g., cooking, money management), and the fine arts.

**Computer Education:** FVCA has a 25-workstation Apple computer lab as well as computers in the classrooms. Students receive formal technology literacy instruction beginning in Kindergarten. Academy students are given integrated computer instruction in academic subjects across the curriculum.

FVCA's students and staff access the Internet through the use of broadband cable. Students are trained to apply biblical principles to all areas of computer use.

**Music Instruction:** FVCA students receive instruction from a music teacher. Students have opportunities for involvement in performances throughout the school year.

Elementary students in grades K-5 have two music classes each week. Music theory and appreciation are taught concurrently with choral music experiences.

Students in 6th grade have general music. Students in grades 6-8 can choose choir as an elective.

**Spanish Instruction:** FVCA students in grades K-8 receive instruction from a Spanish teacher. Spanish meets two times per week.

**Art Instruction:** Elementary students receive instruction from an art teacher one time per week. Middle School students are given the opportunity to take an elective art class 2 times per week.

**Physical Education:** Grades K-8 have two physical education classes each week. Students in grades K-5 generally do not change clothes for P.E. unless special instructions are given to do



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so. Students are required to have a separate pair of gym shoes that remain at school. No black-soled shoes, please. Middle School students may change for physical education classes but time is limited.

**Outdoor Education:** Middle school students in grades 6 and 7 attend outdoor education at a regional camp for three days in fall or spring. There is an additional charge for this educational experience.

**Field Trips:** Field trips are designed to supplement the academic curriculum. Students participate in four to five field trips each year, including arts performances and visits to community businesses, nature preserves, museums, and government buildings. Permission for school sponsored field trips that occur during the regular school day are granted through signing the Field Trip Permission form at the beginning of the year.

Students must wear a modest, one-piece swimsuit for all swimming and water activities.

All students must ride the bus to the field trip destination. Students can be released to their parents if they are not returning to school after the field trip.

### Extracurricular Activities

Students have opportunities for involvement in various activities during the year. Students should be careful to balance these extra responsibilities with classroom academic requirements. Sometimes students and parents must make difficult time-management choices.

Activities include:

- Soccer leagues (1st-6th grade students)
- Basketball (4th-8th grade students)
- Volleyball (4th-8th grade girls)
- Track and Field (3<sup>rd</sup>-8<sup>th</sup> grade students)
- Lego League (4th-8th grade students if coaches can be found)
- Lego League Junior (Kindergarten-3rd grade students if coaches can be found)
- Worship Team
- Drama Club
- Ski Club
- Leadership Opportunities
- Group Bible Studies

Curriculum enrichment classes are occasionally offered after school hours on a first-come, first-serve basis. Classes can include languages, computer, or sign language. Sessions generally run four to six weeks. These classes might require payment of an extra fee. Forms for registration are distributed to all families well ahead of the beginning of classes.

**Homework:** Homework enriches and reinforces classroom learning; parental assistance might be needed. The amount of time spent on homework will vary from student to student. Homework assignments **average** 10 minutes per grade level nightly (Grade 1 = 10 minutes, Grade 2 = 20 minutes, etc.). Kindergarten students might have an occasional homework assignment. Middle School homework policies are included in the “Middle School expectations and guidelines” section.

**Academic Standards and Reporting**

Report cards are issued at the end of each nine-week grading period. Kindergarten through second graders receive non-letter grades; third graders through eighth graders receive letter grades. Parents can view the progress of their child(ren) on RenWeb at any time. Hard copies of progress reports will not be sent out.

**Grades 3-8 Grading Scale**

100	=	A+	74-79	=	C
94-99	=	A	72-73	=	C-
92-93	=	A-	70-71	=	D+
90-91	=	B+	64-69	=	D
84-89	=	B	62-63	=	D-
82-83	=	B-	61 & below	=	F
80-81	=	C+			

### **Achievement Testing**

FVCA students in grades 3-8 will participate in standardized testing on an every-other-year basis. The Terra Nova III test will be used in the spring of the year to measure academic growth. Additional standardized measurements may be taken if deemed necessary.

### **Competitions/Exhibitions**

FVCA students have opportunities to participate in various competitions during the year. These competitions can include ACSI Speech Meet and Math Olympics, National Geographic Bee, and other regional and national opportunities.

### **Awards**

Achievement certificates and trophies highlight annual award ceremonies. FVCA staff recognizes students for effort or achievement with the following awards:

- Speech Meet participation
- Math Olympics participation
- National Geographic Bee
- Outstanding Academic Achievement
- Outstanding Academic Effort
- Presidential Active Lifestyle Award
- Participation in athletics
- Participation in extracurricular activities

Students in grades K-7 are honored at special awards assemblies at the end of the year.

### **Graduation**

Eighth-grade graduation takes place during the last week of the school year. Awards are also given as part of the graduation ceremony.

### **Special Events**

Classroom parties for Christmas and Valentine's Day

Special thematic days to culminate units of study

Christmas programs (K-5)

Concerts

Spirit Week (K-8)

School musical (Grades 1-5)

ACSI competitions (eligibility varies)

End-of-the-year field trips

Awards ceremonies

Eighth grade graduation and trip

## Middle School

### Expectations and Guidelines

Note: All policies noted elsewhere in this handbook are applicable to middle school students and families. The following section contains additional information for middle school students and families or has been reiterated in this section for clarity and/or emphasis.

Fox Valley Christian Academy employs a middle-school philosophy and structure for sixth, seventh, and eighth grades. This format is beneficial for the following reasons:

- Teachers on staff have expertise in, and enthusiasm for, teaching specific subject areas. Students receive superior instruction with this format.
- Students will be prepared for the transition to high school upon leaving FVCA.
- Teachers involved in Middle School instruction work together and meet several times each week for team meetings. Teachers collaborate to meet student needs.
- Each student is assigned to a homeroom. The homeroom teacher is responsible for attendance and announcements. Students participate in morning classroom devotions. Teachers and students form connections during the homeroom period.

### Goals

Our goals are to:

- Foster spiritual growth by providing an environment that will encourage and motivate students to a deeper relationship with Christ
- Reinforce basic academic skills, but also begin to shift students from concrete to more abstract learning concepts (i.e., evaluate, analyze, reflect, create, etc.)
- Develop servant leadership skills and provide opportunities to hone these skills
- Strengthen organizational skills
- Improve self-esteem and peer relationships
- Prepare students for high school

### Organizational Procedures

#### Schedule

Each student has a copy of his or her schedule. A copy is also on file in the FVCA office. Schedule determinations are made at the beginning of each semester; changes will be made only at the discretion of the Administrator. Parent permission to change courses is required.

#### Homework

Middle school students can expect homework each evening. The amount of time spent on homework will vary from student to student and depend on such factors as use of class time or use of study hall time. Teachers will attempt to coordinate projects and tests to avoid an overload of work on a given day. Be aware of projects that are assigned several days out as students may leave too much to go to the end.

Students will be required to complete assignments on time. Late assignments will generally be given a 10% grade reduction for each day late. When a student is absent, homework will generally be expected upon returning to school. Each teacher can arrange with students the schedule for making up missed work.

Integrity is a vital characteristic of Christ-like discipleship. Cheating on assigned work will result in

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a zero for the assignment and a detention at a minimum. Other appropriate consequences will apply and the student will need to work at restoring a relationship of trust.

### **Study Halls**

Students work on homework quietly or bring a book to read when finished with all work. Silence will be observed in all study halls! Effective use of time during study halls greatly reduces the amount of schoolwork a student must complete at home.

### **Hallways**

Students should not arrive before 7:30 AM. Middle School students should be dropped off by the Preschool doors when arriving at school **before 8:05 AM** and proceed to the Early Bird location. Students arriving **after 8:05 AM** may enter the building through the Middle School wing doors. Students arriving **after 8:15 AM** must enter the building at the main entrance and report to the FVCA office.

Food and beverages may not be consumed in the hallways. Jackets and hats should be hung on the racks provided; boots must be placed under the benches. Backpacks can be used to bring books and materials back and forth to school. Books are to be stored in the lockers during the day and backpacks should be stored under or on the benches.

## **Discipline Policy**

### **Classroom Discipline**

The goal of discipline is always to restore those involved back to right relationships with themselves, others, and God. Recognizing mistakes, taking responsibility, repentance, and forgiveness are all key to growing in self-discipline and making right choices for the right reason. Addressing the cause or motive behind the behavior is key to successful correction.

Each supervisor will address inappropriate student behavior utilizing the least intrusive action initially and progressing through more serious consequences if needed. Consequences can include a verbal warning, restitution, letter of apology, removal from the class or activity, detention, parent call/conference, or other teacher-determined consequence. Consequences will be progressive in nature and dependent on the severity of the misbehavior.

If there is a concern about the response to redirection or the progress in changing behavior the supervisor will involve the principal in further intervention. Parents will be communicated with throughout the process.

### **Tardiness**

Middle school students are expected to be on time at the beginning of the school day as well as on time for each of their classes. Students will serve a detention for each tardy beginning with the 5<sup>th</sup> one during a nine-week marking period.

### **Chronic or Severe Misbehaviors**

Chronic misbehaviors or severe misbehaviors could result in more serious consequences such as suspension or expulsion.

### **Suspension**

Suspensions may be issued for one, two, or three days at the discretion of the Administrator with input from teachers and/or other staff members. Parents are notified of a suspension. A written record of the suspension is retained in the student's cumulative behavioral file. Generally, a meeting with the principal, parents, and student will take place prior to re-admittance. Suspension

for serious offenses such as possession of illegal items or aggressive physical contact can result in suspension without prior lesser consequences taking place.

**Expulsion**

Expulsion can occur immediately for very serious offenses or as a result of a progression of lesser consequences not working. The FVCA Administrator determines whether expulsion is warranted based upon the offense, the student's behavioral record, willingness of the student to actively meet the School's behavioral expectations, and cooperation of the student and parents to follow the School's recommendations for resolving the issue.

Parents are notified in writing of a determination to expel and do have the opportunity to appeal that determination with the FVCA School Board. Such notification will indicate the student behavior(s) causing the expulsion as well as the parameters for reinstatement (if applicable). A written record of the expulsion is retained in the student's cumulative behavioral file.

## Homeroom

Each homeroom meets in the morning from 8:15-8:30 AM. Announcements from the office are made at the beginning of homeroom. All homeroom meetings include devotions and prayer. Birthday treats can be given out during this period or at lunch in the MP. A treat should be provided for each student and staff member in the homeroom or grade.

## Special Activities

### Field / Class Trips

Outdoor education for 6th and 7th grade and the 8th grade class trip provide valuable learning experiences; Middle School classes take additional field trips relevant to curriculum and current events.

Middle School students in 6th and 7th grade participate in an outdoor education experience each year for approximately 3 days. The fee varies from year to year. Students and parents cover the costs as a fee separate from tuition.

Each year the 8<sup>th</sup> grade go on a special class trip. The destination and activities are determined by the students in conjunction with the principal. All costs are covered by the fundraising that students do prior to the trip.

NOTE: Students must adhere to dress code expectations, especially for modest swimwear for all swimming and water activities.

### Enrichment Opportunities

Activities are offered after school on-site and off-site. FVCA makes students and parents aware of opportunities in the greater Fox Valley in the *Monday Messenger* and through flyers and brochures sent home in the student's home/school communication envelope.

### Awards Ceremony

The Awards Ceremony for 6th and 7th grade students is held with the intermediate elementary grades at the end of the school year. The 8th grade awards are given out at graduation. Additional awards for the 8th grade class also include Christian Character, Christian Service, Perseverance, Fine Arts, and Sportsmanship.

### Graduation

A special evening ceremony for the 8th grade class is held at the end of the school year. The ceremony includes awards, graduation certificates, a special speaker, personal information about the graduates, and an overview of the history of the class at FVCA. The 7th grade students and parents traditionally decorate, set-up, serve cake, ice cream, punch, and clean-up after the ceremony.

### Parent-Teacher Conferences

Conferences are conducted in the fall midway through the first quarter of the school year. Parents and students are encouraged to meet with individual teachers to discuss academic progress and school life in general.

## Middle School Communication

### Progress Reports

Parents can view the progress of their child(ren) on RenWeb at any time. Hard copies of progress reports will not be sent out unless requested.

### Report Cards

Middle School students are given a copy of their report cards at the end of each marking period to take home.

### Teacher Contacts

Parents should contact the subject-area teacher with academic concerns; behavioral questions or concerns should be directed to the classroom homeroom teacher. You can leave a voicemail message at school or e-mail the teacher at school. Arrangements for a special conference might be necessary if dealing with difficult issues.

### Absence Policy

Students are expected to **attend all classes** and to **be punctual**. While traffic and weather can be unpredictable, it is important to plan ahead for these eventualities. Late students disturb class routines and make the lunch count difficult. Tardy students also miss out on important instructions and announcements for the day. All K-8 students will need to check into the office if they will not be in the classroom by 8:15 AM. All middle school students will serve a tardy detention for each tardy beginning with their 5<sup>th</sup> tardy in a given marking period. An announcement from the office will be given to not record a tardy if the bus is late or if traffic/weather conditions are adverse.

When a student is absent, the parent or guardian must notify the office **by 8:30 AM on the day of the absence**. If calling before 7:45 AM, leave a message on the office voice mail. Music lessons and other appointments should be made after school hours.

We strongly discourage family vacations during the school year because they interrupt a student's academic progress. Students are asked to make up the school work within the time limits set by the teacher.

- Advance arrangements should be made with the Administrator and teacher(s) one week prior to the absence.
- The Administrator and teacher(s) should be notified by the parent in writing.
- Teachers will prepare work no sooner than **one week** in advance of the planned absence. Work will cover a maximum of five days.

If a student is absent the teachers will work to compile the assignments that are being missed and send them home with a sibling if possible. Parents may come to school to pick up assignments. Calling ahead will help ensure that the work is compiled and ready for pick up.

### Doctor's Appointments

Please have the student give written notification of doctor's appointments scheduled during the day to the homeroom teacher; the information is forwarded to the Academy office and will be placed on the daily attendance report for all staff. All students must go to the main office to check out and back in. Pick up **must** be at the main school entrance. While this may seem inconvenient, we must know where all students are at all times.