



FOX VALLEY CHRISTIAN ACADEMY

Family Handbook

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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. Please 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.

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.

Blessings,

Mr. Dan Wetzel
Administrator

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

- exists as a ministry of Calvary Bible Church to support the Christian home.
- purposes to see all students enter into a personal, saving relationship with Christ as Lord and Savior.
- strives to develop in children a Christ-like character and a biblical worldview.
- emphasizes academic excellence and life skills to develop life-long learners.
- desires to develop spiritually, academically, emotionally, and physically strong students.

Statement of Faith

God

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and

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empowers believers for Christ-like living and service.

The Church

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

God's Design of Man

We believe God created man in His own image, wonderfully and immutably male and female. These two distinct genders together reflect the image and nature of God. This design was according to His sovereign will, thus gender is not determined by the will of human beings. God commanded Adam and Eve to be fruitful and multiply, to fill the earth and subdue it, and to have dominion over creation. God's creation of and mandate to Adam and Eve establish the model for the family as well as mirror Christ's relationship to the church, and therefore, marriage is to be exclusively between one man and one woman.

The Value of Man

Because we are created in the image of God, we believe that all human life is sacred and created by God. Human life is of inestimable worth in all its dimensions including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

Christian Living

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. Evidence of this Salvation is seen in newness of life as demonstrated by an increasing submission by ones will to God. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace.

School History

FVCA is an interdenominational Christian day school offering programs for students in PK, elementary school (grades K-6) and middle school (grades 7-8). 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

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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. In 2021, Fox Valley Christian Academy became a member of the Association of Classical Christian Schools (ACCS).

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 held monthly and as needed. With advance notice to the Administrator, parents and staff can be scheduled to address concerns to the School Board.

Admission 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.

PK students must be four years of age by September 1 and must be potty-trained; Kindergarten students must be five and first graders six by September 1 to comply with Wisconsin regulations.

Admissions process:

1. Complete an Inquiry Form online through the FVCA website.
2. Admissions will contact family to set up a tour.
3. Submit the application and non-refundable fee of \$35 online. Submit the required documents:
 - a. Copy of applicant's most recent report card
 - b. Birth certificate
 - c. Have an interview with the Administrator
4. Schedule student readiness test (K) or standardized assessment (1-8).
5. Receive notification of the student's admission status.
6. Finalize enrollment online and submit non-refundable enrollment fee of \$150.

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

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.

Non-refundable Application/Enrollment fees

PK-8	New Student One-time Application fee	\$35.00
PK-8	Enrollment fee	\$150.00

The enrollment fee is paid yearly. It covers student related costs.

The enrollment fee is nonrefundable.

Financial Aid

FVCA is blessed to have a Financial Aid program. Families can apply for Financial Aid through FACTS (online.factsmgt.com/aid) an online service for a cost of \$30. The administrator receives a report indicating financial need, which serves as a guideline for determining the Financial Aid amount. Families interested in receiving financial aid are encouraged to apply after February 1 for the upcoming school year. Tax returns for the previous 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 in the months of July through April.

Families can choose any day from the 1st to the 5th of the month to have tuition automatically deducted from the account on file with FACTS. If the payment is returned due to non-sufficient funds, a \$30 fee is assessed by FACTS. They will then follow up with communications on collecting the late payment. FACTS will attempt to pull the payment again 15 days after the failed first attempt.

It is the responsibility of the family to proactively contact the FVCA School Administrator regarding financial issues. The Administrator will then refer the matter to the Finance Committee. Failure to meet financial obligations may result in actions up to and including termination of the student. All past due accounts must be paid in full by the first day of the following school year for the student to be eligible to attend classes.

Programs not covered by tuition include hot lunch and milk fees, Kid's Station, Outdoor Education, transportation, sports, and other minor items. All incidental expenses will be billed on the first business day of the following month and automatically withdrawn from the account on file with FACTS on the 15th.

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 Opportunity

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 tuition account.

School hours

PK	8:15 AM-11:15 AM	Monday, Wednesday, Friday
Grades K-8	8:15 AM-3:15 PM	Monday-Friday
Office hours	7:45 AM-3:45 PM	Monday-Friday
Kid's Station	3:15 PM-5:30 PM	Monday-Friday

Arrival and Dismissal

The school day begins at 8:15 AM. Grades K–8 dismiss at 3:15 PM, Monday–Friday. A student is considered tardy if not in the classroom by 8:15. Exceptions will be made for situations such as traffic congestion, inclement weather, or a bus is running late. PK meets on Monday, Wednesday, and Friday morning from 8:15-11:15 AM.

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Arrival

Students should not arrive before 7:30 AM; staff supervision is not available prior to that time. The buses arrive between 7:45–8:15 AM. Bus students are dropped off at the main entrance of the Academy.

If arriving **before 8:05 AM**, elementary and Middle School students must be dropped off by parents at the preschool doors and walk to the playground or main entrance. **After 8:05 AM** all students grade PK-8 should be dropped off at the main entrance to FVCA (Door #4). 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.

Before-school supervision

Students report to Early Bird care if arriving before 8:05 AM. When weather permits, Early Bird is on the playground. In the event of inclement weather or extreme cold, students report to the gym. Students are dismissed from Early Bird at 8:05 AM to go to the classrooms.

Dismissal

- FVCA and Neenah bus students line up at the south end of the school hallway. The students board when directed to do so.
- All students grades K-6 are dismissed from the curb outside (Door #4) for parent pickup. Students in 7/8 are dismissed from the main entrance to CBC (Door #1). Students whose parents choose to come inside use the main entry doors by the office.
- The school must receive notification from the parent before the student is allowed to go home in a different manner than usual. Staff members, coaches, and other parents should not transport a student without specific parental permission.
- Students are not permitted on the playground after school unless supervised by parents or Kid's Station staff (when signed in to Kid's Station).

Kid's Station

Kid's 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. Kid's Station is closed when FVCA is closed. The charge for Kid's Station is \$4.00 per hour for each child. The fee is prorated each quarter hour. Parents are to contact Kid's Station if they are running late. A late fee of \$10.00 could be assessed, per student, per quarter hour, for student(s) not picked up by 5:30 pm. A registration form is emailed 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 first check into the office if they will not be in the classroom by 8:15 AM. Excessive Elementary tardies will be handled individually between each classroom teacher and the FVCA Administrator. Middle school students will receive a Blue Card for each unexcused tardy according to the FVCA Middle School Discipline Plan. 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**

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absence. If calling before 7:45 AM, leave a message on the office voice mail. If a student will be absent more than three days in a row a written doctor's excuse is required for their return. Music lessons and other appointments should be made outside 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

Medical information for your student must be completed on the parent portal on RenWeb by the first day of the school year so FVCA can secure proper medical attention if needed.

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. They may return to school 24 hours after symptoms subside.
- 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.
- For COVID information, please refer to the 2021-2022 COVID PLAN on RenWeb under Resources.

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 on all forms and on the Parent Portal.** Please include all mobile phone numbers.

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 and on RenWeb's Parent Portal under Resources. 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

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.

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.

Nutrition Daily 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.

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 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 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.

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 redirect misbehavior. We believe that students learn best in a safe and nurturing environment. We know that when parents partner with the staff at FVCA to disciple the students in the Lord, the students will feel secure in that unified partnership.

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FVCA Code of Conduct

Blazers Are:

- Respectful (Matthew 7:12)
- I will use appropriate verbal and nonverbal language when interacting with staff, students, and the community.
- I will listen when staff and students are speaking.
- I will care for school and personal property.
- Responsible (Colossians 3:23)
- I will follow staff instructions regardless of how I feel.
- I will always be accountable for what I say and do.
- Kind (Ephesians 4:32)
- I will treat others as image bearers of God.
- I will put the interests of others before my own.

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 discouraged as lunch items.

Hallway Procedures

- During the 3-minute passing time, **Inside Voices** while in the middle school hallway.
- **No Talking** while classes are in session (middle school).
- **No Talking** in the elementary hallway unless otherwise noted by a staff member.
- **Walk** appropriately and keep your hands and feet to yourself.
- Keep the floor **Clean**. Use the bench, hooks, and shelf for your things.

Playground Procedures

- Follow instructions of the recess supervisor(s).
- Use equipment properly
- 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–6)

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

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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.

Repeated or Severe Misbehaviors

Repeated or severe misbehaviors could result in one or more of the following consequences, but not limited to, as determined by FVCA Administrator:

- Additional recess detentions
- Student sent to the Administrator
- Parent conference at school
- In or Out-of-School Suspension
- Expulsion (determined by the Administrator and reviewed by 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:

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- 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.

Classroom Behavior

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

- Verbal warning
- Formal warning (issue of Blue Card for middle school students)
- Detention (middle school)
- Removed from room, sent to the Administrator, parent notification, possible suspension

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Offenses are monitored during the day (elementary) or class period (middle school). 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 busing 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. Any cell phones seen or heard could be subject to confiscation and returned to the student at the end of the day. In the event of multiple offences, at the school's discretion, parents may be required to pick up their student's cell phone in the office.

If parents need to reach their child during the school day, they should contact the school office to do so. At the school's discretion, students may be allowed to use the office phones when necessary.

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 student 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 mindset 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.

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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. Pajama pants are not allowed except during school-approved activities. 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 approximately 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 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.

Sweat Pants/Warm-Up Suits

Students can wear neatly-styled sweat pants or warm-up suits (i.e. nylon wind)

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.

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Hats

Hats are to be worn outdoors only except during school-approved activities. 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.

Enforcement

The ultimate goal of enforcing the dress code is to cause compliance in the context of understanding, cooperation, and affirmation. The goal is to bring about understanding and compliance in the spirit of Christ-like love, applying a consequence only when necessary for that student.

School Appearance Infractions

School appearance infractions will be addressed with the student to obtain a resolution. If that does not resolve the issue, parents may be notified to help resolve the issue. Repeated violations will be handled in accordance with FVCA's discipline system.

Communication

FVCA website

The FVCA website, www.fvcaneenah.org, contains extensive information concerning all aspects of our school's operations.

FVCA Messenger

Weekly emailed newsletter sent every Friday.

FACTS/RenWeb

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

Assignment Notebooks

Depending on the grade, most elementary students will bring home an assignment book daily, 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 FACTS/RenWeb at any time. Hard copies of

progress reports will not be sent out unless requested.

Report Cards

Report cards are sent electronically for grades PK-8 following each quarter.

School-Wide Parent/Teacher Conferences

Conferences are scheduled during the first quarter for middle school students and following the first quarter for students in Kindergarten through 6th 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 and approved by the Administration. Parents planning a classroom event or special activity for students should check with the teacher to make sure it does not conflict with classroom time.

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 typically 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.

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.

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

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

Unresolved issues and misunderstandings: From time to time, relational conflicts arise. The following process is recommended in resolving differences (Matthew 18 Principle):

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.

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Step 2: Should Step 1 fail, the individuals involved should 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
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 has a number of pastors who could possibly help regarding certain dispute resolutions at FVCA.

Recess

Grades K-6 have morning, noon, and afternoon recesses except when physical education class is scheduled. Grades 7-8 have a noon recess time.

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

Lunch

A hot lunch menu is provided through email, along with a sign-up for a two-week period. Lunches are billed monthly on the first business day of the month for the entire prior month. FACTS will then automatically pull payment on the 15th of the month from the account on file for incidentals. Email invoices and reminders accompany this process. Students can bring lunches from home or purchase a hot lunch. 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.

Parent Service

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

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 or electronically. 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 elementary students 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 upon the invitation of the teacher. We request that any other visits be made with advance arrangements between 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 refrain from visiting 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 Administration will notify parents.

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. PK classes will not meet on days when school starts late.

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

FVCA will follow the Neenah Joint School District's lead in cancelling or delaying school. NJSD will usually contact media outlets around 6 am. The best thing to do is to go online to one of the NJSD's apps or local TV news station and look for their decision. FVCA will also email all families NJSD's decision around 6 am and/or will post our delay/closing on the FVCA Facebook page.

Student Growth Opportunities

Spiritual

Salvation Message

The Academy desires to see all students enter 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

Each day students participate in personal devotions. Students and teachers pray together and focus their attention on God. Students attend weekly chapel sessions as part of the spiritual formation and discipleship process.

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 lifelong 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

PK: 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

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and caring for others to encourage healthy social development.

Kindergarten: Phonics training (early reading), math properties (patterns, adding, graphing), science units, community helpers/jobs/locations, History Units, Bible stories/characters/songs, integrated art projects, PE skills/games, integrated music

First Grade: Phonics training/literature reading, math problem solving/properties, integrated (with reading, math, art) science, spelling rules/memorizations, basic English grammar, history units, Bible reading/memorizations, integrated art, PE skills/games, thematic music

Second Grade: Guided independent reading of books, math properties/problem solving, science, spelling rules/patterns/memorization, cursive handwriting, Basic English grammar, history units, Bible readings/memorizations, integrated art projects, PE skills/games, thematic music

Third Grade: Guided independent reading of books, math skills/problem solving, science, spelling rules/patterns/lists, cursive/essay practice, English grammar, Geography History, Bible readings/memorizations, integrated art projects, PE skills/games, thematic music

Fourth Grade: Monitored, independent reading of books (integrated with history, science), math skills/problem solving, science, spelling lists/patterns/rules, writing assignments, English grammar, History, Bible readings/oral presentations, integrated art projects, PE skills/games, music.

Fifth Grade: Monitored, independent reading of books (integrated with history, science), math skills/problem solving, science, spelling lists/patterns/rules, writing assignments, English grammar, Geography History units, Bible readings, oral presentations, integrated projects, PE skills/games, music.

Sixth Grade: Monitored, independent reading of books (integrated with history, science, Bible), math skills/problem solving, science, spelling and vocabulary lists, writing assignments, English grammar, Geography History, Bible readings, oral presentations, integrated projects, PE skills/games, music

Seventh Grade: Monitored, independent and in class reading of books (integrated with history, science), math skills/problem solving, science, spelling lists/patterns/rules, writing assignments, English grammar, Geography History units, Bible readings/oral presentations, PE/Health, Apologetics and electives (handbells, art).

Eighth Grade: Monitored, independent and in class reading of books (integrated with history, science, Bible), math skills/problem solving, science, spelling lists/patterns/rules, writing assignments, English grammar, Geography History, Bible readings/oral presentations, PE/Health, Apologetics and electives (handbells, art).

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-6 have two music classes each week. Music theory and appreciation are taught concurrently with choral music experiences.

Art Instruction: Elementary students receive weekly instruction from an art teacher while Middle School students are given the opportunity to take art class as an elective.

Physical Education: Grades K-8 have two physical education classes each week. Students in grades K-6 generally do not change clothes for P.E. unless special instructions are given to do so. Students are required to have a separate pair of gym shoes that remain at school. No black-soled shoes, please. Middle School students will be required to change for physical education classes.

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Technology: FVCA utilizes tablets in lower elementary and Chromebooks in upper elementary and middle school grades.

Outdoor Education: Grades 6, 7 and 8 attend outdoor education at a regional camp for three days in the fall. There is an additional charge for this educational experience.

Field Trips: Field trips are designed to supplement the academic curriculum. Students participate in several 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. When school-provided bus transportation is not offered, parents must sign and have on file the Activities Transportation Policy prior to activity. 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 (K-5th grade students)
- Basketball (4th-8th grade students)
- Volleyball (4th-8th grade girls)
- Track and Field (4th-8th grade students)
- Football through Valley Christian School (6th-8th grade boys)
- Worship Team
- Drama Club
- Ski Club
- Leadership Opportunities

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 FACTS/RenWeb at any time. Hard copies of progress reports will not be sent out.

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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

In the past, FVCA students in grades 3-8 took the Terra Nova test every other year (last taken in 2018-2019). FVCA is currently exploring the option of taking another standardized test on a yearly basis.

Competitions/Exhibitions

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

Awards

Achievement certificates highlight annual award ceremonies. FVCA staff recognizes students for effort or achievement with awards that may include:

- Math Olympics participation
- National Geographic Bee
- Outstanding Academic Achievement
- Outstanding Academic Effort
- 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

Lower Chapel K-4/Upper Chapel 5-8 (one time per month-combined chapel)

Classroom parties for Christmas and Valentine's Day

Special thematic days to culminate units of study

Grandparent's Day

Harvest Party

Christmas programs (K-6)

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Concerts

Spirit Week (K-8)

School Musical (1-6)

ACSI competitions (eligibility varies)

End-of-the-year 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 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 as needed 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.

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-confidence 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.

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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 the end.

Students will be required to complete assignments on time. Late assignments may 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 a zero for the assignment and a detention at a minimum, depending on the level of cheating. 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 Main FVCA doors when arriving at school **before 8:05 AM** and proceed to the Early Bird location. Students arriving **after 8:05 AM** must enter the building through the Door #4, the Main FVCA entrance, and proceed down the hall to the Middle School wing. 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 receive a Blue Card for each unexcused tardy which could

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lead to a detention according to the FVCA Middle School Discipline Plan.

Repeated or Severe Misbehaviors

Repeated 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. Generally, a meeting with the Administrator, 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. 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 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).

Homeroom

Each homeroom meets in the morning from 8:15-8:20 AM. Announcements are made at the beginning of homeroom.

Special Activities

Field / Class Trips

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

Students in 6-8th 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 8th grade go on a special class trip. The destination and activities are determined by the students in conjunction with the Administrator. 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 Messenger and through flyers and brochures sent home in the student's home/school communication envelope.

Awards Ceremony

The Awards Ceremony for 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

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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 FACTS/RenWeb at any time. Hard copies of progress reports will not be sent out unless requested.

Report Cards

Parents are emailed a copy of their student's report card at the end of each marking period.

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 be issued a Blue Card in accordance with the FVCA Middle School Discipline Plan and could result in a detention. 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) at least 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 FVCA office where it 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.

