

MONARCHS
FAITH LANDMARKS
ACADEMY

Parent & Student
Handbook

FLA COVID-19 GUIDELINES
14 JULY 2020

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GENERAL

- FAITH LANDMARKS MINISTRIES ADHERES TO ALL FEDERAL AND STATE LAWS AND MANDATES
- STUDENTS MUST LIVE WITHIN A 75 MILE RADIUS OF FLM
- STUDENTS WILL BE SEPARATED INTO CLASSES OF A MAXIMUM OF 10 STUDENTS AND 1-2 STAFF
- STUDENTS MAY NOT MIX CLASSES OR GROUPS
- SOCIAL DISTANCING DEFINITIONS:
 - o 6 FT MINIMUM AT ALL TIMES WHEN PARTICIPATING IN CLASS, APPROVED ACTIVITY, EATING OR DRINKING
 - o 10 FT MINIMUM WHEN ENGAGING IN PHYSICAL ACTIVITY THAT PRODUCES AEROBIC BREATHING
- FACE COVERINGS MUST BE WORN AT ANY TIME THAT SOCIAL DISTANCING, AS DEFINED ABOVE, CANNOT BE MAINTAINED
- TEACHERS MAY NOT BE WITHIN 6 FT OF ANY STUDENT WITHOUT A FACE COVERING
- ALL STUDENTS WILL BE SCREENED BY DSS TRAINED STAFF UPON ARRIVAL EACH MORNING AND BEFORE LUNCH, INCLUDING BODY TEMPERATURE BY INFRARED THERMOMETER

- MEDICAL GRADE PPE WILL BE PROVIDED FOR STAFF PERFORMING DAILY HEALTH SCREENINGS
- ANY STUDENT EXHIBITING THE FOLLOWING SYMPTOMS, AND WITHOUT A NEGATIVE COVID-19 TEST FROM AN AUTHORIZED VA TEST LOCATION, WILL NOT BE PERMITTED TO ATTEND IN PERSON, AND MUST CONTINUE SCHOOL FROM HOME, FOR 14 DAYS
- STUDENTS PRESENTING WITH A COMBINATION OF THE FOLLOWING SYMPTOMS WILL BE ISOLATED IN A DESIGNATED ROOM WHILE WAITING FOR PARENTS/LEGAL GUARDIANS TO ARRIVE. STUDENTS NOT PICKED UP WITHIN 2 HOURS WILL BE TRANSPORTED BY RESCUE SQUAD TO THE NEAREST APPROVED AND AVAILABLE MEDICAL FACILITY. FLA IS NOT RESPONSIBLE FOR CHARGES INCURRED.
- ANY STUDENT WITH A TEMPERATURE GREATER THAN 100.4 WILL BE SENT HOME, REGARDLESS OF WHETHER OTHER SYMPTOMS LISTED BELOW MAY BE PRESENT
- COVID-19 SYMPTOMS INCLUDE, BUT ARE NOT LIMITED TO:
 - o FEVER (OVER 100.4)
 - o COUGH
 - o NEW SHORTNESS OF BREATH/DIFFICULTY BREATHING
 - o CHILLS
 - o MUSCLE PAIN
 - o SORE THROAT
 - o NEW LOSS OF TASTE OR SMELL
- POSITIVE TESTS OF COVID-19 WILL RESULT IN HOME QUARANTINE OF ENTIRE CLASS GROUP FOR 14 DAYS. STUDENTS WILL CONTINUE WITH REMOTE LEARNING.
- PARENTS/GUARDIANS OF STUDENTS ARE REQUIRED TO REPORT CONTACT OF ANYONE IN THEIR HOUSEHOLD GROUP WITH ANY PERSON EXHIBITING SYMPTOMS OF COVID-19, TRAVEL TO AN OUTBREAK AREA AS DEFINED BY FEDERAL OR STATE HEALTH DEPARTMENTS, OR CONTACT WITH A PERSON WHO HAS TRAVELED TO AN OUTBREAK AREA
- CONTACT REPORTS WILL BE RECORDED IN THE FLA COVID-19 CONTACT LOG
- FAILURE TO REPORT CONTACT WITH A PERSON EXHIBITING COVID-19 SYMPTOMS, TRAVEL TO AN OUTBREAK AREA, OR CONTACT WITH A PERSON WHO HAS BEEN TO AN OUTBREAK AREA, MAY RESULT IN EXPULSION
- FLA MAINTAINS A WORKING RELATIONSHIP WITH THE HENRICO COUNTY PUBLIC SCHOOL SYSTEM TO HELP ADDRESS ANY SPECIAL NEEDS OR MENTAL HEALTH NEEDS
- HANDWASHING OF 20 SEC OR MORE WILL BE REQUIRED UPON ARRIVAL, WHEN RETURNING FROM OUTDOORS, FOLLOWING RESTROOM VISITS, BEFORE MEALS, WHEN CHANGING ACTIVITIES INDOORS, AND A MINIMUM OF EVERY TWO HOURS WHEN INDOORS

- CLASSROOMS WILL BE FULLY SANITIZED EACH EVENING
- AREAS THAT HAVE BEEN USED BY SICK STUDENTS OR STAFF WILL BE SANITIZED BY FACILITIES IMMEDIATELY
- DRINKING WATER WILL BE TESTED ANNUALLY IN ACCORDANCE WITH VA LAW
- PROPER VENTILATION WILL BE MAINTAINED AT ALL TIMES. ANY HVAC FAILURES WILL RESULT IN TEMPORARY RELOCATION OF THE CLASSROOM GROUP WHILE REPAIRS ARE CONDUCTED
- APPROVED SIGNAGE REGARDING FACE COVERING POLICY, HAND-WASHING TECHNIQUE, AND COVID-19 SYMPTOMS WILL BE POSTED AT HIGHLY VISIBLE LOCATIONS
- DISPOSABLE GLOVES AND APPROVED CLEANING/SANITIZING SUPPLIES WILL BE PROVIDED AND MUST BE USED THROUGHOUT THE DAY
- ONLY NON-POROUS ACTIVITY ITEMS, OR DISPOSABLE, SINGLE-USE ITEMS MAY BE USED
- ALL GAMES, SPORTS EQUIPMENT, OR ANY ACTIVITY ITEM MUST BE SANITIZED OR DISPOSED OF AFTER EACH USE, OR WHEN BEING USED BY A DIFFERENT CLASS
- EACH STUDENT WILL BE REQUIRED TO BRING THEIR OWN LUNCH, SCHOOL SUPPLIES, AND SOME ACTIVITY ITEMS
- NO SHARING OF LUNCH ITEMS, ELECTRONIC DEVICES, TOYS, GAMES, BOOKS, LEARNING AIDS, OR PERSONAL BELONGINGS WILL BE PERMITTED
- STUDENTS MUST BRING A PERSONAL WATER BOTTLE
- DRINKING DIRECTLY FROM WATER FOUNTAINS WILL NOT BE PERMITTED
- STUDENTS WILL EAT WITH THEIR OWN CLASS WHILE MAINTAINING SOCIAL DISTANCING – EATING WITH OTHER CLASSROOM GROUPS IS NOT PERMITTED
- PARENTS MAY ELECT TO KEEP THEIR CHILDREN, INCLUDING THOSE WITH HIGHER HEALTH RISKS, AT HOME ANY TIME THEY CHOOSE. ONLINE VIDEOS AND LAPTOPS WILL BE PROVIDED. INTERNET CONNECTION WILL NOT BE PROVIDED. STUDENTS MUST COMPLETE ANY WORK PACKETS SENT HOME FOR CREDIT AND POSSIBILITY OF CLASS PROMOTION AT THE END OF THE YEAR
- SIMULTANEOUS POSITIVE COVID-19 TESTS IN MORE THAN ONE CLASSROOM GROUP WILL RESULT IN AN IMMEDIATE CESSATION OF IN-SCHOOL LEARNING FOR ALL CLASS GROUPS FOR A PERIOD OF 14 DAYS. REMOTE LEARNING WILL CONTINUE.
- FAITH LANDMARKS MINISTRIES/FAITH LANDMARKS ACADEMY RESERVES THE RIGHT TO CLOSE SCHOOL AT ANY TIME
- SHOULD THE NEED ARISE, FAITH LANDMARKS MINISTRIES/FAITH LANDMARKS ACADEMY WILL REPORT POSITIVE COVID-19 RESULTS TO THE HERICO COUNTY HEALTH DEPARTMENT, AND WILL COMPLY WITH ANY VDH REQUESTS FOR CONTACT TRACING INFORMATION

INFORMATION/NOTIFICATION

- TEACHER TRAINING WILL BE HELD FOR TWO WEEKS EACH AUGUST PRIOR TO THE COMMENCEMENT OF THE ACADEMIC YEAR
- PARENTS WILL BE INFORMED OF THE COVID-19 POLICY BY EMAIL UPON ACCEPTANCE BY VA DOE
- PARENTS WILL BE INFORMED OF POLICY DURING PARENT ORIENTATION ON AUG 27, 2020
- ALL PARENTS WILL BE NOTIFIED BY EMAIL AND/OR PARENT PORTAL OF ANY STUDENT OR TEACHER THAT TESTS POSITIVE FOR COVID-19, AND OF ANY QUARANTINE MEASURES TAKEN BY THE FLA ADMINISTRATION
- ANY CHANGES OR UPDATES IN POLICY WILL BE COMMUNICATED TO ALL PARENTS BY EMAIL AND/OR PARENT PORTAL

MISSION STATEMENT

(Will be updated)

THEME SCRIPTURE

(Will be updated)

MOTTO

(Will be updated)

SPIRITUAL FORMATION GOALS

1. Students will understand that they are uniquely created in the image of God.
2. Students will nurture a personal relationship with Jesus Christ while understanding that God loves them and desires fellowship with them.
3. Students will depend on the Holy Spirit in all aspects of life.
4. Students will build vision for one's future in career, family, friendships, and service.
5. Students will develop an appreciation of God's creation, and love for their fellow man, as it is expressed in fine arts and in the cultural traditions of others.
6. Students will establish a desire to serve others through community service and missions.
7. Students will demonstrate Biblical character traits, including the fruit of the Spirit and a general sense of well-being and gratitude.

PHILOSOPHY

It is our purpose to provide a Christian alternative to public schooling, while ensuring a quality education. This will naturally serve as a supernatural support to the family. However, it is not our role to take the place of (or the responsibility for) the God-ordained role of the family.

In Scripture, there are three institutions ordained by God: the **family**, the **Church** and the **government**. The **family** is given the responsibility of establishing a Christian environment in which all family members grow in the nurture and admonition of the Lord. The **Church** provides the place of worship and fellowship whereby a common unity among the brethren is established to equip the saints to carry out God's local vision for His people. The **government** is established to provide protection for its people that the Word of God may continue to go forth unhindered and God's vision for the Body of Christ is carried out universally.

As a ministry of Faith Landmarks Ministries, FLA is founded on the same Biblical principles upon which the first New Testament church was founded on the day of Pentecost. We have been established on the belief that the Bible is the authoritative Word of God; thus, all our programs are based on the principles set forth in God's Holy Word.

PURPOSE AND OBJECTIVES

The purpose at FLA is to provide strong educational preparation and biblically sound life training, resulting in well-balanced children who are mighty in spirit and strong in faith.

We at FLA purpose to:

- A. Remember that God is the Giver of all knowledge and teach all subjects from that perspective.
- B. Excel in teaching all academic subjects.
- C. Encourage each child to reach his/her maximum potential both as a student and as a person.
- D. Give each child an in-depth knowledge and appreciation of scripture.
- E. Foster a love for learning, encouraging self-discipline and implementing practical life skills.

- F. To encourage children to develop an intrinsic motivation to do every task well, to be honest, to serve others, and to love one another.
- G. To teach children to be accountable for their words, thoughts, and deeds.

ACADEMIC OBJECTIVES

- A. To encourage a love for reading, writing, mathematics, speaking, listening, and other life skills.
- B. To encourage the student to develop strong reasoning, logic, and critical thinking skills.
- C. To see that each child masters academic skills according to his/her ability and gifting.
- D. To see that every child has well-developed study and organizational skills and knows how to properly budget time.
- E. To encourage the student to learn as much as possible about current events and how they relate to God's plan for humankind.

PERSONAL, SOCIAL, AND SPIRITUAL OBJECTIVES

- A. To encourage the students to reach their full potential (both spiritually and naturally), understanding that they are uniquely created in the image of God.
- B. To build visions for one's future career, family, friendships, and service to God.
- C. To develop an appreciation of the fine arts and other cultural traditions.
- D. To teach the student how to be all he/she can be in and with the Holy Spirit.

STATEMENT OF FAITH

FLA accepts the Scriptures as the revealed Will of God and adopts these Statements of Fundamental Truths and Doctrine:

- We believe in one God: Father, Son, and Holy Spirit, Creator of all things.
- We believe that the Lord Jesus Christ, God's only begotten Son, was conceived of the Holy Spirit, born of the Virgin Mary, was crucified, buried, resurrected and ascended into Heaven, and is now seated at the right hand of God the Father, and is true God and true man.
- We believe the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct.
- We believe in the resurrection of the dead, the eternal happiness of the saved and the eternal punishment of the lost.
- We believe in the personal salvation of believers through the shed blood of Jesus Christ.
- We believe in sanctification through the Word of God by the Holy Spirit and in personal holiness of heart and life.
- We believe in divine healing, through faith in the name of Jesus Christ, and that healing is included in the atonement.
- We believe in water baptism, the Baptism of the Holy Ghost as distinct from the new birth, in speaking with tongues as the Spirit of God give utterance (Acts 2:4), in the gifts of the Spirit, and the evidence of the fruit of the Spirit. We believe that all are available to believers.
- We believe in the Christian's hope – the soon-coming, personal return of the Lord Jesus Christ.
- We believe in evangelization and missionary work in accordance with the Great Commission (Matthew 28:19)
- We believe in the Ordinance of the Lord's Supper and it shall be observed regularly as enjoined by the Scriptures (Luke 22:19-20, I Corinthians 11:23-26)

ORGANIZATIONAL STRUCTURE

FLA is a ministry of Faith Landmarks Ministries. All policies, regulations, procedures and philosophies are approved by the Administration of the Church.

FLA enrolls students from families who are active and participating members of our church body, and attend regularly. Our program offers a complete educational program from K-5 through 12^h grade. The overall school program is administered by the Principal of FLA, and is overseen by FLM Education Team Leader, and the FLA School Board.

1. Classroom Teacher
2. Principal
3. Education Team Leader
4. Board

POLICY CHANGES

The Academy reserves the right to make changes or amendments to all policies during the school year. We are constantly changing, growing, improving, and endeavoring to keep our policies current with the progress of the school. It is most often counter-productive for parents to discuss disagreements regarding the Academy program with students, other parents, or to speak in a

non-supportive manner of the Academy's teachers and staff. It generates strife and undermines the program.

Note: Any strife, gossiping, backbiting, undermining, subterfuge will be considered a breach of contract which could result of removal of student from the school.

CRITICISM OR GRIEVANCE

The Administration welcomes constructive criticism or suggestions on how the school might be improved, or information on problems of which we are unaware. All grievances must be presented in writing to the classroom teacher first. Should the parent feel the need they may simultaneously offer the same complaint to the principal in writing. If warranted the complaint will be forwarded to the Team Leader and then on to the Board. Decisions made by the School Board are deemed final.

GENERAL SCHOOL POLICIES

FINANCES

- All fee and tuition payments must be made on time and kept current
- Failure to pay on time is considered a contractual breach
- A contractual probationary period may be established to correct any breach
- Failure to correct a breach during the probationary period may result in dismissal

Any account that is thirty (30) days in arrears will result in the immediate withdrawal of the student(s) and loss of HEADMASTER access until the account is made current.

FIELD TRIPS

As a regular part of the educational program, classes will take day field trips to various locations, and will follow these guidelines:

- All students will remain with their adult chaperone and follow all instructions
- All students will be assigned one or two "buddies" and will know each others whereabouts at all times.
- Students will act in a Christian manner and adhere to FLA rules.
- During any activities outside of the school building, all students will remain with their assigned adult chaperone and follow instructions carefully.
- Older students may be required, on occasion, to complete a project related to the subject matter.

Parental Participation: We encourage parents and legal guardians to join us as part of their volunteer commitment by assisting during field trips, as well as suggesting appropriate day trips to your businesses or other locations that would enhance our program. **Due to safety concerns, any chaperones for a FLA field trip must be a parent of the student or the legal guardian for the student. No extended family will be permitted to attend field trips.** Depending on the nature of the field trip, parental attendance may be limited.

Drivers must complete a Driver's Request form, acquired from the teacher, and must meet the minimum required liability limits of \$100,000/\$300,000 as well as no moving violations in the past 3 years. All drivers will be checked through the DMV prior to the field trip.

BUILDING SAFETY AND ACCESS

The main church building which houses our K-5 through 12th grade students is equipped with a security camera and buzzer system for parent entry.

All parents and students entering the main church building will come through the FLA double doors underneath the cement stairs. Entry is not available for parents through the glass doors at the Java Jireh area--they will remain locked at all times.

Parents will only be able to enter the building by pressing the buzzer at the door and being 'buzzed in'. FLA parents, guests, and staff are asked to avoid "*holding doors*" open for persons to gain access to the building. Allowing Office staff to "*buzz*" individuals into the building will alleviate any unwarranted breaches of security.

COMMUNICATION

CONTACTING TEACHERS

Teachers may initiate home contacts with parents after school hours. Out of consideration and courtesy, parents are requested to contact their children's teacher through the school office during regular office hours rather than at their homes or at a church service. If a teacher is unavailable at the time of calling, you may contact them by email.

Please do not attempt to discuss lengthy matters with teachers as they are accepting students in the morning. Teachers are greeting students and setting the tone for the day. Trying to discuss important student matters at this time is difficult and disruptive to the classroom process.

DAILY PARENT/TEACHER COMMUNICATIONS

Each student will be issued a large "interoffice" style envelope at the beginning of the year. This envelope is to be used for all parent/teacher communications and for school business. This Communication Envelope will come home each Tuesday. If the students do not have school on Monday of a specific week, then "Tuesday Folders" will come home on Wednesday. The parent must sign the envelope upon receipt and return it the following day. **IT IS VERY IMPORTANT THAT ALL SCHOOL BUSINESS COMMUNICATION IS RETURNED ON THE DAY REQUESTED.** If a student loses or misplaces his/her envelope, a new one may be purchased for \$2.00 in the School Office. Please refrain from sending money through the Tuesday Folder.

FORGETTING ITEMS

Learning responsibility and stewardship over our time and possessions is a Biblical principle. Natural consequences are a part of life. ***The Church policy for all classrooms is that after 5:00 PM, they become available for church functions.*** We must comply by these standards. All Church personnel must carry out their functions and cannot allow anyone to go through desks, etc. after FLA school hours. Once students leave the classroom and are dropped off in Kids' Club or have left to go home, **the classroom is closed**. Neither FLA nor FLM are responsible for items left unattended.

LOST BUT FOUND

A blue bin kept in the office marked "FLA LOST BUT FOUND" will house all "found" items throughout the school year. At the end of each month, the bin will be emptied, and any leftover items will be donated to charity. Please check this bin for any items that been misplaced or left behind. **Please note:** FLA is not responsible for lost items. It is each student's responsibility to ensure that all their belongings are accounted for.

PARENT PARTNERSHIP MEETINGS

FLA schedules an annual meeting each school year to cast vision, cover business and provide informational updates on student/school progress. Some meetings will be more "seasonal" for fellowship and celebrating student accomplishments. These meetings are an integral part of our program. Participation in scheduled meetings is a vital part of our school. Thus, **any meeting stipulated as "mandatory" must be attended by at least one parent.** If a problem arises which will cause the absence of a parent, please notify the FLA office. All meetings are listed on the annual school calendar. If there are any changes to scheduled meetings, the school office will notify parents as soon as possible.

WITHDRAWAL FROM SCHOOL

The parent or guardian must notify the school in writing within **60 days** of a student's withdrawal as soon as knowledge of the withdrawal is known. Upon approval by the Principal and the settling of all financial obligations, the student is considered officially withdrawn.

Official transcripts are released upon receipt of an official transcript request from the receiving school. Transcripts will be mailed within three to four working days from receipt of request.

GROOMING

Good grooming habits and personal hygiene are necessary for a solid Christian testimony. Good stewardship of our temple (1 Cor. 6:19) reflects our desire to please God as we represent Him with our lives. Students should put forth the effort to display a neat, "clean-cut" appearance. FLA expects students to be diligent with modesty and neatness both in the classroom and in after-school activities.

Parents are requested to review the uniform dress code and assist the school in its implementation. Questions regarding the dress code should be directed to the Administration. The Administration reserves the right to make decisions on questionable items not specifically listed in the following policy. Students and parents are expected to comply with their decisions.

Any student not in compliance with the Uniform Dress Code will be sent to the Principal, who will call the parent. The parent will be required to provide clothing that meets the FLA Dress Code within one hour.

For girls, clothing should be clean and presentable, and hair should be neatly combed. Girls may wear earrings in their ears, but may not wear nose rings, tongue rings, eyebrow rings, etc., or have any visible tattoos.

For boys, hair length may not be longer than the bottom of the back of their collar. Styles may vary according to personal preference. Hair should be kept out of the eyes and face. Minimal facial hair is permitted but must be kept short and neatly trimmed. Boys may not wear earrings, nose rings, tongue rings, eyebrow rings, etc., or have any visible tattoos.

SPIRIT WEAR

Each Wednesday is designated as Spirit Day. On Spirit Days students may wear FLA T-shirts and blue jeans. *A belt must be worn if the pants or shorts have loops for one.* **Any T-shirt worn for Spirit Day MUST be a FLA authorized T-shirt.** If you choose *not* to purchase one of these T-shirts for your child, then the appropriate uniform must be worn on Wednesday as well as the other days of the week.

CASUAL DRESS

On early release days and birthdays students may wear casual dress. Students may wear jeans or shorts or other outfits on these days, but standard dress code rules apply—well-fitting sleeveless shirts are permitted if undergarments are fully covered. However, spaghetti straps are not permitted. Sandals, sweat pants, athletic pants, athletic shorts, leggings, or jeggings are also not permitted. No clothing with holes, tight fitting shirts or dresses, sagging or baggy pants that allow underwear to show, or ill-fitting clothing will be accepted. Shorts, skirts or dresses may be no shorter than mid-thigh. All shirts must fall below the waist level.

STANDARD UNIFORM DRESS CODE

All students will be required to wear uniforms while in school at FLA. All uniform pieces may be purchased at any store, and do not have to be any brand name. Any combination of acceptable shirt color and bottom color may be worn. Bottoms must be uniform type, no sweat, athletic style, leggings, jeggings, and “cargo” pants or “cargo” shorts are allowed. Shoes must be closed-toe, either athletic shoes or dress shoes, sandals are not permitted. Socks or hosiery must be worn, and may only be solid green, black, or white. **Other colors, prints or stripes are not allowed.**

BOYS

- Solid Black or Khaki pants or shorts. Shorts are not to exceed mid-thigh.
- No clothing with holes or ill-fitting pants or shorts will be allowed.
- Pants must fit close to the waist, no hip hugging, sagging, or baggy pants will be allowed. *A black or brown belt must be worn.*
- Polo shirts may be Green, Black, Gray, or White. Polos are to be solid colors only, no stripes or other adornments.
- No T-Shirts or crew neck shirts will be allowed, except on specified Spirit or Casual Days. Shirts must be tucked in to pants at all times.

Sweaters in solid green or black are permitted. FLA jackets and hoodies are available on our website for purchase and may be worn with uniforms in class.

Tennis shoes, loafers, or other closed toe shoes must be worn, no sandals are allowed. Socks must be worn, and may only be solid green, black, or white. **Other colors, prints or stripes are not allowed.**

GIRLS

- Solid Black or Khaki skirts, jumpers, slacks, skirts or shorts. *(May not exceed mid-high length)*
- K-5 through 1st grade girls must wear shorts under their skirts for modesty purposes during play.
- *A brown or black belt must be worn if the pants or shorts have belt loops.*
- No clothing with holes or ill-fitting clothing will be accepted.
- Bottoms must fit close to the waist, **no** hip hugging, baggy bottoms, leggings, or jeggings are allowed.

- Polo shirts may be Green, Black, Gray, or White. Polos are to be solid colors only; no stripes or other adornments are allowed.
- No T-Shirts or crew neck shirts will be allowed except on specified Spirit or Casual Days. **Uniform shirts must be tucked in at all times.**

Sweaters in solid green or black are permitted. FLA jackets and hoodies are available on our website for purchase and may be worn with uniforms in class.

Tennis shoes are permitted. Dress shoes or boots must be black, brown, white, or silver. No sandals are allowed. **Socks and hosiery must be solid green, or white. Other colors, prints or stripes are not allowed.**

PE UNIFORMS

Students are required to wear an green, white, or any FLA t-shirt with black gym shorts, with white socks and flat athletic shoes. During colder months, a sweatshirt and pants of the same colors above may be worn over the t-shirt. *Any student who does not change into the appropriate PE uniform will receive a zero for class on that day.*

Doctors have assured us that layering the P.E. uniform with sweats provides sufficient warmth in cold conditions.

**Navy or black biker shorts may be worn under P.E. shorts for modesty and for compliance purposes.*

INCLEMENT WEATHER POLICY FOR PHYSICAL EDUCATION CLASSES

Physical Education classes are held outside or in the gym two or three times per week. If inclement weather occurs, modifications will be made.

ATTENDANCE PROCEDURES

GENERAL

Faith Landmarks Academy operates between the hours of 8:00 AM and 4:00 PM. The instructional day begins at 8:15a.m. and lasts until 3:30p.m. Any student arriving between 8:15 – 8:30 AM will be marked tardy. **Any students who are not admitted at Door R prior to 8:30 AM must report to the main church office through Door C for a tardy pass.**

ABSENCES

DEFINED: Any child arriving at school at 12:00 p.m. or after, is considered absent for the day.

EXCUSED ABSENCES: No student shall receive an excused absence without proper documentation. Written or verbal communication from the parent or guardian may be considered acceptable by the Principal. Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, family emergencies, and five grace days. Please note that oversleeping is not considered an excused absence or tardy. Ten absences in a semester will constitute a parent conference.

UNEXCUSED ABSENCE: An unexcused absence is defined as any absence not qualified by the list above, or by accumulated tardies. 3 unexcused absences in a semester will result in a parent conference.

TARDIES

DEFINED: Students must be in their seats 8:15 a.m. Failure to do so will result in being counted tardy. Please note that 5 unexcused tardies equal one unexcused absence.

GRACE DAYS

Students will be allowed a maximum of five (5) days excused per year for such things as family, community service, or educational trips. To be excused, permission to be absent must be requested in writing to the principal at least five (5) days in advance of the absence and must be approved by the principal. All work due during the absence must be done either before the student leaves or handed in when the student returns. **It is highly recommended to request grace days 3 weeks or more in advance.**

"IN HOUSE" ILLNESSES

Students should remain at home if they are experiencing illness that would not permit them to be a part of our regular program. We do not have personnel in place for an "in-house" clinic program. Due to the challenge in keeping students safe from communicable diseases, they should not be sent back to school until they are free from vomiting, diarrhea and/or fever for at least 24 hours, without the use of medication. **Students with contagious diseases such as conjunctivitis, ring worm, strep, etc. (including certain rashes and other communicable disorders) must bring a doctor's note indicating the date the child was seen, the diagnosis, medication given and when the child may return to school. In such cases, the child must re-enter school with the parent and cannot merely be dropped off.**

All decisions regarding student health will be made according to Virginia DSS guidelines for religiously exempt schools and child care programs.

If a student becomes ill while at school, the parent will be notified immediately. **Once a parent has been notified, the parent will be expected to come and pick up their child (or plan for someone else to do so).**

COLD SYMPTOMS

Our consulting physicians have informed us that cold symptoms arise from being inside rather than outside. Children breathe in contaminated air in public facilities and at home during the cooler months because fresh air is not routinely brought into the building. If children are wrapped up and do not over-exert themselves, being outside is the better option for them. If a parent requests that their child remain inside, we require a note indicating your doctor's instructions. We appreciate your cooperation in this matter.

PRESCRIBED MEDICATION

Medications prescribed by a medical professional will be stored in the original bottle and original box. These medications will be stored in the FLA Office in a *Safety Sack*. Prescribed medications must be accompanied by a signed Physician's Order Form. The Physician's Order Form will allow certified personnel to administer medication for the duration of the order.

FLA WRITTEN MEDICATION CONSENT FORM

For FLA to administer any medication to your child, parents must complete a "FLA Written Medication Consent Form" for each medication. (This includes over-the-counter, or any other medication) Short-term medication consent forms expire **14 days** from the day of the first medication administration.

PHYSICAL ACTIVITY -- EXCUSED PARTICIPATION

Sometimes a child's health conditions (such as asthma, allergies, etc.) hinder their participation in regular outdoor P.E. activities. If a student is to be excused from physical activity, a parent's written request explaining the reason must be sent to the teacher. **More than two consecutive days of non-participation will require a doctor's permission.** We will work with temporary situations, but do not have the personnel to supervise individual children or to keep them in the school office. Excessive absences can result in lowering of grades and/or failure of the course.

MEDICAL, DENTAL AND LEGAL APPOINTMENTS

Parents are requested to advise their child's teacher of any medical, dental or legal appointments as far in advance as possible, so the teacher can plan for those absences. When notice is not possible, student should bring in a note from the parent no later than 8:05 a.m. on the day of the appointment. **A note from the doctor's office, verifying the visit, is required to receive an "excused" tardy status.** Parents should report to the office to sign their child out prior to leaving campus.

OTHER NON-EMERGENCY ABSENCES OR EARLY DISMISSALS

Each day is carefully planned out to meet the educational goals and objectives set forth by the Administration. It is important for students to be in class. Parents who pick-up their child prior to regular dismissal time must report to the School Office.

INCLEMENT WEATHER

On occasion, it may be necessary for FLA to cancel school or to revise its class schedule due to inclement weather or other extraordinary conditions such as lack of power, etc. When it is necessary for us to do so, we will post a notice on the following:

- Channel 12 (NBC12)
- Channel 6 (WTVR-TV)
- Channel 8 (WRIC)
- WCVE-FM 88.9.
- Realm Post to FLA group

If it is necessary to dismiss school early once classes have started, we will notify the parents as quickly as possible. **Please be sure all phone numbers and daytime e-mail addresses are current with the school office.** If it is already snowing and sticking to the roads, it is wise and helpful to come to school and take your child(ren) home. Your child will be able to make up the work he or she may have missed. **During bad weather and snowy mornings, do not drop off your child without first checking to see if FLA personnel are in the building. School may be closed and not all parents find out in time for drop off.**

Note on delayed openings: _

“Delayed openings” are enforced due to difficult conditions that exist with either the weather or various other reasons. If a delayed opening is designated, it could mean that another change in that designation may occur later during that time. If there is a delayed opening, parents should not drop off children BEFORE the delayed opening time. *For example, if school normally opens at 8:15 a.m., a “two-hour delayed opening” means that you should not arrive before 10:15 a.m. Our early morning care program, will **NOT** be in operation during any delayed opening.*

GENERAL GUIDELINES

PARKING LOT SAFETY

Please make sure to be cognizant of your speed and traffic flow, as well as any persons in the FLA parking lot at all times. Younger children are sometimes difficult to see, and it is for the well-being of all our students to remain vigilant at all times. Any driver who fails to comply with the Commonwealth of Virginia laws will be reported immediately to the police without discussion.

STUDENT DROP-OFF

Parents should proceed to the top ring road and turn left. Students should be dropped off at the crosswalk next to 117, and will be supervised into the building through Door R by staff. Proceed to exit the property by turning into the parking lot and exiting through the 3rd parking level. Do not turn around and reverse your direction to exit. If a parent needs to speak to a teacher, or office staff prior to the start of the school day, please park in the 1st or 2nd lots adjacent to the ring road. **Do not park in the fire line.**

STUDENT PICK-UP

Parents must pick up their children at 3:30 PM by coming to Room 101B through Door S. No student is permitted to remain at school after school dismissal without prior arrangements having been made. All special arrangements for transportation, ride change, etc., are to be made prior to pick-up time. **Students may not remain unsupervised in the church or school facilities/grounds for insurance and legal reasons. Therefore, all students not picked up by 3:45 p.m. will automatically be considered participants in after school care and charges will be billed accordingly.**

Parents must always come into the building to the designated location to retrieve their child. Parents may not park along the sidewalk or on the main entrance driveway along the curbside. Parking lot speed is not to exceed 15 MPH at any time. NO PARKING IS ALLOWED IN THE PORTE-COCHERE.

For pickup PRIOR to 3:30, parents must come to the Church Office through Door C to sign their child out, and office personnel will send for the child. In an effort to have children prepared to leave early, parents may call ahead to the school or send an email to the office and the teacher informing them that their child will be picked up at a specific time.

If a child is to be picked up by someone who is not on the Pick-Up Authorization List, you must send a note to the School Office that morning. For security purposes, a picture ID is required for anyone other than the child's parents. Newly authorized pick up persons must come to the School or Church Office prior to picking up the student to present their I.D. **Parents must send written permission, a note or an email(preferred) for children to take any transportation home other than their usual means of travel. Written permission must be given for children who wish to go home with a friend. This includes student drivers.**

VISITORS AND VISITING HOURS

Classroom hours are from 8:15a.m. until 3:30 p.m. **All visitors must report to the School Main Office upon arrival. Prior permission must be granted for visits. For safety reasons we cannot allow "drop in" visitors during school hours.**

Due to the climate we currently live in, to ensure the safety of all students we cannot allow extended family to visit students while they are at FLA. Having confirmed your attendance and celebration with the child's teacher in advance, we are able to allow parents, legal guardians and grandparents to attend FLA for their child's classroom birthday party. All others are not permitted in the classroom during normal school hours.

Parents are invited to visit classes, chapels, or eat lunch with their child so long as prior arrangement has been made with the child's teacher.

INSURANCE POLICIES AND PROCEDURES

If your child is injured during school activities our policy is as follows:

1. A written accident report will be filed by the appropriate supervising adult.
2. If necessary, the child will be taken to the appropriate medical facility by ambulance, the supervising adult and/or the parent/guardian.
3. The parent's or guardian's insurance is primarily responsible for reimbursement. However, we will report claims to our insurance carrier and deductibles and co-payment may be reimbursed according to our insurance company policy.

CONTROVERSIAL ITEMS

When purchasing lunch boxes, backpacks, supplies, clothing, etc., we ask parents to avoid controversial characters and themes. There will be no use of controversial items for Show and Tell.

PARTIES

Occasionally, we have classroom parties and birthday parties. Parents are welcome to bring cupcakes, etc. to celebrate their child's birthday, but all arrangements must be made in advance with the teacher. All necessary items for the party must be supplied by the parent—FLA will not supply any paper products for birthday celebrations. If food items are brought, there must be enough for every student and the teacher.

Private parties not sponsored by FLA cannot be arranged through FLA via the use of the classroom teacher, supplies, copier, etc. Teachers/students may not make announcements or send general invitations through the school. Invitations to private parties should be sent to individuals through the mail, phone, etc. We advise all parents to take sole responsibility to personally check out all information regarding parties and/or activities, should invitations come home.

CELL PHONES, ELECTRONIC DEVICES AND TOYS

Students are not permitted to use unapproved electronic devices, cell phones while school is session. FLA will supply approved electronic devices. Toys are not permitted except for use on "Show and Tell" days or otherwise instructed by the classroom teacher.

PLAYGROUND RULES

CONDUCT RULES FOR OUTSIDE

Children must cross to the playground in an orderly fashion, with an adult.

1. Be polite and considerate of others at all times.
2. No pushing, shoving or hitting at any time.
3. No rock, sand or mulch throwing.
4. All trash must be placed in trash bins.
5. Any equipment (balls, etc.) must be put back after use.
6. A staff person must be with the students at all times.
7. Report any equipment damage to the FLM office.
8. No skateboards or "skate-shoes" are allowed on FLM property.

Special guidelines will be added as the playground and sports field expand with added equipment.

SCHOOL AND CHURCH PROPERTY

BUILDING AND GROUNDS

All school property is provided through the sacrificial gifts and labors of many parents and friends and belongs to the Lord. He gave it to us to use for Him. Realizing this, it is of utmost importance that we all work together to keep our property and grounds looking nice and in good condition.

SCHOOL PROPERTY

School property is to be treated with care and any damage is to be reported. A student will be required to pay for maliciously damaged property or property damage due to irresponsibility or foolishness. All property of others will be respected at all times. No student may go into any other student's desk or personal property without permission. No student may sit at the teacher's desk, and all are expressly forbidden to handle any items on or in the teacher's desk without permission.

PERSONAL PROPERTY

The school is not responsible for personal property left in the building or on the premises. Toys, *all electronic devices*--including, but not limited to, mp3 players, iPods, iPod Touch, and phones--must be left in lockers during school. All property found will be placed in the school's "**Lost but Found**" bin. At the end of each month all unclaimed items will be given to charity.

TEXTBOOKS

Each student will receive a set of new textbooks at the beginning of each academic year. These books are for the students to keep, or donate, at the end of each school year. Donated books will be kept as classroom resources, or sold in an FLM rummage sale to promote youth missions.

Students are expected to keep their textbooks in good, usable condition throughout the entire school year. If books are damaged as to become unusable, the parent will be required to purchase a new book through the school for the completion of the academic year.

THE HONOR SYSTEM, CONDUCT AND DISCIPLINE

HONOR SYSTEM

At FLA, emphasis is not only upon intellectual and physical development, but also upon the development of spiritual integrity and excellence of character. Adherence to the Honor Code is required of all students.

HONOR CODE

"As a student at Faith Landmarks Academy, I pledge that I will not lie, cheat or steal, or withhold information concerning those who do. I will conduct myself in an honorable manner, pleasing to the Lord, to the best of my ability, at all times."

Honor offenses are lying, cheating, stealing, immorality, continual disrespect, or any other violations of conduct which would tend to bring reproach upon the student's family or FLA.

Lying is deliberately presenting a false impression or giving false information to another person. Cheating is deliberately giving or receiving any unauthorized information on any quiz, test, examination, homework assignment, project or any other written work, use of another person's notes for an open book test or evaluation, or any unauthorized use, unless exempted by the instructor. In general, it is designed as passing off another's work as one's own or permitting another to do so. Any conversation or communication between students during an examination is prima facie evidence of cheating. Stealing is the taking of another person's property without right or acknowledgment.

A violation of the Honor Code is a sinful action against the student himself, his family, his classmates, against the FLA community collectively, and against the school administration. If a student believes that another student has violated the Honor Code, the Christian response is to follow the principles set out in Matthew 18:15-17. The student should go to the person he suspects, tell him of his impression and ask whether his belief is verified. The offending student should be told to report himself to the Administration. If he does not, the student discovering the offense should do so. Under no circumstance should anyone involved in an honor case speak of the case to any student not involved in the case.

Those who know of violations, and do nothing, have themselves become a part of this breach of Honor. What is worse, they make it possible for the sin to continue, and deprive their fallen brother or sister the opportunity to cleanse himself or herself through Godly repentance.

A violator of the Honor Code is subject to corrective and punitive action. The maximum penalty for violating the Honor Code is expulsion from FLA.

CODE OF CONDUCT

Each student's conduct should be brought into harmony with the principles of God's Word as revealed in the Bible. Prompt and respectful obedience is always expected. Problems arising from a lack of conformity as evidenced by disregard for school rules, for others, or for school property will be dealt with by the Administration through means of consultation and parental cooperation. Punitive measures, as the Administration deems necessary shall be taken for consecutive and/or multiple misdemeanors. Student's whose attitudes and conduct, both in and out of school, are deemed undesirable and in opposition to the basic principles and purpose of FLA will not be allowed to continue at FLA. FLA reserves the right to immediately suspend or expel any student who has violated the student Code of Conduct.

CONDUCT

FLA is dedicated to the training of young men and women in a program of study, activity and living that is Christ-centered. Jesus said the greatest commandment is to love the Lord your God with all your heart, soul, and mind and to love your neighbor as yourself (Mark 12:28-33). Those in authority realize that good behavior cannot be legislated and that compulsion to obey must come from the individual. To ensure an orderly and appropriate environment, the following standards have been formulated:

1. While in attendance at FLA, students are expected to refrain from the following behaviors both on and off school grounds: profanity, immorality, smoking, alcohol, drugs, inhalants, promiscuity, disorderly and boisterous behavior. Any lewd communication, which includes face-to-face conversations, gestures, notes, threats, and literature. and all internet communication and Social Media, including, but not limited to: Instagram, Twitter, Facebook. All chat rooms, social media, and email should be used responsibly and should be supervised by parents.
2. Students are expected to refrain from entering any of the other church facilities except those specifically designated for normal school hours. Students must have hall passes when visiting school areas for which they have not been scheduled.
3. Students are not to be in the building or outside on the grounds without teacher supervision or permission. Students are to stay within the bounds of the designated campus areas and schoolrooms--at all times--within the scheduled day's program. Permission cannot be granted for a child to leave for any reason unless written request from the parent has been made and previous arrangements have been established for pick-up, etc.
4. **Whereas we consider age development and understanding of social context we strictly adhere to the following policy: Any student involved in conversations or plans (written or verbal) that suggest personal threats, use of firearms, knives or other weapons, bombs, fire, etc. will be taken very seriously. Very serious action can be expected. Immediate legal action and expulsion are possible and probable.**
5. There is a school-wide "No Hands On" rule. This policy includes pushing, roughhousing, shoving, inappropriate touching and/or affection. This practice helps to keep relationships safe.
6. Sexual harassment or transgressions are not tolerated. Inappropriate physical contact with another person on school grounds will result in a consequence up to and possibly including expulsion. Conversations, communication, or actions which are deemed as such should be reported immediately to a teacher or school official.
7. Loitering in the restrooms, hallways, classrooms or unauthorized areas is not permitted.
8. Gum chewing is not allowed on school grounds.
9. There is to be no talking at all in certain areas designated as "Quiet Zones" due to church/school office operation.

10. Courtesy is expected and required in all relationships and communication. This practice should be true in the halls, classrooms and on grounds.
11. Students should show proper respect for teachers and those in authority by not using first names. Students will address all faculty and staff as Mr., Mrs., or Miss. We endeavor to teach that students should reply respectfully with "Yes, Sir", "No, Sir" or "Yes, Ma'am", "No, Ma'am".
12. Action which evidences disrespect (verbal, written or other means of communication), lack of courtesy, general disturbance, and abuse of permission, incomplete homework, and transgressions of other types shall be handled by the teacher in such ways as he/she deems best. Should the situation warrant further intervention, the teacher should report the incident to the Principal.
13. Situations which the teacher deems to be chronic, flagrant (i.e. throwing of any item) or otherwise worthy for special handling will be first referred to the Principal. These situations will be dealt with as is deemed most helpful to the individual and the student body. Recurring problems which show lack of concern for improvement or spiritual growth may lead to a conference with the Principal, and ultimately possible suspension or expulsion.
14. Students must always be respectful of others' rights and property, and the authority of the teachers and student leaders.
15. No church musical instruments or sound equipment may be handled for any reason without prior approval.
16. Students who maliciously destroy school or church property may be permanently dismissed from school. Any type of vandalism or malicious destruction in school or Kids' Club will result in corrective measures.
17. Students must have all the required materials, books, and supplies for each class (requirements may differ from teacher to teacher). Continued failure to have required materials will result in corrective measures.
18. Students may not bring magazines, cartoon books, videos, games, software, literature, etc. to school which is not directly related to class and which has not been previously approved by the Principal. No software are ever to be placed in a school computer without permission from designated staff.
19. *All electronic devices*--including, but not limited to, mp3 players, iPods, iPod Touch, radios, tablets, laptops, and cellular phones--must be left in the students locker during academic hours. Electronic devices may be used in before or after school care at the providers discretion.
20. Absolutely no knives, firearms, or weapons of any kind are permitted at school or Kids' Club; including fireworks, matches, lighters, etc.
21. Note passing is not permitted unless conveying appropriate and necessary communications between student, teacher and parents.
22. FLA reserves the right to add to or amend policies and regulations as needed at any time. Students and parents will be advised of these amendments.

ACADEMIC ASSESSMENT

GRADING SYSTEM

All tests, quizzes, projects, and any other assignments requiring a graded assessment will be graded according to the Abeka answer keys and grading guidelines.

The Abeka grading scale is as follows:

| | | | |
|----------|----|-------------------|----|
| 99-100 | A+ | Incomplete | I |
| 96-98 | A | Medically Excused | ME |
| 94-95 | A- | Grade In Progress | GP |
| 91-93 | B+ | No Credit To Date | NC |
| 88-90 | B | Withdrew | W |
| 85-87 | B- | Withdrew Failing | WF |
| 82-84 | C+ | | |
| 79-81 | C | | |
| 77-78 | C- | | |
| 74-76 | D+ | | |
| 70-73 | D | | |
| Below 70 | F | | |

CLASS ASSIGNMENT/MAJOR PROJECT POLICY

All class assignments and major projects must be turned in at the class period in which it is due in order to obtain full credit. Any assignments/projects turned in after the due date may be subject to penalty or score of "0", according to the Abeka Accredited Master Video School policy.

HOMEWORK POLICY

Homework is due the next time the class meets unless otherwise specified by the video or classroom teacher.

- 1. When a student has an excused absence, it is the student's responsibility to make up the work missed.** The student will be given a reasonable amount of time to make up the work missed--double the number of days missed. Work turned in by this time limit will be given full credit. Tests assigned prior to the absence must be taken upon return.

***Snow Days or Emergency Closings:** Tests, quizzes, or projects previously assigned and due on a snow/emergency closing day will be due the next scheduled school day.

- 2. All assignments which have been previously assigned must be turned in by the original due date (even if the student is absent on that date) unless serious, verifiable illness or emergency is documented. Grades will be lowered one letter grade per day for those who fail to comply with due dates. The missing work will still be required to be completed and turned in.**

3. All Elementary students (1st - 5th) must have a notebook or assignment pad for homework assignments. (Steno pads and Black/White composition notebooks work well).
4. Homework will be assigned every day.

REPORT CARDS

Report Cards evaluate the progress of each student in detail regarding development in all areas of academic, social and spiritual development. All grades are on a program containing four 9-week grading periods. **All report cards must be signed by the parent and returned to FLA on the designated due date.** A one-day grace period will be given to students if their report card is not returned on the due date. This practice is one means of maintaining communication with parents regarding the student's progress.

It is very important that all students see report cards as evaluations of their individual progress according to the effort they have made due to their own motivation. Children should learn and study in order to develop a positive attitude about themselves. If they respond to negative pressure they will begin to qualify their own worth according to someone else's idea of progress. Whereas it is necessary for standards to be set for progress to be evaluated, we desire that our students work for personal achievement rather than for grades. Our students are taught to learn to work as unto the Lord and to be pleasing to the Lord. Parents should view their child's progress based upon each child's ability. Your child's report should not be compared to those of other children or siblings.

PARENT TEACHER CONFERENCES

Although we have regularly scheduled parent/teacher conference days, we strongly encourage parents to request conferences at any time during the school year in order to provide them with the clearest picture of their child's progress. Studies show children usually have less difficulty when parents are in close contact with the teachers and are working with their children at home daily. If a parent wishes to meet with a teacher, an appointment should be mutually agreed upon in advance with the child's teacher. Using the teacher's email address, a conference may be set up. Please refer to the Academic Calendar for pre-designated Parent Teacher Conference dates. Teachers will have sign-up sheets outside their classroom doors with specific times available for parents to choose.

HONOR ROLL LIST

"A" Honors List: Minimum cumulative average of 94% with only one B, no C's, no D's, no F's.

"B" Honors List: Minimum cumulative average of 87% with only one C, no D's, no F's.

STANDARDIZED TESTING

In addition to subject tests, quizzes, and performance-based assessments, all students are given standardized tests in the spring of each year. These scores are compared with the national norms of students at equivalent grade levels. Teachers will send home copies of the scoring results and will set up any parent conferences that are requested by either the parent or Principal. These tests are not optional. All students are required to take these achievement tests. Please do not plan family vacations, etc. during this week.

COURSE FAILURES

Any student who fails a course required for promotion to the next grade; i.e. Mathematics, English, and Reading, will be required to repeat and pass the same course.

SPECIFIC SCHOOL PROGRAMS

FLA is committed to offering the best academic program available, in a Spirit-filled Christian environment. We are a growing school and make regular modifications and additions to our academic program to enhance our sound foundational curriculum. We maintain high standards by building a program that offers a variety of academic subject areas and electives. All levels of our curriculum are permeated with Scripture, character development and practical Christian principles and examples.

Computer, music, art, drama and other electives are offered as they are available.

There may be more than one or two activities being undertaken at any given time. Students are encouraged to move onto other approved activities if they finish work assignments.

LUNCH

Lunch period begins with prayer for all students. Students are encouraged to enjoy fellowship with one another. At no time may food be eaten in any area other than those areas specifically designated during lunch and breaks.

Students bring their own lunches. Please include fruit and wholesome foods and prevent high sugar content items. Please do not send your child with glass bottles of any kind, either in school or on field trips. We do not provide forks, knives or spoons. Do not send carbonated beverages. Each student is responsible for cleaning up the area around his or her seat prior to the end of the lunch period. This includes discarding all trash in appropriate receptacles. Permission is given to use restrooms before or during the lunch period, as appropriate. At the end of the lunch period, all students will return prepared to begin their next class subject.

Parents wishing to have lunch with their children are welcome, but extended family, non-contractual family members, friend/co-workers will not be allowed in the classroom due to safety concerns. Please contact the office the morning prior to your visit, or send a note.

Lunches may also be purchased through Yay Lunch at yaylunch.com. Yay Lunch accounts are the exclusive responsibility of the parents. Lunches purchased through this program will be delivered to the school on days arranged by parents.

CHAPEL

Chapel services are held once a week for each class in the morning. A special message is delivered, often incorporating object lessons in order that all age levels receive from His Word.

Students are requested to maintain a worshipful attitude, take notes when required, and to participate wholeheartedly in the service. Parents are welcome to attend any of these services. Let us know ahead of time if you wish to join us.

LIBRARY

Our present library contains a variety of volumes appropriate for elementary age students. Grades 7-12 will have regular trips to a local public library. Lower grades will also participate in public library trips occasionally, as their schedule allows.

Books and research materials are checked out from the FLA library for a one-week period. At the end of the time allowed, books are to be returned, renewed for one week more, or incur a fine allotted until the book is returned. Lost or missing books must be paid for, in order to replace them, by the student who checked it out. The library is an area where volunteer help is always welcome.

COMMUNITY INVOLVEMENT

It is our desire to arrange opportunities for our students to experience the inner working of the community and assist in meeting needs as Christians in a significant manner. We desire to develop a program that will enable all students at all levels to provide a service or services to our community on a consistent basis. All grades are involved in an outreach or service to the community each year.

BEFORE/AFTER-SCHOOL CARE

Before/After-school care will be administrated through Faith Landmarks Child Development Center between the hours of 7AM – 8:15 AM, and 3:45 PM – 6:00 PM. Cost will be \$5 for any amount of time used per morning, and \$15 for any amount of time used per afternoon. This cost is per child, and there are no discounts at this time. Parents arriving after 6 PM are considered late, and will be billed at the standard FLCDC rate of \$1/min for any time after 6 PM. **If there is no contact from the parent to explain the late arrival prior to 6:15 PM, the local authorities will be contacted according to VA state law.**

After-school care will focus on homework completion first, and then participation in organized indoor/outdoor activities.

VOLUNTEER PROGRAM

As in many Christian schools, FLA teachers have a wide range of responsibilities, which often requires them to “do it all”. Through your participation in our Volunteer Program, you will aid the faculty, freeing them up to create an atmosphere of cooperation between the family and the school. **It is requested for parents to volunteer 10 service hours per family for each school year.**

Parents may sign up for opportunities that fit their schedule, skills and desires throughout the school year with teachers and administrators. Parents may work with multiple teachers or in multiple areas, and complete your hours as quickly as works within your schedule, as long as all 10 hours are completed by the end of the school year. **When you volunteer, teachers will give you a completed “Volunteer Hour Form” to be turned in to the FLA School Office.** Volunteer hours will be tracked by office personnel and quarterly updates will be sent home in the Weekly

Envelope. Through this partnership, we will better achieve the plans the Lord has for our school and our students.

There are a wide variety of opportunities including, but not limited to, the following:

Field trips (Chaperones)
Special class teacher's assistant (do you have specialties, talents, or hobbies?)
Substitute Teaching
Volunteer typists
Bulletin Boards
Room decorating
Public Relations
Club Sponsors
Special Activities Coordinators
Field Day
Bake Sales

DISCIPLINE

At FLA, firm and consistent discipline that is tempered with love is maintained. Our teachers uphold standards of behavior in the classroom with kindness, love, and a genuine regard and respect for their students. When disciplinary action becomes necessary, it is firmly carried out with good judgment and understanding. FLA adheres to all points of the Virginia Board of Education Student Code of Conduct Policy Guidelines for determining disciplinary action of conduct violations.

Teachers will be expected to promote "positive peer pressure" within their classroom. Students should be motivated to encourage the best in each other. A well-planned class, a teacher endeavoring to genuinely connect with their students, a cooperative student, and support from the parents at home should allow for reasonable control in the classroom. When necessary, teachers will exercise reasonable means of enforcing classroom discipline. These may include (but are not limited to) warnings, assigned seating, temporary loss of privileges, assignment of various classroom chores, assigning sentences, assigning corrective essays, etc., to incite change in a students' behavior.

When repeated disciplinary issues arise that cannot be effectively handled within the classroom, the student will then be sent to the Principal.

Parents will be contacted for conferencing, and appropriate punishments--which may include in-school suspension, out-of-school suspension, or ultimately, expulsion--may be administered as deemed necessary. **Once a parent has been notified, the parent will be expected to come and pick up their child (or plan for someone else to do so) within one (1) hour of notification by the Principal.**

Suspension becomes part of the student's permanent record and will not be expunged for any reason.

OFFICE REFERRAL SLIPS

Once it is determined that the referral is appropriate, the Principal will discuss with the student the issues and he/she will be made aware that a referral will be administered for that offense. **The student must return the referral to the Principal the day following the issuance of the referral.** When a student fails to return referrals or any other item on the due date, one day of grace will be given. Should the student fail to return the item on the day following the day of grace, the Administration will take further action to correct the matter. All referral slips become a part of the student's permanent file

Referrals may be given for disrespect, disobedience, talking out, disturbing classmates, disruption of instruction and program activities, etc. The following offenses will receive Referral notices:

- Direct disobedience
- Disrespect
- Arguing with teacher
- Threatening another student *
- Truancy
- Fighting*
- Bullying*
- Lying*
- Malicious destruction of property*
- Stealing and cheating*
- Plagiarism--passing off another person's work as your own* (When you put your name on the paper you are claiming any un-cited work as your own)
- Leaving school grounds
- Unexcused tardy to class
- Use of profanity
- Improper "hands on," roughhousing or touching*
- Sexual harassment involving touching (may be grounds for dismissal) *
- Improper/inappropriate communication of any form* (This includes written letters or notes, social networks, emails, verbal communications, texting, etc.)

***Possible suspension or dismissal from FLA**

Additionally, any issues of conduct set forth in the Student Pledge regarding specific communications, on and off campus, be it through conversations, notes passed, letters, internet chatrooms, social networks, email, etc. that are lewd, immoral, seductive, suggestive, or involving foul and inappropriate language or subject matter, may be dealt with in the following manner:

1st infraction 1 day out of school suspension

2nd infraction 3 days out of school suspension or possible dismissal
3rd infraction Expulsion

ACCUMULATION OF REFERRALS

All referrals become part of the student's permanent file and are not expunged for any reason.

SUSPENSION

Per school year:

- After two (2) Referral - One Day Out of School Suspension
- After three (3) Referrals - Two Day Out of School Suspension
- After four (4) Referrals – Expulsion

DISCIPLINE ON BUSES, VANS, OR PRIVATE TRANSPORTATION

The following rules will be observed in vehicles used to transport students during school activities:

1. There is to be no food or drink allowed without prior permission.
2. At the discretion of the driver, students may talk in quiet tones. If necessary, the driver may insist on no talking at all.
3. The emergency door on buses is to be used ONLY in the case of emergency.
4. Those riding the van or bus are to help clean up upon arrival back at the school.
5. All rules are to be observed at all times while students are in vehicles.
6. Students are to remain in their seats and not move around in any vehicles.
7. Nothing is to be thrown inside the vehicles, or out of vehicle windows.
8. Hands and heads may not be held out of vehicle windows.

DEFINITION OF OFFENSES

Verbal Bullying - Using repeated negative behaviors intended to frighten or cause harm. These may include, but are not limited to, verbal or written threats or physical harm. Required to be reported to the administration

Cyber Bullying - Cyber bullying is defined as using information and communication technologies, such as cell phone text messages and pictures and internet e-mail, social networking Web sites, defamatory personal Web sites, and defamatory online personal polling Web sites to support deliberate, hostile, behavior intended to harm others. Required to be reported to the administration. The administration is required to report to law enforcement.

Disorderly Conduct/Insubordinate - Unwillingness to submit to authority or refusal to respond to a reasonable request. Any act that intentionally disrupts the orderly conduct of a school function. Any behavior that substantially disrupts the orderly learning environment. Required to be

reported to the administration. Consequence is suspension or expulsion Sub-Categories D1C – Disrespect (walking away, etc.) D2C – Defiance (refuses requests) D3C – Disruptive

Fighting with No Injury or Minor injury - Mutual participation in a fight involving physical violence, where there are no or minor injuries. These may include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand) or minor bruising. Required to be reported to the administration and documented. Consequence is suspension or expulsion.

Altercation/Confrontation - Confrontation, tussle, or verbal/physical aggression that does not result in injury. Required to be reported to the administration. Consequence is suspension or expulsion.

Harassment, Non-sexual (Physical, Verbal, or Psychological) - Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile educational or work environment. Required to be reported to the administration. Consequence is suspension or expulsion.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment. Required to be reported to the administration. Consequence is expulsion.

Vandalism - Willfully and/or maliciously destroying, damaging or defacing public or private property without the consent of administration. Required to be reported to the administration.

Knife - Possessing or bringing to school or a school-sponsored event any sharp-edged instrument that is classified as a knife with a blade of three inches or more. Required to be reported to the administration and the administration is required to be reported to law enforcement.

Possible Weapons - Possessing knife less than three inches, razor blades, box cutters, fireworks, firecrackers, or bringing stink bombs to school or a school event. Required to be reported to the administration.

**Full definitions of offenses, disciplinary actions, and state reporting requirements can be found in the Virginia Board of Education Student Code of Conduct Policy Guidelines. A current copy can be found at doe.virginia.gov, or will be provided upon request.*