

# Faith Covenant Academy Homeschool Support Group

## Parent/Student Handbook 2024-25

### Who Are We?

Established in the 1980's by Jerry and Anna Dyer, Faith Covenant Academy Homeschool Support Group (FCA-HSSG) has navigated families through the homeschool process in a loving, Christian environment. As a homeschool support group, FCA-HSSG strives to offer a valuable alternative to mainstream education. FCA-HSSG tailors an educational plan for each student based on his/her gifts and needs.

### MISSION STATEMENT

To provide support to homeschooling families by offering a Christ-centered, in-person education where we will help students grow in wisdom, learn their value in God's eyes, and obtain skills for lifelong excellence.

### Admissions Procedure

1. Staff, parents, and student(s) will meet to determine if FCA-HSSG is a good fit for all parties. Upon acceptance, parents must register with Faith Covenant Academy Cover School. Harriet Rand can be contacted at 256-457-5440 for paperwork.
2. Paperwork for both Mrs. Rand (admission/transfer paperwork) and FCA-HSSG (enrollment paperwork) will be completed upon acceptance.
3. A diagnostic test will be administered by staff to determine proper academic placement for each student.
4. Transcripts are available upon request from Mrs. Rand with two-week advance notice.

### Academics/Records

1. FCA uses Accelerated Christian Education (A.C.E.) curriculum for most academics.
2. A.C.E. is designed to be a self-paced curriculum. Staff is present to tutor students as needed.
3. Supplementary material and curriculum are used as needed.

4. A minimum of an 80% is required on all tests. If student does not earn the minimum grade, it is FCA-HSSG's philosophy that he/she has not mastered the material. Rework of course work and/or additional assignments are required to meet this minimum grade.
5. Additional/supplemental classes may be offered to students, as needed. Additional lab fees may be collected to cover cost of materials.
6. Health records - up to date blue card - must be maintained by parent and available upon request.

## Procedures

1. School meets Monday - Friday, 8:30 - 12:00.
2. Please arrive no earlier than 8:15 and pick up no later than 12:15. **Please be on time!!!**
3. Drop off and pick up students in lower parking lot.
4. Students will be given an outdoor break - weather permitting - during school hours. There may be times where students may forgo his/her break for academic purposes.
5. Drivers are to park in lower parking lot in front of school. Do not park in upper/rear parking lot.
6. Student drivers are not permitted to linger in the parking lot after school. If older students are waiting on rides to arrive for pick-up, they must wait near the building with teacher supervision.
7. No non-FCA students are permitted on campus during academic hours (to include the parking lot) without express permission of Mrs. Dyer or Mrs. Lynne.
8. We share the property with Endeavor Learning Lab who continue classes after ours. Even though school is over for FCA at noon, their classes continue. No loud music should be played in parking lot before or after school. Infraction of this rule may result in driving privileges on campus being suspended.

## Code of Conduct

1. Alcohol, Drugs, and Tobacco: The use of illegal drugs, tobacco/nicotine products such as, but not limited to, electronic cigarettes (juuling), cigars, chewing tobacco, and paraphernalia, or alcohol is prohibited. Disciplinary actions may include suspension or expulsion.
2. Cheating: Cheating or plagiarism will not be tolerated at any time. Cheating includes students who give work to another student to copy. Students involved in these practices will receive a zero on the assignment and may also be suspended.

3. Fighting: Fighting by any student while at school or attending a school event is a serious offense. The student may be suspended or expelled.
4. Theft: Theft of personal property in and around the school campus is a violation of civil law. Any student caught stealing will be dealt with by the administration in an appropriate manner, which may include suspension, expulsion, and/or police involvement.
5. Vandalism/Destruction of Property: The defacing or destruction of FCA-HSSG/Endeavor property or personal property is a serious act. Violators will be referred to the FCA-HSSG and Endeavor staff for disciplinary action, as well as making arrangements to repair or reimburse for damage. Repeated offenses could result in the student being expelled from school and/or police involvement.
6. School Grounds: Students are to remain on Endeavor Church/FCA-HSSG property at all times and must have teacher and parental permission to leave grounds during school hours. No student is to enter adjacent school property during school hours. This may be considered trespassing by Huntsville City Schools!
7. Car Access: Students will not have access to cars during school hours, to include break time, without teacher permission.
8. Weapons: Students who possess or claim to possess, use, threaten to use, or display a weapon while at school shall be subject to discipline up to and including expulsion and involvement of civil authorities.
9. Student Harassment Policy (Bullying and Sexual Harassment): All bullying is unacceptable. Students who experience bullying will be supported. Bullying instances include anything that occurs at school and/or online and on social media. FCA-HSSG is a safe and loving environment, and we strive to keep it that way for everyone. Any student who participates in bullying will be subject to discipline up to and including suspension or expulsion. **Parents are asked to contact staff immediately if he/she believes any student is being bullied.**

## **Cell phone and electronic devices**

1. Cell phones are not permitted to be used AT ALL during school hours, to include break time. If there is an emergency, please contact staff.
2. Exceptions will only be made for academic purpose (i.e. report writing, online classes.) Staff has the right to observe the student during this time.

3. If a student is using device for personal use - texting, phone calls, social media, music, etc. - the phone will be taken for the remainder of the day, and parents will be contacted. Repeat offenders will need to turn in all electronic devices to staff during school hours.

## **Dress Code**

1. Students are required to dress in a way that is appropriate for school. FCA-HSSG views school as a practice for a job. Clothing must reflect as such.
  - No clothing depicting drugs, violence, or disrespect may be worn.
  - No underwear maybe visible.
  - All shorts must meet the fingertip test. Any leggings, tights, or pants with holes must have a covering that meets the fingertip test, as well.
  - No bare midtrifts.
  - No spaghetti straps.
  - No pajama pants or shirts except on designated school spirit days.
2. Students breaking the dress code may be asked to contact parents to bring appropriate clothing immediately. Appropriate disciplinary action will be taken for repeat offenders.

## **Financial Policies for Tuition, Fees, and Family Accounts**

1. *FCA Administration fee* is to be paid yearly to Harriet Rand. Mrs. Rand handles all transcripts and grades for students. She is responsible for any documents/letters to be produced for insurance, employers, DMV, etc. Please give Mrs. Rand a two-week notice for any such requests.
2. *Bi-annual curriculum fee* is collected twice a year in September and in January. This fee is to be paid through QuickBooks or directly to Anna Dyer.
3. *Monthly tuition fee* is due no later than 10th of each month. This fee is to be paid through QuickBooks with an added service fee or by cash or checks made out to **FCA Homeschool**.
4. Any currently enrolled student who refers a new student who subsequently enrolls and pays tuition will receive \$100 credit off the next month's tuition. New student must pay a full month before credit is issued to current student.
5. A 30 day notice is required if transferring student from FCA-HSSG. The staff will need time to compile grades and release them to Mrs. Rand.

6. Any unpaid fees must be reconciled before the release of grades for graduation, transfers, or request of transcripts (i.e. driver's licenses...)
7. Any returned charges will be charged \$35 fee.

## **Weather closings**

1. FCA-HSSG usually follows Huntsville City Schools (HCS) weather cancellation decisions. If there is a delay at HCS, FCA-HSSG will make a decision based on weather conditions. For example, if HCS delays due to cold temperatures, FCA-HSSG may still meet on time. This will be determined on a case-by-case basis.
2. Weather cancellations and delays will be communicated through Remind and Facebook.
3. If parents feel uncomfortable transporting or allowing student to drive to school due to weather, please contact Anna Dyer, Lynne Paden, or Susan Harris to let us know. Student may stay home and continue working on his/her assignments.

## **Non-discrimination Policy**

It is the policy and commitment of FCA-HSSG that it does not discriminate on the basis of race, national origin, or religion.

## **Communication**

1. All school announcements will be sent out using the *Remind App* and *Facebook Faith Covenant Academy Parents Homeschool Support Group* page.
2. Please be sure you are connected to one or both of these platforms.
3. There is a student-led Instagram page where photos of 'school life' will be shared. Parents and students are invited to follow this page: @faithcovenantacademy.