

# **Faith Covenant Academy Homeschool Support Group**

## **Parent/Student Handbook 2021-22**

### **Who Are We?**

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

### **Admissions Procedure**

1. Staff, parents, and student(s) will meet to determine if FCA 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 Mrs. Dyer (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'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. Students will be given an outdoor break - weather permitting - during school hours. During 2021-22 school year, some classes have been added for high schoolers during break time. Several times a week, students may not have the thirty-minute break.
4. Drivers are to park in lower parking lot in front of school. Do not park in upper/rear parking lot.
5. Drop students off in lower parking lot.

## **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/Endeavor property or personal property is a serious act. Violators will be referred to the FCA 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 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 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. 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.

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

4. *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.
5. *Bi-annual curriculum fee* is collected twice a year in September and in January. This fee is to be paid directly to Anna Dyer or through QuickBooks.

6. *Monthly tuition fee* is due no later than 10th of each month. This fee is to be paid directly to Anna Dyer.
7. Any unpaid fees must be reconciled before the release of grades for graduation, transfers, or request of transcripts (i.e. driver's licenses...)

## **Weather closings**

1. FCA usually follows Huntsville City Schools (HCS) weather cancellation decisions. If there is a delay at HCS, FCA will make a decision based on weather conditions. For example, if HCS delays due to cold temperature, FCA 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, please contact staff to let us know. Student may stay home and continue working on his/her assignments.

## **Communication**

1. All school announcements will be sent out using the Remind App and Facebook Faith Covenant Academy Parents page.
2. Please be sure you are connected to one or both of these platforms.

## **COVID-19 Addendum**

As the Covid-19 situation is fluid, FCA staff will closely watch national, state, and local announcements and recommendations. Generally, we will follow Huntsville City Schools decisions on masking and distancing.

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**Student – Parent Acknowledgement Form**

*Academic Year 2021-22*

Both the student and his/her parent(s) or legal guardian acknowledge that they have read this handbook and agree to abide by the rules and regulations stated herein as condition to the enrollment at Faith Covenant Academy Homeschool Support Group.

We, the undersigned parents(s) of \_\_\_\_\_, acknowledge that I have received, read, and agree to abide by all the rules and regulations set out in the Student-Parent Handbook for the current year.

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Student (print name)

Signature

Date

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Parent (print name)

Signature

Date

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Parent (print name)

Signature

Date

*(Please sign this document and deliver to the school before the admission of any student. Returning students must submit the completed form by the first full day of classes in the fall.)*