



## **Student-Parent Handbook**

A Ministry of Faith Baptist Church  
237 Arnoldsburg Rd.  
Spencer, WV 25276

Pastor Justin S. Simmons

School Office:	(304) 927-3320
Church Office:	(304) 927-3320

*Train up a child in the way he should go: and when he is old, he will not depart from it. – Proverbs 22:6*

Educate, Evangelize, Edify

## **Preface**

The Faith Christian Academy Board defines many guidelines and rules to ensure the high standards required by FCA are maintained. A summary of these is presented in this handbook for your guidance and information, and is not intended to be all encompassing. FCA does have additional policies, guidelines, and rules that apply to situations not addressed in this handbook. Should something arise that has not been properly addressed in the past, the FCA Board will handle that situation on an individual basis.

## **Section 1 Introduction**

## **Location and History of Faith Christian Academy**

Faith Christian Academy (FCA) is located on the grounds of Faith Baptist Church at 237 Arnoldsburg Rd. in Spencer, West Virginia.

FCA began in 2020 with the vision of Pastor Justin S. Simmons to educate, evangelize, and edify school aged children through a good, solid Christian education.

## **Statement of Faith**

As a safeguard against modernism and false teaching, this statement of faith can never be amended or changed. Each and every person, in order to become student or faculty member of FCA, should subscribe to the following articles of faith. When a student or faculty member feels they can no longer so subscribe, they should, for honesty and conscience sake, withdraw.

- A. We believe that the Scriptures of the Old and New Testaments are verbally inspired by God and are inerrant in the original writings and that they are of supreme and final authority in faith and practices. (II Timothy 3:16-17)
- B. We believe in the triune God – Father, Son, and Holy Spirit, each person being equal, yet there being not three Gods but one. (Genesis 1:1; John 10:30; John 14:23; I John 5:7)
- C. We believe in the virgin birth, the sinless life, and the deity of Jesus Christ the Lord. (Isaiah 7:14; Luke 1:35; John 8:46; Hebrews 7:26)
- D. We believe in the shed blood of Jesus Christ as the only ground of atonement for sins. (Romans 3:25; Hebrews 9:14)
- E. We believe in the bodily resurrection and Lordship of Jesus Christ, His ascension into Heaven, and His present advocacy and high priesthood in the presence of God for us. (Acts 2:32; I Corinthians 15:23; Acts 1:9; I John 2:1; Hebrews 8:1-2)
- F. We believe in that “Blessed Hope” – the personal, imminent pre-tribulation and pre-millennial coming of the Lord Jesus Christ for His saints, then to establish His millennial kingdom. (I Thessalonians 4:13-18; Zechariah 14:4-11; Romans 5:9; I Thessalonians 1:10; I Thessalonians 5:9; Revelation 3:10; Revelation 19:11-16)
- G. We believe that the Holy Spirit is a person that convicts the world of sin, of righteousness and of judgement and that he regenerates, indwells and empowers the saved and seals eternally. (John 16:8; I Corinthians 3:16; I Corinthians 6:19; Ephesians 1:13; I John 2:27; Ephesians 4:30)
- H. We believe that Satan is a real personality; that he was created perfect but fell through pride; that he is the author of the fall of man, the archenemy of God and the souls of men. (Ezekiel 28:14-15; Isaiah 14:12-13)
- I. We believe in the fall of man through the sin of Adam and in the consequent necessity of the New Birth through Jesus Christ. (Romans 5:12; John 3:3-6)
- J. We believe that men are justified on the single ground of faith in the shed blood of the Lord Jesus. This is entirely by the grace of God and not by any works so that all boasting is excluded. (Acts 12:38-39; Ephesians 2:8-9; Titus 3:5)
- K. We believe in and teach the security of the believer on earth and the eternal blessedness of the righteous in Heaven. (John 10:27-30; Romans 8:35, 38-39)
- L. We believe that those who are born again possess two natures and that they may be victorious over the old nature through the power of the indwelling Holy Spirit, but

eradication of the old nature is unscriptural. (Romans 6:13; Romans 8:12-13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:10; I Peter 1:14-16; John 3:5-9)

- M. We believe that the gifts of evangelists, pastors and teachers are sufficient for the perfecting of the church today. God is sovereign in all matters and does hear and answer prayer of faith according to His will for the sick and afflicted. (Ephesians 4:11-12; James 5:15)
- N. We believe that the saved of this dispensation are members of the body of Christ, the true Church. (I Corinthians 12)
- O. We believe that the saved are called to a life of separation from all worldly and sinful practices. (Romans 12:2; James 4:4; I John 2:16; II Corinthians 6:14) We believe in the bodily resurrection of all men, the eternal felicity of the saved and the eternal conscious punishment of the unsaved. (I Corinthians 15:12-58)
- P. We believe that in view of the total depravity and the lost condition of all the unregenerate, the absolute obligation of the saved is to witness by life and word and through sound missionary agencies to the whole world of the glorious gospel of Jesus Christ. (Acts 1:8; Matthew 28:19-20)
- Q. We believe that a local church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights and privileges vested in them by His Word; that its only scriptural officers are bishops or pastors and deacons, whose qualifications, claims and duties are defined in epistles to Timothy and Titus (Matthew 18:17; Matthew 28:20; Acts 2:41-42; I Corinthians 1:1-13; I Corinthians 11:2; I Timothy 3)
- R. We believe that Christian baptism is the immersion in water of a believer in the name of the Father, and Son and Holy Spirit to show forth in a solemn and beautiful emblem our faith in the crucified, buried and risen Savior with its effect in our death to sin and resurrection to a new life.
- S. We believe that the Lord's Supper, in which the members of the church by the sacred use of the bread and juice to commemorate together the dying love of Christ, is to be preceded always with solemn self-examination. (Acts 2:41-42; Acts 8:36-39; John 3:22-23; Matthew 28:19; Romans 6:4; I Corinthians 11:26-28)

#### **In accordance with our church by law Article I Section 4:**

**God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:14; Gen. 19:5; Gen. 13; 26:8-9, Lev. 18:1-30; Rom. 1:26-29; I Cor.5:1,6-9; Thess. 4:1-8; Heb 13:4)**

#### **In accordance with our church by law Article I Section 5**

**We believe that the only legitimate marriage is the joining of one man and one woman (Gen. 2:14; Rom 7:2; I Cor. 7:10; Eph. 5:22-23)**

## **Student Goals**

1. To teach that the Bible is the holy, inspired, and infallible Word of God, thus developing attitudes of love and respect towards it. (II Timothy 3:15-17; II Peter 1:20-21)
2. To teach the basic doctrines of the Bible (Titus 2:1)
3. To provide opportunities for the student to confess Christ as their Lord and Savior. (Romans 10:9-10)
4. To teach the student to know and obey the will of God as revealed in the Scriptures, and to thus equip the student to carry out the will of God daily. (Romans 12:1-2; II Timothy 2:15; Deuteronomy 26:16-17)
5. To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task. (Ephesians 4:12; I Corinthians 12:1-31, Matthew 28:19-20)
6. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7. Galatians 5:22)
7. To teach the student how to develop the mind of Christ towards Godliness. (Philippians 2:5; I Timothy 4:7)
8. To encourage the student to develop self-discipline and responsibility from God's perspective. (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
9. To teach the student respect for and submission to authority from God's perspective. (Romans 13:17; Hebrews 13:17; Ephesians 6:1-3)
10. To help the student develop a Christian world view by integrating life, and all studies, with the Bible. (II Peter 1:3)
11. To teach the student to hide God's Word in their heart through memorization and meditation. (Psalm 119:11; Psalm 1:1-3)
12. To teach the student how to study God's Word. (II Timothy 2:15)
13. To help the student develop their self-image as a unique individual created in the image of God and to attain their fullest potential. (Psalm 139:13-16)
14. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21)
15. To teach the student Biblical skills for personal and social relationships. (Psalm 119:9; Ephesians 4:12)
16. To teach the student the Biblical view of dating, marriage and the family. (I Thessalonians 4:1-7; I Timothy 4:12; Genesis 2:18-25; Ephesians 5:22-23)

17. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Corinthians 6:19-20)
18. To teach the student Biblical attitudes toward material things and their responsibility for using them to God's glory. (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31)
19. To teach the student an appreciation of the Fine Arts.
20. To teach the students to understand and use the fundamental process in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics). (II Corinthians 5:20)
21. To teach and encourage the student to use good study skills and habits. (II Timothy 2:3-7)
22. To teach the student how to research and reason with a Biblical perspective. (Hebrews 5:14; Romans 12:2)
23. To teach the student creative and critical thinking based on Biblical criteria for evaluation. (II Timothy 3:14-17)
24. To teach the student good citizenship through and understanding and appreciation of our Christian and American heritages. (I Corinthians 10:11; Romans 13:1-7)
25. To use current affairs in all areas, teaching the student how these events relate to God's plan for man.
26. To teach the student an understanding of and appreciation for God's creation, developing and awareness of man's role in the environment and our God-given responsibility to subdue, use, and preserve it properly. (Psalm 8:6; Hebrews 2:6-8)

### **Family Goals**

- a. To bring the unsaved to the saving knowledge of Jesus Christ. (II Peter 3:9, I Timothy 2:4)
- b. To aid families in Christian growth and help them develop Christ-centered homes. (Ephesians 5:22-33; II Peter 3:18)
- c. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to FCA programs (Mark 10:45)
- d. To help parents understand the school's purpose and program.
- e. To assist parents in keeping up with the changing culture and its effect on the home and the implications for the children.
- f. To encourage regular attendance and involvement with the local church (Hebrews 10:24-25)
- g. To encourage parents to realize their responsibility for the spiritual, moral, and social education of their children. (Deuteronomy 6:4-7; Proverbs 22:6)

## **School Board**

The Faith Christian Academy Board consists of Pastor Justin S. Simmons, David Boyles, and Jeff Fouty.

## **Section 2 Admissions Policy**

### **Requirements for Admission**

Many Biblical passages speak of the necessity of Christian education. *Psalms 127:3* says, *Lo, children are an heritage of the Lord: and the fruit of the womb is His reward.* All children belong to God; which means that God should have first claim on them. This means that the education provided for and to our children is a concern of God. To properly educate their child(ren) in a way that agrees with the Bible is one of the greatest tasks of a Christian parent.

The staff at FCA views education primarily as a task of edification. The school exists to aid students, who are committed to the Lord, as they move forward in their spiritual and academic development. If a student is not a believer in Christ, we plan to show them how they can be saved. In admitting students, these general guidelines are followed:

1. This is a ministry of Faith Baptist Church; each student will be handled case by case.
2. If the student is at least twelve (12) years old, that student must express a desire to be at FCA and express a willingness to live in accordance with the spiritual, academic, and behavioral standards of FCA.
3. A student transferring to FCA must have at least a GPA of 2.0.

### **Procedure for Admission**

1. The parents and student applicant must attend an interview with the administrator. Please bring with you any information that would be helpful in learning more about your child (copies of current report cards). You can request a copy of your child's transcript if they were previously enrolled in a public school. We must have a copy of your child's transcript in his/her permanent record file at FCA.
2. We will set up a time for your child to take an Admissions Test. The test will be administered at the school. The information gathered will be used to determine where your child falls academically, so that we may know how to better serve his/her academic needs.
3. Families will be given an enrollment packet. Each of the application forms must be fully completed and returned to the school with the registration fee.
4. The administrator will review the application and inform the family whether the applicant has been accepted or denied. A letter will be sent out to the family with the decision. The final decision is at the discretion of the administrator.
5. If a class has reached its capacity or if the early enrollment period has not yet ended, the applicant's name will be placed in the accepted application file.

### **Other Requirements**

1. Birth certificate – with the official seal embossed thereon from the state register of vital statistics (hospital record is acceptable).
2. Immunization records – signed by the physician.
3. Pastor’s Recommendation, signed by the pastor.
4. Transfer of Records – Include request form with application documents.

### **Individualized Education Plans**

Policy regarding students with Individualized Education Plans:

Nonpublic schools are exempt from mandatory and compulsory implementation of Individualized Education Plans set forth by typical Special Education Services with public school systems. If the student, parent, and FCA administrator believe that FCA is the best environment for the student’s learning, parents will sign a waiver stating that no contractual special education or speech services will be served at FCA. Parents or guardians of incoming Kindergarten students will be required to have them screened prior to coming to Faith Christian Academy. At Faith Christian Academy, we support state, federal, and local policy and law. We recognize that we cannot serve these students in the least restrictive environment, nor provide the additional support that they need. Our interventionist is employed to screen and aid students in catching up skill deficits but is not specialized to handle learning or speech disabilities. Case will be reviewed case by case during the parent interviews. Amended February 4, 2024

### **Re-Enrollment Policy**

1. Re-enrollment for students expecting to return to FCA will open in the month of March.
2. Current students will have first access to space available.
3. At the end of the early enrollment period, classroom space will be open to new students.

### **Non-Discrimination Policy**

FCA admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. FCA does not discriminate on the basis of race, color, sex, national or ethnic origin and is in administration of its educational, admission, and athletic policies as well as all other school sponsored programs.

FCA does not accept nor retain faculty, staff, or students who profess or practice a homosexual lifestyle.

FCA believes the Bible to be the inspired, inerrant, and infallible word of God, and seeks to provide a quality of education in a distinctly Christian environment. One of our goals at FCA is to work with parents and guardians to train young Christians to be salt and light in their communities. FCA expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. FCA prohibits, based on the teachings found throughout Scripture, any kind of sexually immoral lifestyle including but not limited to pornography, homosexuality, or a sexual activity outside of marriage between one man and one woman. On the occasion in which a particular student or home is acting contrary to or in opposition to the Biblical beliefs of the moral behavior and lifestyle that FCA teaches, FCA

reserves the right to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to living in, condoning, or supporting any form of sexual immorality; as well as practicing or promoting a homosexual lifestyle or alternative gender identity, or having the inability to support the moral principles of FCA as stated throughout this handbook. (Romans 1:16-32; I Corinthians 6:9-10; Leviticus 18:22)

### **Statement of Cooperation**

Parents or guardians are required to sign a Statement of Cooperation when registering their children for the school year. The Statement of Cooperation is found on the back of the registration form.

## **Section 3 Financial Policy**

### **Tuition Information**

1. Twelve (12) payments – Tuition payments are made on a monthly basis (due by the 15<sup>th</sup> of each month); Twelve payments run July through June, this assumes timely submission of payments to Faith Christian Academy.
2. A late charge of \$35.00 will be assessed to your account if any payment is not received within 10 days from the payment due date.
3. Students having attended any portion of a month will owe for the entire month.
4. There is an annual non-refundable registration fee of \$200.00.
5. Tuition payments should be mailed to Faith Baptist Church at 237 Arnoldsburg Rd. in Spencer, WV 25276.
6. A returned check fee of \$25.00 will be assessed for any returned check to FCA. Additional fees may be imposed by your bank.
7. If your bank refuses any automatic deduction, a fee of \$25.00 will be assessed.
8. Once the account is thirty (30) days past due, parents will be notified. Once the account is sixty (60) days past due, the FCA board will review the account and consider further action.

### **Release of Transcripts and Diplomas**

All accounts owed to FCA must be paid in full before transcripts or diplomas will be released. In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Parent's Pledge of Cooperation, a parent is authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

Transcripts are provided for FCA graduates at no charge for the year of the graduation and one year following. After those two years, there is a \$5 charge for transcripts. Transcripts will not be sent until payment is received in the office.

### **Donation drives**

Donations and love offerings support Faith Christian Academy.

## **Section 4 Attendance**

### **Responsibility**

Regular school attendance is essential for learning. Sporadic or irregular attendance causes the student to lag in academics and spiritual growth, thus endangering academic and spiritual progress. Parents should insist on faithful attendance by their children. Parents will be notified of excessive absence.

### **Recognition for Faithful Attendance**

Special recognition will be given annually for perfect and faithful attendance (less than 3 days absent).

### **Excused and Unexcused Absences**

#### **1. Excused Absences**

Absences are excused if the student is sick, there is a death in the family, the student has a doctor's appointment, or for other reasons considered appropriate by the administrator. Missed work may be made up for full credit.

#### **2. Unexcused Absences**

Absence from school without permission or for reasons that are not legitimate will be considered an unexcused absence. Students will be penalized 10% for work missed for each day for the first 5 days; 20% for days 6-10; for days past 10, work will receive a zero.

#### **3. Requests by Parents for Students to be Absent**

- a. Parents may request special permission for students to be absent when such absences are required by the family at least one week prior to the absence.
- b. A written letter should be sent to the office and approved by the administrator. Missing tests or special programs should be avoided if possible.
- c. Upon approval, a pre-planned absence form will be given to the student to take to each of their teachers.
- d. Each teacher will sign the form and may give the student assignments to be completed while gone.
- e. This is an excused absence; however, missed work should be completed before returning to school. Should this be a problem, speak with the teacher(s) involved.

f. Students having academic difficulty should not be absent if possible.

### **Excessive Absences**

If a student exceeds the number of absences allowed by the West Virginia State Board of Education, the County Board in which the student resides will be notified of the excessive absences.

ANY NUMBER OF ABSENCES BEYOND TEN (10) DAYS PER SEMESTER IS DEFINED AS EXCESSIVE.

### **Informing the School**

1. Absences for any reasons other than illness, professional appointments, or death in the family must be pre-arranged with the administration at least one day in advance.
2. Parents should inform the school office why their child is absent either by calling the office or sending a note.
3. Absence is not necessarily excused if a parent calls or sends a note. The administrator will have the final decision of excused or unexcused absence.

### **Make-Up Work**

1. If a student misses class for an excused absence, that student is to secure missed class work from the teacher or a fellow student and complete it within a reasonable period of time, as designated by the teacher. Students will suffer a penalty for unexcused absences.
2. It is the responsibility of the student to secure missed homework and make-up tests when absent from school.
3. Parents may call the school office and request homework information, but requests must be made before 12:00 noon on the day of the request, and they also need to supply information as to how the homework will be picked up.

### **Tardiness**

In the spirit of cooperation and grace, we realize that occasionally students maybe late due to no fault of their own. Missing several minutes each day of instruction is problematic for students in the educational setting. It is especially important to us to be here on time in the mornings as that is when we start our day with spiritual matters (pledges, God and I Time, Bible Class and Chapel). Teachers will work with parents to help relieve the problem. Amended February 4, 2024.

### **Early Dismissals**

Early dismissals are defined as those times when a student must leave the school campus during school hours. A student will receive no absence penalty on their attendance record if they are only away from the classroom for an hour (60 minutes) or less. If the student is away from the classroom for over an hour (60 minutes), but has attended school for at least three (3) hours for that particular day, then the student will receive a half day absence on their attendance record. If the student has not been at school at least three (3) hours for the day, then that student will receive a full day absence on their attendance record. Students that are leaving early due to a school related function will be excused for their time out.

The school office should be notified of early dismissal at least one (1) day prior to planned early dismissal. However, in the event of emergency or last-minute changes in appointment, the office may be notified by phone.

Students will not be permitted to leave FCA during school hours without permission of the administration and their parents. Parents are to send a note stating the reason and time of departure. Students are to stay on school grounds from the time they arrive in the morning until school dismissal in the afternoon. Amended February 4, 2024.

## **Section 5 Student Behavior**

### **Standards of Conduct and Discipline**

At FCA, we believe that good conduct and discipline are necessary for the well-being of the student as well as for the school. It is impossible to learn in the classroom unless control and good order are maintained. Students are reminded that they must adhere to a good code of conduct for both their own benefit as well as for the benefit of others. FCA expects full cooperation from both students and parents on the subject of conduct and discipline.

Because it is a privilege and not a right to attend FCA, this privilege may be forfeited by any student who does not conform to the spiritual, moral, and scholastic standards and regulations of this institution. The administration of FCA may request withdrawal of any student who, in the opinion of the administration, does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of FCA. While FCA is concerned for each family individually, we must also be committed to the general welfare of the FCA family and to our Lord Jesus Christ.

### **Philosophy of Discipline**

At FCA, we strongly believe that each student is created in the image of God, and therefore is possessed of worth, dignity and reason. They are capable of living their own life and making wise choices. Wise choices are those in agreement with the counsel of God. In Jeremiah 10:23, the Bible says, “Oh Lord, I know that the way of man is not in himself: it is not in man to direct his steps.” At FCA, we believe that the purpose of a good discipline system is to teach each child to live a structured life under the council of God.

We strive, at FCA, to develop in the students a disciplined lifestyle. Discipline is viewed as positive training (Proverbs 22:6) that leads to an acceptance of the need for structure in living for God and in accepting God's authority over us and His ownership of us (Romans 14:7-8). Living a life of discipline brings blessings, but there is a negative side to living a poorly disciplined life which results in negative consequences and punishments. This may include reprimands, loss of privileges, detention, suspension and/or expulsion.

Students/Families need to follow these expectations to avoid disciplinary probation:

1. Faithfulness to FCA's provisions to develop suitable spiritual growth and development.
2. Faithfulness to FCA's provision for suitable academic growth and development.
3. Respect for the authority of FCA's school board, the administration and faculty. Proper titles of should always be used (i.e. Mr., Ms., Pastor...).
4. Respect for all students, regardless of ethnic or racial origins, economic status of their family, academic abilities or church membership.
5. Acceptance of reasonable rules of behavior in the classroom, hallways, and lunch rooms related to loudness, physical contact between the sexes, and general rowdiness.
6. Observance of the dress codes.
7. Rejection of the fads and practices of the current worldly culture.

Attention to these rules will enable students to avoid problems of a disciplinary nature.

### **Discipline Plan**

Teachers will issue respect slips for disruptive behaviors in and out of the classroom during the school day.

Disruptive behavior will be defined as talking, laughing, touching others, not listening, or as otherwise determined by the teacher(s) or administrator.

One respect slip may be sent home and signed with no further action.

Two respect slips will result in a student/teacher conference.

Three respect slips will result in a student/administrator conference with the student and parent(s) of the student.

Four or more respect slips or severe offenses such as inappropriate language or physical altercations could result in 1–3-day suspensions as determined by the administration.

### **Discipline System**

It is desired that students develop self-control and discipline in order that they may effectively serve God. The Bible teaches that self-discipline is learned through modeled and imposed discipline. A framework for discipline is incorporated to guide the students. Our purposes for this are:

- a. To set standards which, although they may not please everyone, will unquestionably uphold the principles of the Word of God.
- b. To provide an atmosphere of decency and order.
- c. To furnish institutional standards which will provide a model for students to follow as they determine personal standards which are in accordance with the Bible.
- d. To incorporate a system which will provide a fair and consistent evaluation of a student's behavior.

### **Detention Work Assignments:**

Detention may be used at the discretion of the administrator (if corrective conferences have not achieved the desired goal). If a detention assignment is not completed, detention will be served again the following school day. If a student fails to report for detention, the punishment will be doubled. Detention may be assigned if warranted and work must be completed.

### **Bullying, Harassment, and Intimidation**

FCA strives to maintain a learning and working environment free from bullying, harassment, and intimidation. FCA views threats to this environment as:

1. Bullying, harassment, and intimidation are all evidenced by repeated physical, verbal, or emotional abuse toward a victim producing fear, harm, or damage.
2. Interfering with school purposes or with the orderly operation of school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidations, fear or disruptive means.
3. Harassment may include, but is not limited to, sexual or racial abuse.
4. Upon report of alleged bullying, harassment, or intimidation, the administrator or designated investigator will conduct a thorough investigation and respond to the incident with appropriate measures which may include, but are not limited to, detention, probation, suspension, or expulsion.

### **Dangerous/Destructive Weapons**

1. While on FCA campus, no student is permitted to possess a firearm, a deadly weapon, explosives, knives, or any item which may inflict harm to another or damage to physical property.
2. Any such item will be confiscated from the student and the student will be subject to the appropriate disciplinary action with the maximum penalty being expulsion.

### **Vandalism**

Vandalism will not be tolerated; FCA will take appropriate actions, including restitution and possible expulsion.

### **Substances**

Students may not possess or use tobacco, alcohol, drugs, or other controlled substances on or off campus. FCA will take appropriate action which may include suspension or expulsion.

### **Sexual Immorality**

A student involved in sexual immorality will not be retained.

### **Websites/Internet**

FCA will not tolerate inappropriate material on student websites, social media, blogs, etc. Any student found with material on the internet that is deemed inappropriate to the purpose and mission of FCA is in direct disobedience to this provision and will be subject to disciplinary action up to and including immediate ineligibility to attend FCA.

### **Computer Code of Ethics**

1. Copyright laws and licensing agreements govern the computer software used on these resources. FCA stringently obeys these laws and agreements. Students who have access to FCA computer resources must adhere to general copyright laws and licensing agreements as well as these specific policies.
  - 1.2 Students are not to copy any computer software that is owned by FCA
  - 1.3 Students are not to copy computer software that they do not own.
  - 1.4 Students are not to copy computer software that they do or do not own and give it to someone else.
2. No work will be saved on the hard drive of school computers. The following guidelines apply to students using school computers:
  - 2.1 Any work that a student has done and saved to their thumb drive is considered their work. If it is copied by someone else, this will be considered cheating.
  - 2.2 Failure to adhere to these policies may result in loss of privilege to FCA computers.
  - 2.3 All work should be saved as the course instructor directs. At specific times during the year, students may be requested to erase certain files from their thumb drive to allow more memory for larger projects.
  - 2.4 FCA logo will be used on all computers owned by the school as the desktop background, students are not to change the backgrounds or screen savers.
  - 2.5 Internet use is limited by an internet policy. All students using school computers must sign an internet policy before access to the computers will be granted.
  - 2.6 Thumb drives are to be left in the classroom and not be password protected.
  - 2.7 The purpose of these computers is to educate, to give proper computer science experience, and to provide a means of producing professional quality work. All other use must be approved by the administrator.
  - 2.8 There is to be no installation or download of unauthorized programs.

### **Internet Activity Policy and Responsibility Agreement**

As a tool for research, the school internet should be used in the proper manner. The following activities pertaining to the internet and websites are prohibited while using FCA computers.

- a. Personal website maintenance (including social media i.e. Facebook, Twitter, Instagram, etc.)
- b. E-mail
- c. Chat rooms, message boards, dating connections, instant messaging services...
- d. Download sites
- e. Interactive games (games where you compete in the game with other people online)
- f. Violent games
- g. Joke sites
- h. Any site that does not agree with the standards and policies of Faith Christian Academy.

The student will also refrain from searching for information that does not uphold the policies of FCA and from interaction with other individuals online in any manner. The student will not copy information received in any form and say that it is their own work and will accurately cite all source information.

It is the student's responsibility to treat the computer equipment with respect and not to bring anything to class that would harm this equipment. Magnetic devices are not allowed near the FCA computers. Accessing or altering the system files is not permitted. Internet activity is only permitted by prior permissions from the administrator. Students are to be aware that these computers can be monitored by the administrator from their computer and that the administrator has the right to stop the students from any activity that is inappropriate.

Violation of FCA's computer policies will result in demerits and/or loss of privileges to use the school computers or the internet. The student and his or her parents may be required to pay a technical cost related to the removal of virus, spyware, questionable material, or unwanted programs that occur to the computer during the student's work session. The parents of the student in question will be notified of the occurrence and the repair costs.

For the policy on cell phones, tablets, laptops, and other such devices, see the Communication Section of this handbook.

### **Final Authority**

The FCA Board reserves the right to suspend or completely dismiss a student from Faith Christian Academy if continual disruptive/inappropriate behavior continues.

## **Section 6 Dress Code**

In adhering with our Biblical values, dress should be modest in appearance. Therefore, items other than pants should come to the fingertips of the student wearing them, any articles of clothing containing language should uphold Biblical values, all tops must cover the shoulder and not be low-cutting. Dress Code WILL BE ENFORCED. Students with dress code violations will conference with the teacher or administrator and their parents will be notified. Amended February 4, 2024.

### **Body Art and Body Piercing**

Body art (such as tattoos) and body piercings (such as piercings of facial features and all other parts of the body – other than the ears) are prohibited at FCA. Staff and students attending FCA may not participate in the acquisition of body art or body piercing and products thereof.

If a staff member already has a tattoo or body piercing prior to starting school, they should remain covered at all times.

## **Parental Dress**

Parents who come to FCA campuses are to dress in accordance with the rules of our students. Please follow the same standard of dress that we require for our students when coming to campus for any reason. Your help in teaching students modest and neat dress is greatly appreciated. It is difficult to enforce rules for our children that we do not follow ourselves.

## **Formal Dress Standards**

### **Young Men**

- Young men should be dressed in church attire that they would wear on Sundays.

### **Young Ladies**

- All formal dresses must be approved by the school dress committee; appointed by school administration.
- Dress length must be to the knee or longer.
- No slits above the knee.
- Gowns should have a neckline which is high in the front and back.
- Strapless, one strap, spaghetti strap neckline dresses will be acceptable as long as they do not reveal any cleavage and stay against the body when bending. Sweetheart necklines are not permitted.
- Dress back should not be lower than the normal bra line.
- Cut outs or keyholes will not be acceptable.
- No see-through material may be worn.

FCA is not responsible for any party or social affair which is not officially sponsored or approved by the school administration.

## **Field Trip Attire**

Field trip attire should follow FCA Dress Code unless specified by the administrator.  
Amended February 4, 2024.

## **Final Authority**

The Administrator will have final authority on all matters of dress and hair. If a parent has a question about the dress code at any time, they should feel free to contact the administrator. Since dress is so important in our identification as Christians, any dress that portrays identification with ungodliness will be unacceptable.

## **Section 7    Academics and Bible**

### **Bible Curriculum**

Biblical studies are a required subject at FCA. From the pages of the Bible beam forth a crystal-clear light for life's pathway and herein is revealed the only hope for the life to come. The Bible enhances the study of other subjects such as English, History, and Science. No other book can enrich the mind and heart as well as prepare one for an effective life as the Bible. As a Christian School, we are privileged to use the Bible as it is our most important tool in the work of character building, which is probably the most necessary task of a school. Biblical studies far exceed all other courses offered at FCA in laying a sure foundation of moral and spiritual values in these days of moral decay and spiritual apostasy. Here at FCA, we use the King James Version of the Bible. It is a goal of ours to instill in the student a working knowledge of the Bible, without which, they can hardly be considered educated in the truest sense.

### **Academic Curriculum**

The curriculum at FCA consists of a structured Bible-centered approach with high academic standards for all students.

### **Elementary**

- a. K4 & K5 – we are committed to nurturing the whole child socially, emotionally, physically, spiritually and intellectually. A developmentally appropriate learning curriculum will be provided including large and small muscle activities, reading, science, art, language, music, literature and Bible.
- b. Kindergarten – the kindergarten program is usually the first experience a child will have with school. Reading readiness, Bible memorization, and math readiness are some of the skills learned in kindergarten. We use a reading program based upon a balanced phonics/sight word approach. The whole kindergarten program helps prepare students for the first grade and at the end of the year there is a special graduation program.
- c. Grades 1<sup>st</sup> through 5<sup>th</sup> – The elementary program is designed to develop the foundational learning skills that each child will need in his education. The early grades include instruction in Bible, reading, penmanship, math, science, social studies, spelling, music, art and physical education and enrichment.

### **Secondary (Middle and High School)**

6<sup>th</sup> through 8<sup>th</sup> grades – Biblical studies, English, Math, Pre-algebra, History, Science, Enrichment, Physical Education, Music

## Grading Scale

The school grading scale is as follows:

90- 100 = A	Plus (+) and minus (-) grades are often assigned by teachers to reflect the two upper and two lower percentages of each letter grade.
80 - 90 = B	
70 – 80= C	
60 – 70 = D	
Below 60 = F	

Withdrew Passing WP

Withdrew Failing WF

Incomplete INC

An “INC” will be changed to an “F” if not made up within three weeks after the end of a grading period.

Kinder Scale:

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Plus (+) and minus (-) grades are often assigned by teachers to reflect the two upper and lower of each grade.

FCA

## Honor Roll

recognizes those who excel academically by placing them on the Honor Roll. To qualify for the Honor Roll, the student must have at least four (4) units of work. Honor Roll divisions:

- Pastor’s List (Highest Honors) = 4.0 GPA or higher
- High Honors = 3.50 to 3.99 GPA
- Honor Roll = 3.00 to 3.49 GPA

Honor Roll eligibility will be submitted to the local newspaper. Any incomplete (INC) in a particular subject will cause a student to be ineligible for the Honor Roll until the grade is finalized. If the Honor Roll has already been submitted for publication, names will not be added to the newspaper.

## Progress Reports and Report Cards

- Progress reports are sent home at the mid-point of each grading period, if the student’s account is current.
- Report cards are issued at the end of each nine-week period, if the student’s account is current.

## Textbooks

- FCA generally uses textbooks from Christian publishers. In the rare case that a secular book is used, it is examined carefully for anti-Christian content.

## Return of Books

- Students must return all textbooks except consumables at the end of the school year.

### **Lost Books**

Parents will be required to reimburse the school for any books which the student may lose or damage. The cost of a new book will be charged if it is not usable. Other damage will be evaluated and charges assessed.

### **Homework**

No homework will be given unless it is for make up work or a report.

Long term homework assignments (note cards, reports, bibliography cards, memory work, etc.) are to be turned in on the due date. If the student is absent on the due date, the assignment will be due on the day the student returns to school.

### **Field Trips**

- a. Field trips are taken during the year to places of educational and social interest.
  - b. Permission and/or medical release forms must be signed by the student's parent(s) at least one week prior to the scheduled trip. No student will be permitted to go on a field trip without a permission slip signed by the parent(s).
  - c. Students will be expected to ride on the bus or van provided by the school unless their parents have made other arrangements. At times, parents will be asked to chaperone and/or help with transportation needs.
  - d. Students are to follow the school dress code unless a variation is authorized by the administration.
  - e. Parents who serve as chaperones or attend the trip are also required to follow the same dress code and follow the same conduct guidelines as the students.
  - f. Parents who volunteer to drive students in their own vehicles on field trips should understand that they accept liability in case of an accident.
  - g. Faculty members bear complete responsibility and are in charge of all field trips.
- Amended February 4, 2024.

### **Promotion, Retention, Classification**

In grades 1 – 8, any student receiving a yearly grade of “F” in three academic subjects will automatically be retained. If a student receives an “F” in two subjects, one being either Reading/English or Math, then this student will have to make up the respective subject in summer school before that student will be promoted.

### **Academic Probation**

Academic Probation status is assigned to any student whose GPA falls below 2.00 (C average) and has no more than one “F” on a mid-term report or at the end of a nine-week (quarter) grading period.

### **Academic Testing**

#### **Iowa Test**

All students in grades K 5 – 11 are given the Iowa Test in the spring for the purpose of measuring achievement in areas of English, Math, Science, and Social Studies. Student results are compared to students nationally and to those students in other Christian schools nationally. This report will be sent home with the final report card during summer break. Results of these

tests are reported to the West Virginia Department of Education as required under our Exemption K status with the state.

### **Physical Education**

- Secondary students in grades K5-8 will take physical education.

### **Academic Activities**

-Spelling Bee

-Golden Horseshoe

-Social Studies Fair

-WV Young Writers

## **Section 8 Transportation**

### **Behavior of Students on Buses and Vans**

Behavior rules that apply to the school campus also apply for the buses and vans. The bus or van driver has authority to enforce the behavior code. Students who persist in violating the behavior code will be removed from the bus or van.

In order to provide a high level of safety on our vans and buses, certain guidelines must be followed:

- The number of riders must never be more than the capacity of the vehicle.
- Boys and girls should be separated with one group located in the front half and the other group located in the back half of the vehicle.
- No food or drink should be taken on the vehicle at any time (except for the driver if needed, or if on a field trip).
- Students must remain seated at all times.
- Talking should be in hushed tones. No loud talking, yelling or chanting.
- Nothing should hang out or be thrown out of the windows.
- The vehicle must be left clean. Nothing should be left on or in the vehicle when it is parked.

## **Section 9 Emergencies/Illness**

### **School Dismissals**

Weather//Snow days or other reasons for dismissal of school.

- FCA will typically follow the policy of Roane County Schools on school dismissal because of inclement weather. On rare occasions, the FCA administration may deem it necessary to make a decision regarding school closing or opening independent of Roane County Schools.

- Early dismissal will be rare because of difficulties in getting students home.
- Parents, who have signed up for the call list, will receive a recorded message, text, and/or email from FCA regarding the closing or delay of school.
- Information will be posted on the school's Facebook page.

Amended February 4, 2024.

### **Funerals**

In the event of a funeral held at Faith Baptist Church on a scheduled school day, FCA will close early or have no school. A note will be sent home with students and information will be posted on the school website and our Facebook page.

### **Lunch**

Students will need to bring their own lunch as FCA will not provide lunches.

### **Emergency Cards**

At the beginning of each school year, parents must fill out an emergency card and return it to the school office. Special instructions for medicine should be written on the emergency card.

### **Prescription Medications**

Prescription medication should be brought to the office when a student arrives at school. Students should come to the office when the medication should be taken. The medication should be retrieved at the end of the day.

## **Section 10 Arrivals and Departures on Campus**

### **Caution**

Traffic speed on the campus should never exceed more than five (5) miles per hour. Use extreme caution, observing for students who may dart out.

### **Times**

- Students should not be brought to the campus before 7:30am.
- All students must report to their classrooms.
- School will notify parents if students fail to report to their classrooms.

## **Section 11 Communications**

### **Parent/Teacher Conferences**

Parent/Teacher Conference times are regularly scheduled. Consult the school calendar. Faculty members are willing to schedule appointments with parents at other times also. Conferences should be arranged to take place outside of class hours.

### **Calling a Teacher or Administrator**

FCA's staff understands the importance of the home and school working together in the education of children. Communication is essential. Other conferences with teachers or the administrator may be arranged by calling the school office with that request. Office staff will schedule a conference with the teacher or administrator at a time convenient with you. Parents are requested to be considerate of a teacher's time if contact is made during the school day.

### **Guidelines for Cell Phones, Communication or Electronic Devices**

Use of personal electronic and communication devices during the school day, including cell phones, is not permitted. The use of these devices for non-educational purposes can cause a disruption to the educational process. Electronic devices include but are not limited to: computers (laptops, tablets, etc.), storage devices (USB and flash memory devices), cameras (cell phones, video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers, and any other similar, technologies as they come into use. The school day begins when the student enters the building and ends when school is dismissed.

\*Electronic communication devices are not permitted to be visible on the student. Additionally, FCA will not be responsible for the electronic devices owned by, and brought to school, by students.

The use of camera phones, camera recorders, or other electronic devices that might violate the privacy rights of students and/or school staff or are used to commit academic fraud will result in appropriate consequences. Please remind your child(ren) of the harmful effects of texting inappropriate videos, pictures, or information. This practice, sometimes known as "sexting," can have serious educational and criminal repercussions with respect to minors. Violation of these policies will be dealt with by the administrator (if needed the school board).

\*Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school number (304-927-3320). The staff at FCA will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child during the school day. Amended February 4, 2024.

### **Grievance Procedure**

There may be times when a parent will have a grievance against a teacher, staff member, administrator, or board member. In all such situations, FCA strives to observe the principles outlined by our Lord in Matthew 18:15-17 and Galatians 6:1. We ask that you observe these principles, and we agree to do the same.

The Bible says in Matthew 18:15-17, *"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican."*

And then in Galatians 6:1, *"Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted."*

From these Scriptures, we can see two main principles:

1. The complaint should be settled at the lowest level of relationship possible. If a parent has a complaint against a teacher, the parent should go directly to the teacher, not to the administrator, a board member, or another parent. If a parent has a complaint against an administrator, the parent should go to that administrator, not the FCA Board.
2. If the complaint cannot be settled at the lowest level, the person with the complaint should go to the next higher authority. For example, if a parent has a grievance against a teacher and cannot settle it with that teacher, then the parent should then go to the administrator. If the parent still does not receive satisfaction, then they should go to the board until they get a final decision.

### **Divorce and Separation**

Divorced and separated families are realities of contemporary life. This in turn affects FCA's responsibilities to our students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. FCA does not wish to interfere with, nor resist a non-custodial parent's involvement in school related affairs, unless presented with a court order or comparable legal document which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. In cases where legal documentation is presented restricting access to a particular parent, FCA will not permit that parent to take custody of a student or remove the student from the school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent.
3. If either a custodial or non-custodial parent(s) actions become disruptive to the operations of FCA, then FCA has the right to restrict access by these parent(s), and take other reasonably necessary action.
4. Concerning student activities which require parental consent, FCA will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of school work, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. FCA cannot bear the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

### **Fine Arts**

FCA participates in the WVCEA Fine Arts activities. Participation is open to all upper elementary, junior high, and senior high school students (grades that WVCEA stipulates). Fine Arts Festivals offer an opportunity for students to be rated in the following broad categories: Bible knowledge, academics, music, speech, and art. Entry fees for the WVCEA Fine Arts are the responsibility of the student and parent.

A Christmas Program and other programs are presented during the school year.

## **Section 13 Miscellaneous Policies**

### **School Directory**

Shortly after the beginning of each school year, FCA may publish a directory listing all families. However, a family may request that telephone numbers and/or addresses not be listed. This request should be communicated to the school office in writing by mid-September. The published directory will be made available for purchase at a reasonable cost. Changes of address and phone numbers should be communicated in writing to the school office.

### **Lost and Found**

Items lost by students, if found, should be turned in to the school office. Items found will be maintained there. Students seeking lost items should inquire at the school office for the item. Students will be notified about found items not yet claimed throughout the school year. Students or parents will have an opportunity to examine items at that time in hopes of locating items that may have been lost.

Students are encouraged to accept responsibility for items brought to school. The student is responsible for items that are lost. Items of considerable value, such as jewelry, should not be brought to school. The school is not responsible for items lost or stolen.

### **Lunch Policies**

Lunch will be held at FCA daily for all students. Volunteers and staff will supervise children for lunch. Please send a packed lunch daily.

### **Classroom Parties**

Periodically, elementary teachers may schedule classroom parties to celebrate birthdays of students or for other acceptable reasons.

### **School Office**

The school office should be looked upon as a place of business and should be honored as such at all times. Students, parents, and visitors should not congregate in the hallway near the school office.

### **Solicitations**

At no time will approval be given for outsiders to solicit funds on the property of FCA.

### **Guest Speakers, Musicians and Music**

Persons seeking to bring special speakers or musicians to the campus of FCA for any reason must first seek approval from the administrator.

Music that is to be performed at the school for any activity must conform to the music policy and be approved by the administration. This includes recorded music.

## **Prohibited Items on Campus**

- Explosives of any kind
- Illegal drugs or alcohol
- Tobacco in any form
- Books and magazines that do not pertain to classroom use
- Electronic toys
- Knives, guns, or weapons of any kind
- Matches
- Any other items deemed hazardous by the administrator or FCA Board.

## **Fire Drills**

- a. Fire drills and other emergency drills will be conducted periodically. In the case of a fire drill, faculty will ensure that an evacuation plan is properly posted in each classroom or meeting area.
- b. Rooms should be evacuated in a quick and orderly manner. Students are expected to stay in line and refrain from talking during fire drills.
- c. Students should quickly go to the designated area for the room they are in and turn to face the building just evacuated.
- d. Teachers will ensure that the windows and doors are closed during fire drills.
- e. Teachers should take the classroom evacuation bag with them when evacuating a building for any fire or emergency drill.
- f. Teachers and students may return to rooms once the all-clear signal is given.

## **Withdrawals**

Withdrawals from school must be made in person by the parent through the office of the Principal. An official withdrawal form should be completed. That form will be processed by office staff and the necessary signatures obtained. Records for students withdrawing from FCA will not be released until all bills are paid and all textbooks and materials that belong to FCA returned.

All Tuition charges continue until the withdrawal process is completed. No report cards or any records will be released to any student whose account is not current. When you register your child to attend FCA you agree to see that your account is current at all times and that all charges are paid. Any student who has registered, but then withdraws prior to the school year will be responsible for all non-refundable fees as well as the first month's tuition. Any student who withdraws or is dismissed from FCA at any time during the school year will be responsible for the full month's tuition for the month in which he or she withdrew or was dismissed. You understand by registering your child that one month's tuition and any other tuition prorated based on the number of days that your child has actually attended FCA is non-refundable. Withdrawal or dismissal from FCA can occur from the date of registration to the last day of school for that enrolled academic year.

When you register your child at FCA, you are stating that you understand and agree that you must follow this procedure of withdrawal:

1. The parent must visit, write, or call the school principal.
2. The parent must, in writing, indicate the desire and reason for withdrawal.
3. The parent will be informed of the present financial status of the account upon request.
4. No records will be given to the parents. They will be forwarded only to the school of transfer upon request by the receiving school.

## **Section 14 Closing Remarks**

We are very excited that you have chosen FCA for the upcoming school year. We hope and pray that this year will be a very memorable one. As you grow in truth and knowledge, we ask that you please allow the FCA staff to be a blessing to you as you desire to be used of God and to bless others. We will strive to nurture our students in the praise and admonition of the Lord, and we would like to encourage you to be evangelistic and tell others about our Lord and Savior, Jesus Christ.

May this be an enthusiastic and fun-filled year as we learn to serve the Lord together, and as 2 Peter 3:18 tells us, "...grow in grace, and in the knowledge of our Lord and Savior Jesus Christ."

## **Pledges**

### **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."

### **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 to all who believe."

### **The Bible**

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

Please sign and return to your homeroom teacher.

“I have read, understand, and agree to follow all of the Cell Phone Policy, Code of Computer Ethics and the Internet Activity Policy and Responsibility Policy.”

X

\_\_\_\_\_

Student's Signature

X

\_\_\_\_\_

Parent's Signature

Date:        /        /