

**2021-2022**  
**Student and Family Handbook**  
**(Pre-K3 & Pre-K4)**



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**The President, Administration, and Board of Directors of Foundation Christian Academy reserve the right to waive or modify the policies set forth in this Handbook as the situation may permit or require in their informed judgement at their sole discretion.**

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**Foundation Christian Academy (FCA)** began as an outgrowth of parental concern regarding academic growth and Christian conduct. *FCA* seeks to provide activities to assist the well-rounded development of each student- development similar to Jesus' development in Luke 2:52: *“And Jesus increased in wisdom and stature, and in favor with God and man.”* Intellectual growth is stimulated through academic training; physical growth is provided through various physical activities; and spiritual growth is fostered through religious training. Students at *FCA* are encouraged to give their full effort in these areas.

**Mission Statement:**

**The mission of Foundation Christian Academy is to provide a strong Christian foundation for students and to prepare them for spiritual, intellectual and social growth while in a Christian setting.**

**Philosophy:**

**Foundation Christian Academy is characterized by:**

- Acknowledging the Deity and glorifying God the Father and Jesus Christ His Son.
- Affirming the Bible as God’s inspired Word.
- Emphasizing every student as being made in the image of God and possessing the potential which is unique to his or her own individuality.
- Encouraging each student to love God and respect himself and his role in society.
- Creating an atmosphere that promotes spiritual, academic, physical and social growth so each student may reach his/her full potential.
- Conducting daily Bible classes as the core of the curriculum. Having a reputation for high moral standards.
- Providing classes taught by caring, Christian, scholarly faculty and staff.
- Encouraging active parent and family involvement in the Christian education of their children.
- Maintaining its commitment to the mission statement and regarding each child as a gift from God.

**Statement of Belief of  
Foundation Christian Academy**

**We believe these things about God...**

There is only one God. He is the Creator of all life and the Supreme Ruler of the universe. He is eternal in His existence and co-exists equally in three Persons: God the Father, God the Son (Jesus Christ), and God the Holy Spirit. The nature of God is revealed through His creation, His Word, and His Son. All that exists or consists is due to His creative and sustaining power.

**Genesis 1:26-27; Deuteronomy 6:4; Job 38:1-41:34; Matthew 3:13-17; John 3:16; Romans 1:19, 20; 2 Corinthians 13:14; Ephesians 4:6; Colossians 1:13-18.**

**We believe these things about Jesus Christ...**

Jesus Christ is the Son of God, preexistent and co-creator with the Father. He was fully man and fully God. He was born of a virgin, lived a sinless life, performed many miracles and signs and taught the one way to heaven. He came to demonstrate God's love for man and to give those who live by His teachings the abundant life.

**John 1:1-5, 3:16; Matthew 1:18-23; Hebrews 4:15; John 3:1-2, 10:10, 14:6; I Timothy 3:16**

**We believe these things about the Bible...**

The Bible is God's Holy Spirit inspired, inerrant, authoritative revelation of His will to man. It contains the standard of life for the Christian and how Christians should behave in the house of God which is the church of the Living God. It is normative for all men for all time.

**Psalms 119:105; John 17:17; I Timothy 3:14-15; 2 Timothy 3:16-17; 2 Peter 1:20-21**

**We believe these things about man...**

Man is the crowning act of God's creation, created in the image of God. When God created Adam, He saw that man was alone and this was the one thing in creation that was not good. So God created a help-meet, a woman, whose name was Eve, one like and complementary to man. This complementary nature is seen in that God created them male and female. This complementary difference allowed them to fulfill the command to be fruitful and populate the earth. This union of Adam and Eve was the creation of marriage and the family. It also indicates God's intent for marriage was, among other things, the procreation and rearing of children. The family is therefore the building block of society.

**Genesis 1 & 2**

We also believe that God intended this marriage union to be monogamous (one biological man and biological woman) and for life and can only be legitimately broken by death or sexual immorality.

**Matthew 19:1-10; Romans 7:1-3**

Thus, all sexual activity (including, but not limited to, adultery, fornication, homosexual behavior, bisexual behavior, incest, bestiality and use of pornography) outside of the marriage relationship is sinful and offensive to God.

**I Corinthians 6:9-18; Matthew 15:18-20; Leviticus 20:10-23**

Since life is a gift from God, we believe all human life has intrinsic value and should be valued including the life in the womb. Therefore, we are called to defend and protect all human life.

**Psalms 22:9-10, 129; Isaiah 49:1; Matthew 1:20-21; Luke 1:15-17; Galatians 1:15**

We also believe that every person is the object of God's love and, therefore, should be extended the love of God and the love of neighbor commanded by God. Hateful and harassing behavior or language is not characteristic of Jesus and should not be characteristic of Christians. However, no greater love can be shown than a love like God's love which moved Him to warn man of his sins to foster repentance from sins and obedience so as to have that abundant life here on earth and the hope of heaven in eternity.

**Luke 10:27; Ephesians 4:29; Romans 2:1-11; Ezekiel 3:16-21**

#### **We believe these things about salvation...**

The Bible and our own experience tell us that all men sin and come short of the glory of God. Yet, God loved and loves us even while we were sinners and His enemies. Because He created us to have relationship with Him even into eternity, He sent Jesus to die an atoning death on the cross to provide remission of sins and redeem to God those who return His love through obedience and submission to His commands.

**Romans 3:10, 23, 5:1-11; John 3:1; Hebrews 9:23-28; Matthew 26:26-30; 2 Corinthians 5:1-8; Acts 2:36-38, 22:16; John 14:15**

#### **We believe these things about the church...**

Jesus promised to build His church. His church is not a building, but a group of people called by the gospel. His church is not a denominational group, but is composed of those who have obeyed the gospel, that is, those who have faith in Christ and have demonstrated that faith through repentance, confession of Jesus as Lord, and have been baptized for remission of sins having been added to the one body, which is the church of Christ. The head of that one body, is Jesus. It is His by right of purchase.

**Matthew 16:18; 2 Thessalonians 2:14; Romans 1:2, 2:1-11; 2 Thessalonians 1:8; Romans 10:17; Hebrews 11:6; Acts 17:30; Romans 10:9-10; Matthew 10:31; Philippians 2:9-11; Mark 16:15-16; Acts 2:38, 22:16; Romans 6:1-17; Ephesians 1:15-23, 4:1-6; Colossians 1:9-18; Acts 20:28.**

#### **This Statement of Faith does not exhaust the extent of our beliefs.**

The Bible itself, particularly the New Testament, as the Holy Spirit inspired, infallible, authoritative word of God, is the final authority in all matters of faith and practice for Foundation Christian Academy and is the ultimate source of all that we believe. For the faith, practice, policies and discipline of Foundation Christian Academy, and how the teaching of the Bible is applied to the life of the students and staff, the Board of Directors of Foundation Christian Academy are the final authority on the Bible's meaning and application for the Foundation Christian Academy family.

**Acts 15:6, 20:28; I Timothy 5:17; I Peter 5:1-3; Titus 1:7**

## **History**

Foundation Christian Academy serves students from 3 years old through 12<sup>th</sup> grade. Founded in 1996, the school began with 22 Kindergarten students. Since then, the school has grown to a student body of approximately 400 students. FCA is a school affiliated with churches of Christ but receives no financial support from any institution or agency. The school is dependent upon individual gifts and tuition for operating expenses and improvements.

## **Accreditation**

Foundation Christian Academy is dually accredited through the National Christian School Association and AdvancED. Accreditation is a rigorous process that focuses the entire school with the primary goal of creating lifelong learners. Accreditation with NCSA and AdvancED is a great process that gives schools an opportunity to evaluate strengths and weaknesses from external evaluators. A thorough re-accreditation process occurs every 5 years. Parents and interested community members can learn more about SACS/ AdvancED accreditation at [www.advanc-ed.org](http://www.advanc-ed.org). National Christian School Association: [www.nationalchristian.org](http://www.nationalchristian.org)

## **Pre-School Certification**

Foundation Christian Academy Pre-School is fully licensed by the Commonwealth of Kentucky as a Level 1 Childcare facility.

## **2021-2022 Admissions Policy**

Foundation Christian Academy is a fully accredited independent school with its main focus on Christian values and academic excellence. It is open to any qualified student and does not discriminate on the basis of race, religion, gender, color, national or ethnic origin, or physical handicap, in admissions or the administration of its educational policies, programs, and activities except when necessitated by specific religious tenets held by the school.

The admission committee will consist of a 5-person committee made up of school administration and teachers. Applications will be considered based on previous school records including test scores, attendance, discipline reports, and recommendations. An in-person meeting with a school representative is required for all student admissions. Students dismissed from another school will not be considered for acceptance for enrollment at Foundation Christian Academy unless they are eligible to return to that same school. Students desiring to enroll shall complete an application in a timely manner based upon admissions deadlines. New enrollments and transfers will be considered on a case-by-case basis, largely dependent upon availability in the class and the student's ability to transition. Late or mid-year enrollments are often not possible in high school, especially for students transferring to FCA from a school with block scheduling.

Students seeking enrollment in Foundation Christian Academy should contact the Admissions Office for information regarding the admission process. An application can be submitted online at any time; however, an application is not a guarantee of openings or acceptance. All applications are subject to the admissions process as outlined on the school website admissions page ([fcfalcons.com](http://fcfalcons.com)). If a grade level is full, applicants may remain in the waiting pool in the event that an opening becomes available before the school year or

semester starts, or at some other appropriate time to enroll as approved by admissions and administration. Current physicals and immunization requirements will be verified by Foundation Christian Academy prior to students beginning school. New students must furnish proof of proper documentation.

By enrolling at Foundation Christian Academy, each student and their parents or guardian accept all provisions stated within the handbook.

Students will apply for enrollment every school year. Families will have 14 days from acceptance OR scholarship offer to accept or deny FCA's offer to attend. Families are committed and agree to pay tuition for the entire school year upon completion of online enrollment. A family who withdraws their student(s) may only be eligible for partial tuition forgiveness/refund if the reason for withdrawal is considered catastrophic (move, hospitalization, etc.). Requests for tuition forgiveness/refunds must be submitted in writing to the School President within 5 days of withdrawal. For non-catastrophic withdrawal, the student's tuition balance will be due immediately upon withdrawal. If a student is expelled or asked to leave FCA, then tuition will cease on the student's last day at FCA. Tuition for siblings of the expelled student will continue unaffected.

If preschool is closed by state mandate, parents will not be charged for the days closed. If these days were prepaid, the balance will be credited to the student's FACTS account.

### **Non-Continuation Policy**

FCA reviews the citizenship of all students regularly and reserves the right to deny continuation to any student whose behavior, attitude, disciplinary or academic record is deemed detrimental to the welfare of the school community. This will be determined by the school's administration.

### **Required Documents needed before school starts:**

The following documents are required to be included with enrollment:

- Birth Certificate
- Current Immunization Certificate
- Insurance Card - All students should be covered by insurance through a family or another plan. Insurance company name, plan number and policy number are required to be on file in the student's folder.
- Recent Photo

# **2021-2022 TUITION AND FEES**

**Online Application Fee** \$25

**Enrollment Fee**

**NEW Student** \$200

**RETURNING Student** \$150

<b><u>Tuition</u></b>	<b><u>Annual</u></b>	<b><u>Book Fee</u></b>	<b><u>Tuition &amp; Books</u></b>
<b>3-yr. old Preschool— Full-day, M-F</b>	<b>\$5,675</b>	<b>\$175*</b>	<b>\$5,850</b>
<b>4-yr. old Preschool— Full-day, M-F</b>	<b>\$5,675</b>	<b>\$175</b>	<b>\$5,850</b>

*\* Book Fee also includes cost of a cot for naps and can be taken home at the end of the year.*

*\* FCA offers complimentary Before School Care beginning at 6:30AM. After School Care ending at 5:30PM is available for an additional fee.*

**Discounts & Scholarships**

***Pre-payment Discount: \$100 Discount if tuition is paid in full by July 1, 2020***

***Sibling Discount: For children who are enrolled in our Full-Day programs, the 2nd child receives a \$500 tuition discount, for 3 or more children the tuition caps at \$12,000.***

***Scholarships: Scholarships opportunities are available for families with 1 or more children enrolled in K-10th Grades. Applications are available at FCA’s reception desks.***

**Before & After School Care**

***Before School Care Beginning at 7:00AM is FREE***

***After School Care from 3:15PM—5:30PM is \$6/hr per child prorated to the minute. Weekly Cap \$36***

**Tuition & Book Fee Payment Options**

***FCA partners with FACTS Management Company to provide a monthly payment option by bankdraft of a checking or savings account. Payments may also be made by credit card through FACTS for an additional charge of 2.85% which is charged by FACTS.***

## **Past Due Tuition and Fees:**

Every effort should be made to keep tuition and other fees paid up-to-date. Foundation Christian Academy primarily receives funds through tuition and other fees, therefore it is imperative that we collect such amounts that are owed the school.

In the event of a withdrawal, transfer or expulsion of a student, parents are responsible for tuition payment and other associated fees. The school reserves the right to withhold student records until tuition and other fees have been paid in full.

**All money owed to Foundation Christian Academy is due and payable each month. Any patron whose account becomes 30 days delinquent will be accessed an interest rate of 18% (1.5% per month) on the complete outstanding account balance (including tuition, lunch fees, and after-school charges). Any patrons who become 30 days delinquent will be mailed a letter advising them of the delinquency. When an account becomes 45 days delinquent, patrons will be mailed a notice stating if the delinquent money is not paid by the 60th day, the patron will be asked to move their child(ren) from Foundation Christian Academy. All students of patrons who are 30 days or more delinquent on any money owed FCA will not be allowed to participate in any school sponsored events.**

## **School Hours**

- PK-3 full day students: 8:00-3:20, Monday - Friday
- PK-4 full day students: 8:00-3:20 Monday - Friday

Students arriving from 7:00-8:00 a.m. or staying after 3:40 p.m. will be supervised by FCA's before school and after school staff. Additional fees apply to staying beyond school dismissal.

## **Attendance Policy:**

No one can expect to do good work and get the most out of a class if he/she is absent frequently. Please ensure that your child comes to school every day and on time. It is understood that sickness and emergencies happen; use preventive measures to ensure your child is healthy and barriers that may keep your child from coming to school are discussed with school staff. It is the desire of FCA that student attendance is at the highest rate possible.

- Do not send your child to school if they have a fever, vomited or show other symptoms/signs of illness. Students must be fever free without the use of medication and have not vomited for at least 48 hours prior to returning to school. Do not give them medicine hoping they will not run a fever or feel sick, they are still contagious to other students. Following this policy will help prevent the spread of some viruses an illness.

## **Tardiness**

The school day for Pre-K3 & K4 students begins at 8:00 A.M. All Pre-K4 students are expected to arrive at school by 8:00 A.M. and report to the classroom. Students are considered tardy if they are not in the classroom by 8:00 A.M. Teachers will stop receiving students at the door at 8:00. A student who arrives after 7:50 A.M. **must** be escorted to the front office by a parent/guardian to be signed in. Parents may not park in traffic lanes to walk students in.

**Implementation of these policies and procedures are designed to provide a more efficient way of addressing the late arrival of students.**

Early pickup must be kept to **absolute necessity only**. It should not be used as a matter of convenience. Early pickup, before 3:00, will be counted as a tardy. A parent or authorized person must sign the student in or out. Identification may be requested.

**The FCA administration has the authority to waive aspects of this policy in special cases where exceptional or unusual circumstances apply. An appeal may be made to the Attendance Committee for special review. This policy is subject to revision at the discretion of the FCA Board of Directors.**

## **Accidents and Illnesses**

Whenever a student becomes ill at school or is involved in an accident at school, he/she will be administered care by school personnel. Arrangements will then be made for the child to be sent home or to a place specified by the parent/guardian. We will use our discretion in providing care until someone can be reached.

Should a child become ill during school hours, requiring removal from the classroom, an area will be provided for the child to rest, with adult supervision until the parents are contacted and the child can be picked up. Parents/Guardians must keep FACTS/SIS up-to-date regarding emergency contact information.

If your child was sent home from school because they were sick, they do not need to return the following day if they were running a fever of 100.4 degrees or above. Please respect the policy that they must be fever-free/vomit-free for at least 48 hours. Please instruct your child about good personal hygiene in cases of allergies and colds.

## **Medication at School**

In the event that a student's attendance is dependent upon the administration of prescription medication during school hours, the following guidelines will be strictly enforced:

1. All medications must be brought to school in the original container which must be labeled with the child's name, medication name, dosage, and physician prescribing the medication.
2. A Medicine Dispensing form must be completed by a parent/guardian before it can be given to a child by school personnel. Copies of this form are available in the school office. The parents of the child

must assume responsibility for informing the school principal and/or teacher of any change in the child's health or change in medication.

Over the counter medications will be given IF a note is written giving permission on a day by day basis OR if parents or guardians have given permission on the student's application. FCA will not issue and/or dispense medication without permission from parents/guardians. Tylenol or Ibuprofen is kept in the office for occasional needs.

### **Pickup and Drop off Procedures**

Arrival times for Pre-K3 & K4 are 7:40-8:00, and departure times, 3:20-3:40. **DO NOT** leave your car unattended in these lines at any time. **DO NOT** park in these lanes because it will tie up other traffic and prevent safety procedures.

Please remember these important school traffic instructions to expedite a safe arrival and dismissal time for our students:

- Remain in your car. (If you must exit your car, please park in the lot.) Please do not get out of your car to buckle your child in the afternoon pick-up line. If your child needs assistance buckling, please pull off to the side or park in the lot to help them once you have exited the pick-up line.
- Display the car line nametag on your rear-view mirror. If you need another tag, please inform the office ASAP.
- Keep your name tag visible until you have your child as it will need to be seen by several different teachers at different stages of the car rider line. We will assume you have your child if there is no visible tag.
- PLEASE, DO NOT wait to get your child in the foyer. Please remain in your car, in the pickup line.
- Share this information with others who may pick up your child.
- PLEASE carefully watch for other children at all times before moving forward!

**NOTE: If you do not have a car tag, or you do not ordinarily pick up the child, you will need to check your child out through the office. Please park in the lot, come inside the office, and sign your child out. Proper identification will be required.**

### **Court Orders & Child Custody**

The school shall release the student or information concerning the student to either parent unless the school has been provided with evidence that there is a state law or court order signed by a judge governing such matters as divorce, separation, or custody, or a legally binding document which provides instruction to the contrary.

### **Modified Dress Code**

Modesty, cleanliness, and good taste in dress should be characteristic of all students at FCA. The dress code is one that can be best described as conservative. Clothing not specifically designed to be worn in public cannot be considered appropriate school attire. It is our professional belief that school performance and communication between adults and young people are enhanced by appropriate dress and grooming. Students

will be expected to dress in a manner which conforms to standards of Christian decency and good taste. Parents are strongly urged to enforce moderate hair styles and high standards of dress for their child. The teacher is empowered to use their judgment, wisdom, and spiritual base, as to whether or not a student's attire conforms to these standards.

Pre-K3 and Pre-K4 students MUST have an extra change of clothes left at school, in case of an accident. Please send these in a zip lock bag with their name on it. We ask that you be sure the extra clothes are weather appropriate, as well as exchange the clothes as the weather changes.

Foundation Christian Academy believes students should represent themselves and the school in a modest and appropriate manner. We believe there is a direct correlation between dress, modesty, moral standard, and student success.

During the school day, students are required to maintain appropriate dress code standards as deemed suitable for students attending Foundation Christian Academy.

Dress Code standards must be maintained on all school trips and functions to be determined by the Principal. Special dress up or down days may be established to celebrate holidays, spirit days, or other special occasions.

The Foundation Christian Academy faculty and administration shall determine whether a student's attire is appropriate.

**Tops:**

- "Appropriately sized" tops should fit loosely and not inappropriately tight for boys or girls (as determined by the faculty and administration).
- Shoulders, stomach, back and midriff should always be covered. Low cut tops are prohibited.

**Bottoms:**

- "Appropriately sized" bottoms should fit loosely and not be inappropriately tight for boys or girls (as determined by the faculty and administration). No workout/yoga pant styles will be allowed. Tights may not be worn as pants and must be completely covered to the knee by a dress or tunic style top.
- All bottom attire must at a minimum meet at the top of the knees and must be worn appropriately at the waist. They should be neat in appearance with no holes or frays.

**Outerwear/Accessories:**

- Jackets/Coats may be of any color and should be free of any inappropriate emblems/logos.
- Accessories such as ties, scarves, jewelry, bows, belts, etc. ... may be worn as long as they are not disruptive to the learning environment.

## GUIDELINES FOR DRESS

FCA will treat students and expect them to represent themselves as the gender into which they were born. Their gender will be determined and defined by their genotype and phenotype. *Genotype is the set of genes/genetic composition one possesses at birth. It includes full hereditary information. Phenotype refers to the set of outward, observable appearance and characteristics of an individual, i. e. body weight, hair length or behavioral qualities.*

### General Rules:

- Students must portray their appearance as neat and modest.
- No student may wear ragged, patched or tight-fitting jeans, slacks, pants or leggings. Jeans are not to drag the ground.
- Neither hats nor sunglasses are to be worn in the school building without special permission.
- Appropriate footwear must be worn during physical education class and/or recess. Safety is a key component of the services provided at FCA.
- Students in Pre-K3 and Pre-K4 may **NOT** wear flip-flops type footwear. They must wear shoes with a back to be secure on the child's foot. This again is a safety issue. Shoes that lace, must be laced and tied at all times.
- No Tank tops, mesh tops, half shirts or off the shoulder shirts may be worn. This also includes all styles which may be seen through or which expose the mid-riff for either boys or girls. "Cold shoulder" shirts are not allowed.
- No undergarments may show at any time. No words are allowed on pants/shorts seats.
- Hair styles or coloring should not be disruptive or bring undue attention to oneself.

### Specific Rules for Girls:

- Shorts and skirts have an allowance of 2 inches above the knee.
- Earrings are to be restricted to ear lobes only. No dangling earrings.
- Hair must be worn out of the eyes and there are to be no extreme hair styles and/or hair colorings.
- Shorts must be worn under dresses and skirts during recess and/or physical education.
- Spaghetti straps and backless shirts and/or dresses are not allowed.
- Yoga pants are not allowed.
- Leggings may not be worn as pants. They may be worn under dresses if the dress is nearly knee length.
- Makeup, jewelry or any attire that would be normally worn by genotypic/phenotypic males is prohibited.

### Specific Rules for Boys:

- Shorts have an allowance of 2 inches above the knee.
- Boys are not to wear earrings or similar type jewelry.
- Body/ear piercings are not allowed.
- Hair must be above the eyebrows and off the collar. No extreme/distractive hair styles or colorings will be allowed.
- Makeup, jewelry or any attire that would be normally worn by genotypic/phenotypic females is prohibited.

Principal and/or teachers are authorized to decide concerning clothing or accessories that are questionable. Appeals may be heard.

We respectfully request that parents and guests dress modestly and appropriately while on campus and at school events.

The Foundation Christian Academy administration and faculty reserve the right to require students out of dress code to change clothes. Additional consequences may also apply.

### **Conferences**

Good communication is essential to a successful parent/teacher/student relationship. For this reason, we encourage parent/teacher/student conferences to discuss expectations, problems, plans and procedures. The Administration and faculty want to keep lines of communication open between teacher and student and teacher and parents. It is essential to discuss any matters of concern to parents and student with teachers or the Administration. Teachers will schedule a minimum of 2 conferences during the school year: one in the fall and one in the spring.

### **Curriculum**

Strong Academic growth is largely dependent upon challenging curriculum. Curriculum is continually evaluated by a committee that compares what FCA teaches to state standards. Student's progress will be insured with one on one tutoring. The following curriculum is currently used:

Abeka, Abeka Bible and the New King James Version Bible.

Additional trade books may be used to supplement reading. It is FCA's goal to read age appropriate books that will promote student growth.

### **Bible and Chapel**

All students will receive daily Bible instruction and will attend chapel weekly. Students will learn and have lessons and memory verses taught from the New King James version of the Bible. Chapel is devoted both to Christian worship and to a variety of other activities of interest and educational value which contribute to the total program of Christian education. Core beliefs that will be taught are included on FCA's Statement of Faith on pages 5-6. Character building will also be implemented throughout the curriculum.

### **Positive Reinforcement System**

Each grade level (K3 & K4) will have their own common system. These systems will be used to recognize and reinforce positive individual and group behaviors. We will also focus on exhibiting the Fruits of the Spirit as outlined in Galatians 5:22-23.

## Discipline Policy

The Foundation Christian Academy plan is focused on training and reinforcing with all our students positive and appropriate attitudes and behaviors. We believe a unified plan is important because it helps in communication, consistency, and bringing a focus to common expectations and standards.

The teacher shall be recognized as the person in authority to maintain good discipline in the classroom. Every teacher is authorized to administer discipline necessary to correct bad conduct, a bad attitude, or failure to do required work. Repeat offenders and more serious violations will be subject to additional disciplinary actions and consequences from the director.

The reputation of Foundation Christian Academy is directly related to the behavior of students on and off campus. Actions that reflect negatively on the good name of the school will lead to disciplinary action. FCA expects parents to support the faculty and administration when it is time to administer discipline. When problems concerning conduct or grades arise, student may be given a warning by being placed on probation. If the problem persists, the student may be asked to withdraw. Foundation Christian Academy reserves the right to dismiss a student at any time if the actions of the student, in the opinion of the school, warrant this action.

Each teacher has their own classroom management strategies that is best suited for the age and dynamics of the class. Many use Color Clip Charts, some use Class Dojo. The teacher will describe their classroom strategy at Preschool Orientation.

It is the discretion of the teachers and administration of student behavior offenses and their consequences. Consequences will escalate as needed to correct behavior. If it is determined that the student is not correcting behavior as expected, then the student will be asked to leave FCA.

Disciplinary consequences for all Preschool include, but are not limited to, the following:

- Time out – student may be placed into “time-out” for the appropriate amount of time taking into account their age.
- Visit to Director’s office – student may be taken to the Director’s office for a time-out where they will discuss their behavior and possibly have a call to parents to discuss next steps.
- A student may be prevented from participating in recess for a limited amount of time or may have other activities restricted for repeated behavior issues.
- Dismissal – The student will be withdrawn from Foundation Christian Academy.

**Behavioral Probation:** Students can be placed on behavioral probation for a serious violation of school policy, for repeated violations of school rules or expectations, and for 5 or more office referrals during a semester. The length of the probation will be determined by the principal. When a student is placed on probation, any careless act or questionable attitude could be a basis for dismissal. A student placed on probation risks

forfeiture of his/her right to participate in any extra-curricular activity at the discretion of the principal. Students on behavioral probation may be ineligible to participate in any group trip.

Bullying will not be tolerated at Foundation Christian Academy. Bullying may be defined by someone purposefully or repeatedly saying or doing mean or hurtful things to another person. Any act considered bullying will result in disciplinary action that may include behavioral probation, suspension or expulsion.

FCA will not tolerate the use or possession of tobacco, vape, alcohol or illegal drugs. Violators will be subject to dismissal. Parents, guardians and chaperones shall likewise not use or possess tobacco, alcohol or illegal drugs while on campus or while attending any FCA sponsored event, activity, or trip.

### **Weapons Policy**

No weapons of any kind, including pocket knives, are to be brought on school property. The carrying or use of weapons, simulated or look-a-like weapons or dangerous instruments are strictly prohibited on school property or at school sponsored events. In the disciplinary action, the age and maturity level as well as other mitigating circumstances will be considered. The Principal may choose student conference, parent conference, short-term suspension, expulsion or any combination of these corrective measures. A policeman may also be called.

### **Gun Policy**

Pre-K3 & Pre-K4: Should a student make a threat to shoot another student, FCA employee or anyone on school property, parents will be notified. The students will be impressed with the seriousness of the threat. Age-appropriate consequences will be implemented to emphasize the seriousness of this inappropriate action.

### **Pre-School Cubbies**

The school assigns one cubby to each student in Pre-K3 and Pre-K4. Cubbies are the property of Foundation Christian Academy and are subject to inspection by authorized personnel. FCA also reserves the right to look through backpacks and personal bags. Students are responsible for keeping cubbies clean and orderly.

### **Rest Time**

Rest time will be provided for each child who is in the care of the FCA Pre-School program for more than 4 hours. Each child will be permitted to bring a small stuffed animal to snuggle and a small (child size) blanket to be used on their cot. Blanket and stuffed animal will be kept at school and sent home at the end of each week. A child who does not sleep shall be permitted to lay quietly on their cot.

### **Toys/Personal Items**

Toys and personal items from home are not allowed to be brought to school at FCA, with the exception of a stuffed animal and blanket for rest time. All other toys will be held by teacher until the end of the day and sent

home. If toys are brought in again, parents will be contacted, and toys will be confiscated until the next opportunity to give them directly to the parent. If toys brought in a third time, parents will be contacted, and toys will be confiscated by the teacher and held until the end of the school year.

### **Parent Conduct**

Parent behavior must reflect positively on FCA and support the school's mission. Rude and inconsiderate behavior toward faculty, coaches, staff, administration or other competing school employees is never appropriate or acceptable. Parents are expected to be supportive of school personnel and school disciplinary policies and decisions. A lack of support may result in a parent being banned from communication to employees, being banned from campus or athletic events, or a student being dismissed from school.

In our continued effort to promote and insist on a drug-free environment, we ask that not only students but the entire FCA community, both parents and guests, not be in possession of vapes, drugs, alcohol, or tobacco during any activity on this campus or any other school sponsored event, athletic or otherwise at any other school campus. Parents are also asked to refrain from wearing clothing that promotes vapes, drugs, alcohol, or tobacco at any school function. Your cooperation is needed to promote and send a strong message to our student body with regard to the school's position regarding vaping, drug, alcohol, and tobacco usage.

### **Parent Concern/Complaint Policy**

From time to time, a parent or guardian may disagree with a policy or procedure concerning their child. In that case, we strongly urge each parent/guardian to contact the teacher(s) directly involved with the policy/procedure in question. If satisfactory results are not gained, the parent/guardian should contact the Director who directly supervises the teacher(s). In the event the situation is still unresolved, the parent/guardian may contact the school President. The decision of the school President is final. Appointments must be scheduled to meet with any teacher, principal or president.

### **Food Service**

Students may bring or purchase their lunch. A bill for the meals eaten will be sent home at the end of each month. Lunch will include milk, 1 protein, 1 bread and 1 vegetable and 1 fruit.

Lunchtime visitors are welcome when normal lunch is taking place in the MPR. They must call and make arrangements in the front office when they plan to visit during lunch. While students are eating in the classroom, visitors will not be allowed. There is a special table designated in the lunchroom for parents to eat with their children in the cafeteria. If your child has been given "Lunch Detention" as a disciplinary action, the child will still be required to have detention, even if a parent is present. We limit your visit to your child only. This should be a special time for the child and parent, not to include extra friends.

Allergies must be brought to the attention of student's teacher and administration. Students with allergies will be posted in the kitchen, office and classroom. Precautions will be taken to keep all students safe and healthy.

### **Snacks**

Classroom snack procedures will be arranged by the classroom teacher. All Pre-School snacks will be required to include 2 of the following: milk, protein, bread, fruit, vegetable or 100% fruit juice.

If your child wants to bring a special snack for birthday or special occasion, please make sure your child brings enough for everyone in the class and be sure the teacher is notified in advance.

PLEASE be aware of any food allergies within your child's classroom. The teacher will make you aware of foods that must be avoided.

### **Technology/Network Usage**

FCA technology may only be used for appropriate educational activities. Personal electronic devices, such as cell phones, iPad, laptops, game stations, are NOT allowed for Pre-K3 and Pre-K4 students.

### **Textbooks**

Book fees are paid by parents each school year. This covers the purchase of consumable books and curriculum aides used in our PreK3 and PreK4 classes. The book fee also includes the purchase of a cot for naps and can be taken home at the end of the year or donated to the school for future use.

### **School Closing**

Foundation Christian Academy follows the Warren County calendar the majority of the time. There are a few exceptions including days such as Election Days and Professional Development Days. The school calendar is approved early spring for the following school year.

School closing due to inclement weather will be announced on a day-to-day basis. The FCA Administration team will follow weather conditions and decide whether or not to close school. FCA will not necessarily chose the same makeup days as the county schools.

FCA may choose other dates as occasions arise that serve our students' best interest to close. Examples that FCA may choose to close are for epidemics of illnesses.

Closing information will be communicated through the school's text alerts, Facebook, Twitter, WBKO, and local radio stations. Please do not call the homes of school officials relative to school closings.

## **Drills – Disaster Plans attached**

Fire and storm drills will be performed quarterly. In the event of a real fire or storm, procedures are in place to keep our students safe.

In the event of a lockdown, children will be kept in their classrooms or the multipurpose room. Blinds will be closed, and doors will be closed and locked. Children will stay in a specified location until it is deemed safe by FCA personnel and/or law enforcement. In the event of a lockdown, a large red poster board will be placed in the front door, if it is safely possible. PLEASE DO NOT TRY TO ENTER THE BUILDING. Stay in your car and call our phone. In these situations, it is better for you to leave your child inside our secure building. Trying to enter the building instead of waiting increases risk to the children. Our goal is to keep everyone safe. The mass text message system through FACTS will be used to communicate and keep parents informed as much as possible.

## **Media Release Information**

From time to time, FCA uses videos, pictures, etc...for advertising and public relations purposes. During these times, students may be filmed or photographed during school activities. If any parent does NOT wish for his/her child to be included in any of the material used for advertising, public relations, school website, brochures or other form of media, the parent/guardian should send a letter or email to the principal by August 30 each school year or within 30 days of enrollment (if enrollment was later in the school year).

## **Parent Involvement**

Parents/guardians are encouraged to express ideas, concerns and praise to administration and the board. FCA's administration has an open-door policy when it comes to the betterment of the school and would like your input. Please feel free to share your thoughts or concerns. If parents would like to address the board, they may write a letter with a detailed summary of their concern or request and submit it through a principal or the president to be communicated to the board.

A successful program means parents, teachers, administration, and caregivers are working together! Below are a few ideas that enable parents and families to help make their child at FCA even more special:

- Be a room mom/dad and help coordinate parties and other activities for your child's class.
- Go on field trips.
- Donate materials as needed.
- Help with a special activity. Come and read to your child's class
- Volunteer to help with other needed services at FCA through our Volunteer Program.
- Support Foundation Christian Academy in its fundraisers such as the Fall Festival, Chili Supper and Auction, Spring Dinner, Smart Cards, Kroger Cards, etc. ...
- Be an active participant in FTO.
- Vocally support our school. Your kind comments are the best advertisement.

Volunteers are greatly appreciated at FCA. Proper procedures must be followed.

- Volunteers MUST have a background check on file at FCA. (Forms are available in the office.)

- Volunteers must complete a Volunteer Training Orientation.
- Volunteers shall provide assistance under the direct supervision of a member of the administration or teaching staff.
- Volunteers in the school building MUST sign in at the office AND wear a “volunteer” badge at all times.

## **Visitors**

Parents and supporters are encouraged to visit the school and are warmly welcomed. However, all classroom visits are by appointment only. Unexpected visits are discouraged because they take time from the planned schedule. Interruption of any teaching during school hours will not be tolerated. Appointments with the teacher should be scheduled outside of normal school hours. All visitors must sign in at the front office and wear a badge during their visit. Visitors, including parents/guardians, may not leave with a student without checking out at the office.

The school will not allow students to have visitors accompany them as visiting guests. This also includes siblings or former students visiting during the school day.

## **School Parties**

Classroom parties are coordinated with teachers and parents during the school year. These times offer students opportunities to socialize during times that teachers schedule, so instructional times are not compromised. Holidays and special times of the year are celebrated. Birthday celebrations should be celebrated off campus, but arrangements may be made with the teacher if you would like to provide refreshment to the class to celebrate. Snack time or during lunch is the best time for students to have extra snacks for such celebrations.

**Stated policies have been approved by the FCA Board of Directors. FCA reserves the right to revise policies at any time.**

## **Administrative Staff**

David Pahman, President

Jack Ray, Director of Development

Lorie Baker, Preschool Director

Melissa Young, Lower School Principal

Matt Bastin, Upper School Principal

Brenda Gilbert, Preschool/Lower School Office Manager/Administrative Assistant

Amy Dickerson, Upper School Office Manager/Administrative Assistant

Natalie Scarboro, Financial Manager

## Board of Directors

Garnet Baker  
Gerald Barr  
Gil Cowles  
Ann Keown  
Janice Kelley  
Justin Lohden (Chairman)  
Steven Pitcock (Secretary)  
Jack Ray

\*Board Meetings are typically held on the second Monday of each month at 6:00 p. m. Parents are welcome to attend meetings to share comments/concerns. Attending parents should notify the school president three days prior to meeting to be included in the agenda.

### Connect with us online

- ✓ Visit our website at [www.fcafalcons.com](http://www.fcafalcons.com)
- ✓ Email us at [fca@fcafalcons.com](mailto:fca@fcafalcons.com)
- ✓ Become a Friend on Facebook [www.facebook.com/fcafalcons](http://www.facebook.com/fcafalcons)
- ✓ Follow FCA on Twitter [@fca\\_falcons](https://twitter.com/fca_falcons)
  
- ✓ **Visit our Student Information System at [www.factsmgmt.com](http://www.factsmgmt.com) Login will be given to all parents/guardians.**

