

**2023 - 2024**

**Student and Family Handbook**



**Phelps Upper School**

**(Grades 6 – 12)**

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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 judgment at their sole discretion.**

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## **Vision, Mission and Philosophy**

### **Vision**

Foundation Christian Academy seeks to be the premier choice in South Central Kentucky for providing Christ-centered education.

### **Mission Statement**

**The mission of Foundation Christian Academy is to provide an exceptional, comprehensive education in a safe, nurturing environment building a solid, Biblical foundation for life.**

### **Tagline**

Foundation for life.

### **Philosophy**

FCA strives to educate students under the principles of Proverbs 22:6, Luke 2:52, and Galatians 5:22-23.

Foundation Christian Academy is characterized by:

- Maintaining its commitment to the mission statement and statement of faith.
- Encouraging each student to love God, respect themselves, and their 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.
- Assembling daily to praise and honor God and show respect to our country.
- Providing unapologetically, biblically-based classes taught by qualified, Christian faculty and staff who are continually learning and growing.
- Developing Christ-like character in students and fostering an attitude of service to God and fellow man.
- Maintaining a balance between class sizes that provide an ideal educational environment, tuition that is affordable for middle-class families, and provides salaries that attract and retain quality staff.

- Providing in-person instruction in regular classroom environments with limited accommodations.
- Providing opportunities for students to participate in various fine arts, athletics, and other extra-curricular activities from the Christian perspective.
- Ensuring students have social, academic, physical, and life skills applicable to the modern world.
- Actively working together with the family and church to provide a complete, Christian education
- Helping students to apply Christian principles to technology, social interaction, modern challenges, and situations
- Providing challenging academics that meet or exceed the state standards while offering opportunities for students to take accelerated or dual credit courses.
- Providing biblically aligned emotional support that supports a positive educational experience.
- Providing an educational environment that promotes the safety and well-being of the students and staff.

## **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 an 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.

**Psalm 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 a 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 the 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 is 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 over 450 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 accredited through the Kentucky Department of Education and dually through the National Christian School Association and Cognia (AdvancED).

Accreditation is a rigorous process that places the primary goal of the school on creating lifelong learners. Accreditation with NCSA and Cognia (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 Cognia (AdvancED) accreditation at [www.cognia.org](http://www.cognia.org) and the National Christian School Association at [www.ncsa.org](http://www.ncsa.org)

## **Admission Policies**

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 ([www.fcafalcons.com](http://www.fcafalcons.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.

Due to limitations in size and resources, FCA may find it impossible to meet the needs of students with certain learning disabilities, physical disabilities, social or emotional problems, or illness. The school reserves the right to refuse admission to such students. When a student applies for admission, an administrator shall make the parents aware of this policy and the procedure for an evaluation. If a student fails to make adequate academic, social or emotional adjustment, appropriate personnel shall consult the parents. After a reasonable trial period, the parents may be asked to withdraw the student from the school. Students entering FCA for the first time in grades one and above may be tested to determine the proper grade level where they can function successfully. A conference shall then be held to determine proper placement of the student.

One of the goals of FCA is for each student to take pride in and responsibility for their school, its program and its mission. Students are responsible for their actions, choices and promoting a positive school community.

### **Non-Continuation Policy**

By enrolling at Foundation Christian Academy students and parents are agreeing to accept the rules and regulations of Foundation Christian Academy as stated in this Parent-Student Handbook. Parents and students must understand that enrollment at Foundation Christian Academy is solely at the will of Foundation Christian Academy. The school reserves the right to terminate the enrollment of any student if such termination of enrollment is deemed by the administration to be in the best interest of Foundation Christian Academy.

## **Required Documents - Needed BEFORE Beginning Classes**

The following documents are required to be on file in the student's folder:

- Records from previous schools
- Birth Certificate
- Current Immunization Certificate
- Physical Examination
- Eye Examination
- Recent Photo

## **Past Due Tuition and Fees**

All tuition and fee information is located on the school's website [www.fcfacons.com](http://www.fcfacons.com)

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 that a student's tuition or other fees are overdue at the end of the semester, grades will be recorded as incomplete until payment is made in full.

In the event of a withdrawal, transfer or expulsion of a student at the end of the school year, parents are responsible for tuition payment and other associated fees. The school reserves the right to withhold report cards, grades, and/or 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 assessed an interest rate of 18% (1.5% per month) on the complete outstanding account balance (including tuition, lunch fees, and after-school charges). Any patron that becomes 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.**

**Falcons S.O.A.R.: Falcons are Spiritual, Overcomers, Academic, and Responsible**

**Spiritual** – Ephesians 3:17-19 “...that Christ may dwell in your hearts through faith -that you, being rooted and grounded in love, may have strength to comprehend with all the saints what is the breadth and length and height and depth, and to know the love of Christ...” Student will:

- Understand what a personal relationship with God through faith is in Jesus Christ as Savior and Lord.
- Apply a Biblical worldview throughout all aspects of his/her life.
- Honor and respect the Bible as God’s authoritative word.
- Understand and utilize his/her personal strengths and talents; applying these to leadership and service.

**Overcomers** – Hebrews 12:1 “Since we are surrounded by so great a crowd of witnesses, let us also lay aside every weight, and sin which clings to us closely, and let us run with endurance the race that is set before us, looking to Jesus...”. Student will:

- Persevere through hardships until all given tasks are complete.
- View opportunity for growth and learning in challenging work.
- When pressured by others to make a bad choice resist the temptation and make a decision that reflects Christ living in himself/herself.

**Academic** – Proverbs 1:1-5 “The proverbs of Solomon, son of David, king of Israel: To know wisdom and instruction, to understand words of insight, to receive instruction in wise dealing, in righteousness, justice, and equity; to give prudence to the simple, knowledge and discretion to the youth – Let the wise hear and increase in learning, and the one who understands obtain guidance.” Student will:

- Commit to engage God’s word in a way that trains his/her mind and transforms his/her heart, studying with purpose, patience, prayer, and humility.
- Demonstrate the ability to accurately and succinctly apply a Biblical worldview to daily life decision making.
- Analyze, evaluate, and interpret information to solve a problem.
- Prepared in all academic disciplines (e.g., Bible, reading, writing, speaking, listening, thinking, mathematics, science, social studies) and is committed to life-long learning.
- Show an appreciation of literature and the fine arts and understands how these studies express and shape his/her beliefs and values.

**Responsible** – II Corinthians 5:20 “We are ambassadors for Christ, God making his appeal through us.” Student will:

- Commit him/herself to moral, mental, visual, and physical purity.
- Demonstrate a servant’s heart, exhibit justice and mercy in his/her relationships, and resolve conflict in a God-honoring way.
- Prepare for the responsibilities and privileges of being a citizen in the United States.
- Understand the worth of every human being as created in the image of God.

**School Hours 7:50 – 3:00**

Students arriving from 6:45-7:30 a.m. or staying after 3:25 p.m. will be supervised by FCA’s before & after school staff. Additional fees apply to staying beyond school dismissal.

**FCA Attendance Policy**

No one can expect to do good work and get the most out of a class if he/she is absent frequently. It is the desire of FCA that student attendance be at the highest rate possible.

- Students shall be given eight (8) full day absences per semester without penalty.
- Absences will not be classified as excused or unexcused. Students are expected to be at school unless there is a valid reason for missing. Personal illness, family catastrophes, and other situations may arise causing school absences. In the case of extenuating circumstances, administration will determine if any absence may be excluded from the total number allowed absences. Families should plan carefully and never acquire a frivolous absence.
- Unused absences from each semester shall not accrue for future use.
- When student reaches his/her sixth absence, a notification will be sent home. Note: This is a courtesy of the school; therefore, parents/guardians should keep an accurate record to know total number of absences. Parents can access attendance daily via FACTS/SIS website.
- All absences, other than school activities with their class, will be counted toward the total number of absences.
- Students who miss nine or more days in a semester may be placed on academic probation and an appropriate plan will be developed to address attendance concerns with student and parents/guardians.
- Do not send your child to school if he/she has a fever, vomited or show other symptoms/signs of illness. Students must be fever free and have not vomited for at least 24 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 and illnesses.

- Partial absent days will be added for an accumulation of whole-day absences toward a student's overall 8 days a semester allowance.
  - 4 tardy arrivals =  $\frac{1}{4}$  day absent
  - 1 to 2 periods =  $\frac{1}{4}$  day absent
  - 3 to 4 periods =  $\frac{1}{2}$  day absent
  - 5 to 6 periods =  $\frac{3}{4}$  day absent

A "tardy" is defined as missing up to 10 minutes of class. Missing 11 minutes or more is considered a period absence.

Students who miss school will be responsible for making up missed assignments in a timely manner as determined by the classroom teacher. Excessive absences could result in a negative impact upon student's academic performance due to missed instruction and/or missing assignments not completed.

Non-Traditional Instruction (NTI) - FCA may employ the use of NTI days in limited, special circumstances. For NTI, students will be assigned work to complete at home and submit either electronically or upon return to school. The primary purpose of NTI is to ensure that our students will be able to enjoy a full summer break.

### **Excellence in Attendance:**

Excellence in Attendance is awarded at the end of the academic year. Perfect Attendance is defined as zero days missed and zero tardies. Outstanding Attendance is defined as 1 tardy and 1 absence per year.

### **Tardiness**

The school day at FCA begins at 7:50 A.M. All students are expected to arrive at school by 7:50 A.M. Students are considered tardy if they are not in their designated location by 7:50 A.M. A student who arrives after 7:50 A.M. **must** report to the front office to be signed in. Parents may not park in traffic lanes to walk students in.

Implementation of these policies and procedures is 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 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. The parents should provide the school with phone numbers where they can be reached in the event of an emergency or unexpected illness.

Parents/Guardians must keep FACTS/SIS up-to-date regarding emergency contact information.

Please respect the policy that they must be fever-free/vomit-free for at least 24 hours without the use of medication. Doing so will not help your child and may spread his/her illness to others. 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 form must accompany medication which shall include:
  - Child's name
  - Name of medication
  - Time at which medication is to be given
  - Reason for medication
  - Duration of treatment
  - Physician prescribing medication, address and phone number of physician
  - Parent's or guardian's name and signature (dated)
  - Copies of this form are available in the school office.

3. 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.
4. Students are not allowed to keep medication on their personal possession which includes locker and backpacks.

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, 6:45-7:50, and departure times, 3:00-3:25, please utilize the traffic lane in front of the building. **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:

- At arrival, have your child ready to be dropped off quickly and safely so the lines can continue moving forward.
- PLEASE carefully watch other children at all times before moving forward

### **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. Teachers are empowered to use their judgment, wisdom, and spiritual base, as to whether or not a student's attire conforms to these standards.

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:**

Students must wear appropriately sized **solid** ROYAL BLUE, NAVY BLUE, GRAY, YELLOW, BLACK, or WHITE collared or non-collared shirt bearing an approved FCA logo. Please note that the above mentioned colors should be SOLID. Stripes, designs, and additional colored trimming will not be allowed.

“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 be covered at all times. Low cut tops are prohibited.

**Bottoms:**

Students may wear appropriately sized **solid** KHAKI, BLACK, or DENIM (BLUE only), NAVY BLUE, AND GRAY pants, cargos, knee-length shorts, skirts, capris, dresses or skorts. Please note that the above mentioned colors should be SOLID; stripes, designs, and additional colored trimming will not be allowed.

“Appropriately sized” bottoms should fit loosely and not be inappropriately tight for boys or girls (as determined by the faculty and administration).

All bottom attire must be no higher than three inches above the knee and must be worn appropriately at the waist. They should be neat in appearance with no holes or frays above the knee.

**Outerwear/Accessories:**

Jackets/Coats may be of any color and should be free of any inappropriate emblems/logos. If jackets or hoodies are worn during the day, they must be of the approved colors and logoed.

Accessories such as ties, scarves, jewelry, bows, belts, etc. ... may be worn as long as they are not disruptive to the learning environment.



## WEDNESDAY Dress Code Requirement

**ALL students, 6<sup>th</sup> – 12<sup>th</sup> grade, will be required to wear specific logo wear/attire on Wednesdays. ALL students must wear royal blue logoed polo and khaki pants or khaki skirt (girls).**

### 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 6<sup>th</sup> to 12<sup>th</sup> grade have the option to wear open back/flip flop style shoes, but will wear appropriate shoes during PE class.
- 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 of 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.
- Students are not allowed to have visible tattoos on campus or at any FCA related activity.
- Hair styles or coloring should not be disruptive or bring undue attention to oneself.

#### Specific Rules for Girls:

- Students in 6<sup>th</sup> grade and above: Shorts, skirts, and dresses should be no shorter than 3 inches above the knee.
- Girls should refrain from excessive use of make-up.
- Earrings or piercings to be restricted to ear only. No excessive dangling earrings.
- Body piercings are not allowed.
- 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.
- No yoga pants, athletic leggings, work out pants may be worn as pants. Pants are defined as khaki, dress pant, sweat pants, denim, and joggers,

- Makeup, jewelry, or any attire that would be normally worn by genotypic/phenotypic males is prohibited.

### **Specific Rules for Boys:**

- Students in 6<sup>th</sup> grade and above: Shorts should be no shorter than 3 inches above the knee.
- Boys are not to wear earrings or similar type jewelry.
- Body 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.

## **FORMAL OCCASIONS**

For specific formal occasions, such as the spring banquet/formal, the following expectations are expected to be followed:

### **Men:**

1. Expected to wear a collared shirt and tie. (Dress coat encouraged)
2. No denim please. Khakis or Dress Slacks are acceptable. Shorts not allowed.
3. No Tennis Shoes

### **Women:**

1. Women are expected to avoid dresses that include bare shoulders or low-cut (whether front or back) styles. Front line should be no lower than one hand breath below the neckline. Back line should be no lower than the line of the bra strap.
2. Dress must have a strap or sleeve that is at least two inches in width.
3. Clingy, tight-fitting or sheer banquet dresses are also unacceptable.
4. Dress should be at least three inches above the knee in length and any slit should not come above three inches above the knee.

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.

## **Grading and Reporting**

Grading is a traditional measure of achievement, though not necessarily a complete or accurate gauge of learning. Although grades are given every nine weeks, every effort is made to motivate each student to achieve his/her capacity without undue peer comparison.

The following letter grades (A, B, C, D, and F) will be used.

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

Each grading period is approximately nine weeks. After the fourth week of the grading period, a progress report will be sent home for each student to inform parents of the student's progress. Report cards will be issued at the end of each nine weeks. Any concerns regarding the report card should be discussed with the teacher at a scheduled conference.

Each nine weeks, a student earning all A's qualifies for the President's List. A student earning all A's and B's qualifies for the Honor Roll.

An assembly will be held in May to present awards in academic subject areas. Awards will be given based on academic performance, attitude, and class participation. Parents of award recipients will be invited to attend the assembly.

Students whose grade point average falls below 2.0 will be placed on academic probation. A committee consisting of teacher(s), parent(s), student, and administrator will be established to develop a plan of action to assist student in improving academic performance. Failure to show academic progress while on probation may result in dismissal from the school. Students on academic probation are not allowed to participate in any extra-curricular activities.

## **Graduation Requirements:**

Graduates of Foundation Christian Academy must have a minimum of 28 credits.

- Bible 4 credits
- Language Arts 4 credits (English I, II, III, IV and/or DC English)
- Mathematics 4 credits (Algebra I, Geometry, Algebra II)
- Science 3 credits (Biology, Chemistry)
- Social Studies 3 credits (U.S. History, World History)
- Health ½ credit
- Physical Education ½ credit
- World Language 2 credits
- Digital Literacy 1 credit
- Fine Arts 1 credit

- Financial Literacy      1/2 credit
- Electives                    3 1/2 credits
- Senior Project            1 credit
  - Total    28 credits

Students who are desiring to enroll in a post-secondary institution following high school are strongly encouraged to enroll in higher level course work by taking a mathematics course of Pre-Calculus or higher, an additional science course.

**Calculating Grade Point Average (G.P.A.) Policy:**

All regular classes are calculated on a 4.0 scale:

- A= 4.0 points
- B= 3.0 points
- C= 2.0 points
- D= 1.0 points
- F= 0 points

AP and Dual Credit classes are calculated on a 5.0 scale to take into account the degree of difficulty of this level of class:

- A=5.0 points
- B=4.0 points
- C=3.0 points
- D=2.0 points
- F=0 points

Both methods of grade point calculation will be used in determining GPA and class rankings. If two or more students have all A's and have taken the same number of weighted classes, those students will be recognized as having the same rank in class. Grade point averages are calculated quarterly.

Students and parents can access grades via the parent portal within the FACTS/SIS Management website. Official grades are reported every 9 weeks. Each 9-week average is posted to a student's academic transcript and used for GPA calculation. Final averages are NOT used in GPA calculations.

Students taking a credit bearing class, regardless of grade level, shall obtain a transcript grade and the G.P.A. will be calculated as such (i.e. 8<sup>th</sup> grade student taking Algebra I).

Valedictorian/Salutatorian will be selected from the graduating students who have the highest weighted G.P.A. upon completion of all coursework. In order to be considered for these honors a student must have completed the last three full years of high school enrolled at Foundation Christian Academy. **The determination of valedictorian and salutatorian will be determined at the conclusion of the 1<sup>st</sup> semester of the graduating year.**

### **Transfer Students:**

Students who transfer in after the start of 9<sup>th</sup> grade will have an individual graduation plan developed upon admission that will reflect an appropriate total number of credits needed to graduate.

Students who transfer in with previous high school credits obtained shall NOT have any change in the G.P.A. calculation or credit status from the transferring institution.

### **Promotion and Retention:**

**Grades 6 – 8:** Teachers may advise parents/guardians to retain a child with failing or near failing grades coupled with social maturity. Teachers will address concerns before the end of the school year. Students must have passing grades during the second semester. Other evaluations such as STAR testing will be considered. **Students who fail a core class of English, Math, Science, or Social Studies OR fail more than two courses will be placed on academic probation.**

**Grades 9 – 12:** Promotion to next grade is obtained by having appropriate number of credits earned.

- 10<sup>th</sup> grade 7 credits
- 11<sup>th</sup> grade 14 credits
- 12<sup>th</sup> grade 20 credits
- Graduation 28 credits

Teachers may recommend remedial help or tutoring. A student who is retained will be placed on academic probation. A committee will determine an appropriate course of action to help student be promoted. Any type of credit recovery offering may result in additional fees for student and parent. Retained students are ineligible for extra-curricular activities including sports. Failure to show academic progress while on probation may result in student being dismissed from the school.

### **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. Conferences can be scheduled as needed throughout the year.

Grades will be posted weekly and will be available for parents/guardians to view on FCA's online program, FACTS/SIS.

### **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. **Standardized assessments** are used to evaluate individual student's growth. Additional tutoring may be recommended if student's needs are more than FCA's resources allow. Trade books may be used to supplement reading. It is FCA's goal to read age-appropriate books that will promote student growth.

### **Midterm and Final Exams:**

Students in a high school credit bearing class will have a midterm and final exam administered at the end of each semester. The exams will be given the last few days of each term and be comprehensive in nature. Exams will constitute **7%** of the overall final semester grade. Students who are absent will be expected to make up exams at a designated time established by the administrator. Failure to complete exams will result in a zero. The school will publish exam schedule well in advance to allow adequate time for appointments to be scheduled accordingly.

### **Adding/Dropping Classes:**

Students are allowed to withdraw from a course within the first 5 days of course commencement with approval from FCA Upper School Administration.

### **Credit Recovery:**

A **high school** student who fails a required graduation course will be required to coordinate an appropriate plan to make up the credit with the school administration. Any financial cost that is required to earn the credit will be paid for by the parent/guardian.

### **Dual Credit:**

Dual credit opportunities will be offered to students in grades 9-12 who qualify. Students must meet the admissions requirement from the institution offering the course. Parents will be expected to pay for the cost of the dual credit course and any resources required. The course may be offered in-house by qualified Foundation Christian Academy staff or offered online. Students taking dual credit courses will earn one high school credit and college credit at the same

time. Failure to follow the expectations set forth by the secondary institution could result in a failing grade, withdrawal from class, and dismissal from the university.

### **Spiritual Development:**

All students will receive daily Bible instruction within a Bible Course and embedded within all other coursework. Spiritual development will also occur within Chapel services, small group Chapel, and whole school Chapel. Chapel is devoted to Christian worship and to a variety of other activities of interest and educational value which contribute to the spiritual development of each student.

## **Student Behavior**

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 may lead to disciplinary action. FCA expects parents to support the faculty and administration when it is time to administer discipline.

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. Teachers may assign lunch detention, after school detention, make phone calls home, and conduct parent meetings as needed. Repeat offenders will be subject to additional disciplinary actions and consequences from the principal.

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.

## **Upper School Behavior Offenses Matrix:**

Levels 1, 2, 3, and 4 are guidelines for disciplinary action. The school administration shall have the authority to alter, amend, vacate, or increase punishments for misbehavior as it deems necessary and appropriate in the sole discretion of the administration.

The school administration reserves the right and the authority to define all terms as they are used in Levels 1, 2, 3, and 4.

### **Level 1: OFFENSES**

1. Dress Code Violation
2. Running in Hall
3. Littering on campus or buildings
4. Excessive talking, disrupting class or an assembly
5. Failure to bring materials to class
6. Disobedience
7. Tardy to class
8. Cheating/plagiarism (homework, quizzes, or minor assignment) \*\*Teachers will give zero on assignment.
9. Inappropriate Display of Affection
10. Horseplay
11. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

NOTE: Teachers should attempt to resolve Level 1 behaviors when appropriate before referral to the Administrator for official disciplinary action. A series of discipline reports for these offenses may lead to suspension or expulsion.

### **Level 1: Teacher/Staff Disciplinary Action Grades 6-12**

1<sup>st</sup> offense – Teacher/Student Conference

2<sup>nd</sup> offense – Parent/Teacher communication and/or teacher administered discipline

3<sup>rd</sup> offense – Parent/Teacher communication and/or teacher administered discipline

4<sup>th</sup> offense – Becomes as Level 2 offense

### **Level 2: OFFENSES**

1. Repeated Level 1 offense
2. Careless driving on campus
3. Inappropriate attire (other than out of uniform offenses)
4. Disrespect for Teachers/Staff/Adults
5. Dishonesty/Deceit
6. Use of Abusive or Obscene Language (written, spoken, or gestures)



7. Horseplay with Injury
8. Possession of prohibited items (cell phones, earbuds, etc)
9. Destruction of or damage to property of others (restitution may be required)
10. Misuse or abuse of technology
11. Failure to comply with the lawful directions of any school employee
12. Cheating/Plagiarism (tests or other major assignments) \*\*Teachers will give a zero on assignment.
13. Minor occurrences of bullying, teasing, and taunting
14. Any other offenses which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

**Level 2: Administrative Disciplinary Action Grades 6-12**

1<sup>st</sup> Offense – Detention or After School Detention

2<sup>nd</sup> Offense – After School Detention or Time in In-School Suspension

3<sup>rd</sup> and subsequent offenses become a Level 3 offense

**Level 3: OFFENSES:**

1. Level 2 offenses
2. Major classroom disruption or disrespect
3. Fighting
4. Use of Abusive or obscene language (written, spoken, or gestures)
5. Vandalism
6. Defacing school property (restitution may be required)
7. Possession of prohibited items (see list below)
8. Possession of tobacco in any form (anytime, anywhere on campus)
9. Possession or display of obscene literature or pictures
10. Improper sexual conduct that does not fall into the category of sexual harassment or sexual misconduct as outlined in Level 4
11. Out of class or leaving class without permission
12. Significant misuse or abuse of technology
13. Significant occurrences of bullying or cyber-bullying
14. Physical Aggression
15. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.

**Level 3: ADMINISTRATIVE DISCIPLINARY ACTION GRADES 6-12**

1<sup>st</sup> offense - In-School Suspension or Out of School Suspension

2<sup>nd</sup> offense - Out of School Suspension

3<sup>rd</sup> offense and subsequent offense will become a Level 4 offense

**Level 4: OFFENSES**

1. Level 3 offenses
2. Misuse, abuse or distribution of medicine or substances
3. Alcoholic beverage possession or use

4. Leaving Campus without permission
5. Theft of property
6. Sexual Misconduct (including but not limited to lewd and obscene behavior, intercourse, or homosexual behavior).
7. Harassment (including but not limited to sexual harassment or abusive comments and physical assault or threats of physical harm)
8. Possession of dangerous instrument (including but not limited to any type of gun, including BB or pellet guns; any type of knife; or any other instrument that might be used as a weapon)
9. Trespassing
10. Disorderly conduct
11. Use of tobacco in any form or distribution (including electronic cigarettes)
12. Illegal drug possession, use or distribution
13. Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall under this section of misconduct.

NOTE: These are the most serious offenses and pertain to behavior anytime and anyplace. Students will automatically be referred to the office for a parent conference, and major disciplinary action will be taken.

#### **Level 4: ADMINISTRATIVE DISCIPLINARY ACTION GRADES 6-12**

1<sup>st</sup> Offense – Minimum 3 Days Out of School Suspension

Maximum Long Term Out of School Suspension (may recommend expulsion and appropriate law enforcement if required)

2<sup>nd</sup> Offense – Minimum 5 Days Out of School Suspension

Maximum Long Term Out of School Suspension (may recommend expulsion and appropriate law enforcement if required)

3<sup>rd</sup> Offense – Expulsion from School (may contact appropriate law enforcement if required)

Note: Level 4 offenses will carry over each year that a student remains enrolled in regards to number of offenses when considering disciplinary action.

#### **Cell Phone Policy:**

All cell phones must be turned into the office upon arrival at school OR must be kept in a student's locker. The school is not responsible for lost or stolen cell phones. Students are encouraged to place their cell phone in the cart kept in the office. Students found in violation of this policy will receive a Level 2 offense. Students are NOT allowed to have a cell phone on their person during school hours 8:05 -3:00.

### **List of Prohibited Items:**

The following items are not allowed on campus: synthetic substances legal or illegal, alcoholic beverages, cigarettes or tobacco in any form, drugs or drug paraphernalia, gas or aerosol irritants, firearms, ammunition, fireworks, sling shots, knives or other objects which could endanger the safety of students and faculty. Also, no look-alikes, such as water guns or other toy weapons are allowed. Any other objects may be taken up if the teacher feels they may interfere with learning or disrupt school. This includes gum, candy, radios, music devices, cameras, toys, etc. No animals should be brought to school except for special projects and with advance permission. The administration and faculty have authority to search student lockers and/or personal property located on campus (including vehicles) any time the safety or welfare of the student body may seem to be endangered. No laser pointers or any other article that would disrupt the orderly operation of the school are allowed on campus.

### **Drug Testing:**

Foundation Christian Academy reserves the right to require a drug test be performed if there is suspected abuse of illegal substances. The parent of the student will be required to pay for acquired cost by the school.

### **Searches:**

Foundation Christian Academy may search any student or possession of any student on school property or during any school activity on or off school property for any reason a school official deems necessary. These searches may include but are not limited to lockers, wallets, purses, book bags, cell phones, electronic devices and cars. Searches may take place with or without student knowledge.

**Lunch Detention (LD):** Student eats in a designated area and is not allowed to communicate. Any faculty/staff member can assign a student lunch detention. Student will receive a detention slip from assigning person that will reflect behavior that warranted detention. Student will have parent/guardian sign the form and return it to school. Form will be turned into staff member who has been assigned to oversee detention. The school will not automatically call parent/guardian each time detention is assigned. Students who fails to return signed form and/or have form signed will receive a greater consequence.

**After School Detention (ASD):** Held after school on Monday – Thursday from 3:25 – 4:15 pm. Student will report to designated area. Student is not allowed to communicate during this time. If an after-school event/practice etc. is being held after school student will be expected to report to detention until 4:15. Students who fail to attend ASD as assigned will receive a greater consequence.

**In-School Suspension (ISS):** Student will be assigned to a location that will be in general isolation from rest of student body for the day or assigned time. Only school administration can assign student to ISS. Student will not only complete all class assignments for the day but also be required reflect upon their behavior by writing a report/essay. Student in ISS is not allowed to participate in any school related function that is scheduled for that day including after school games.

If student chooses to sleep, not work, misbehave during ISS, parent will be called to come pick student up at school. An additional consequence may occur.

**Out of School Suspension (OSS):** Student is to stay away from FCA campus for duration of established suspension. All missed work must be completed including missed tests. Student will not participate in any FCA activity during time of suspension. Student who has received OSS may receive additional consequences including but limited too: loss of field trip privilege, extra-curricular activities, athletic participation as determined by administration and coaching staff.

### **Bullying:**

Bullying will not be tolerated at Foundation Christian Academy. Bullying may be defined by someone purposefully **and**/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.

## **Athletes Code of Conduct**

The athlete's conduct is always a credit to the Lord and to the school, on the athletic field, court and in the community. The Student & Athlete Code of Conduct applies at all times and places. The athlete recognizes and abides by the coach's particular rules and procedures as approved by the Athletic Director. Parents receive these rules and guidelines prior to the beginning of each sport season.

- The athlete abides by the authority of the coach at all times.
- No use of crude or foul language.
- The athlete will respect game officials at all times even when disagreeing with decisions/calls.
- The athlete obeys all rules set by the school and complies with the spirit and letter of the rules.
- The athlete must abstain from immoral behavior.

- The athlete that has a tattoo must keep it covered at all times without drawing attention to him/herself.
- The athlete cares for equipment issued and complies with all instructions that may accompany it. Such equipment is worn only on the athletic field, not to school or in the community unless the Coach gives special permission. Lost or misused equipment is replaced at the player's expense. All uniforms, warm ups, and sports equipment (unless otherwise specified) are the property of FCA. Such items must be returned to the coach upon completion of the sports' season. If items are unaccounted for, a player's records may be held until equipment has been returned or the school has been reimbursed.
- The athlete does not participate in practice or in any athletic event on any day in which they are absent for more than half of the school day. School administration may make exceptions to this rule.
- The athlete adheres to the philosophy and standards for FCA students as described in the FCA Student-Parent Handbook and the Athletic Handbook. Any violations of these handbooks may result in the loss of playing time either in practice or athletic events.

### **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.

### **Lockers**

The school assigns one locker to each student in 6<sup>th</sup> – 12<sup>th</sup> grade. Lockers 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 lockers clean and orderly.

## **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 principal 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/Lunch**

Students may bring or purchase their lunch. There will be occasions that lunches will be catered and may be ordered at an extra cost. Extra snacks and drinks are also available for an additional charge during lunch time only. Extra snacks and drinks may not be purchased outside of normal lunch time. A bill for the meals eaten will be sent home at the end of each month.

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

## **Field Trips**

FCA students participate in field trips which serve to enhance the total educational program. All trips are subject to approval by the Principal. Parents may be asked to sign a permission slip before any trip. Do not call the office to give permission as we must have it in writing.

Transportation for all field trips must be provided by the bus and parents driving. Please refer to the Transportation Policy regarding background checks and insurance.

There will be an effort for each grade to attend/travel one major field trip each year. This trip may vary from one day to several. Students who desire to participate in these trips will be denied if there are repeated behavioral concerns/infractions throughout the year.

## **Transportation**

With any educational institution, it is necessary to transport students from place to place in order to engage in educational, extracurricular, and/or sporting events. Safety and security is our top priority. FCA will provide transportation for all field trips. All students must travel on the FCA provided transportation OR with their own parent. No student is allowed to travel in personal vehicles unless it is with the parent/guardian of the child. Parents may be allowed to ride the FCA buses once the appropriate forms are completed including a background check. Forms must be submitted to the office.

## **Driving to School:**

Obtain Permit: Students who turn 16 and desire to obtain their drivers permit will be required to obtain from the front office the Kentucky State “No Pass/No Drive” permit form. This should be done in advance before permit test is scheduled.

Driving to Campus: Students who desire to drive to school will meet with the principal prior to driving. Students will be assigned a designated spot in the parking lot. Students are expected to follow all driving regulations while on campus. Students are not allowed to loiter in the car or parking lot before or after school. Students are **only** allowed to transport their siblings to and from school unless prior approval has been obtained from all interested parties including school administration. Students will not be excused from being late to school because of dropping off siblings.

No Pass/No Drive: Students are required to meet and maintain the qualifications of No Pass/No Drive as set forth by the Commonwealth of Kentucky. Failure to meet the requirements will result in suspension of driving license.

## **Technology/Network Usage**

Students at FCA are provided with access to a technology network. A wide variety of software and hardware is provided on campus. The use of the network is a privilege, not a right. Students are expected to abide by rules of conduct. Inappropriate use will result in discipline in the way of other forms of vandalism, cheating or theft. Ethical use of technology and protection of the equipment is expected. Any student who uses the computers or technological equipment in a manner that is inappropriate may lose technological privileges.

FCA technology may only be used for appropriate educational activities.

Personal electronic devices, such as cell phones, iPad, laptops, game stations, are not encouraged at school. If a student assumes the sole responsibility of his/her electronic device, he/she will not disrupt the school environment through usage. Inappropriate use by the student may encounter consequences, including but not limited to, surrendering the devices for a period of time determined by the principal.

The school is not responsible for **damaged**, lost, or stolen electronic items that are kept in lockers, backpacks, or purses.

If electronic devices are used inappropriately, additional consequences will be imposed.

Caring for school iPad, Chromebooks and Computers:

- Desktops and backgrounds cannot be changed.
- Use of camera and video apps must be educational.

- Permission from the teacher must be granted for printing.
- Facetime, messaging, and engagement in social media is NOT allowed during school.
- Downloading programs or music is prohibited.

### **Textbooks**

Book fees are paid by parents each school year. This covers the purchase of consumable books and the lease of books that can be reused. Reasonable care is expected of all books, therefore each student is held responsible for textbooks that are issued to him/her. Fines will be applied for damage or misuse including: Loose, torn or bent covers or pages, writing or excessive markings, and dirty/scratched pages beyond reasonable wear and tear.

### **School Closing**

School closing due to inclement weather or when it is deemed unsafe for students, faculty, and staff will be decided and announced on a day-to-day basis. Closing information will be communicated through the school's text alerts, Facebook, Twitter, and WBKO.

### **Drills**

Foundation Christian Academy has a crisis management plan for all emergencies. Details of this plan are limited to staff in order to keep our kids safe. This plan does include regular fire, tornado, earthquake, and intruder drills. In the case of an emergency, parents will be notified and given status updates via text messages through the FACTS system. During these emergencies please do not call the school to allow communication with first responders.

### **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 occurred 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:

- Go on field trips.
- Donate materials as needed.
- Help with a special activity.
- Volunteer to help with other needed services at FCA through our Volunteer Program.
- Support Foundation Christian Academy in its fundraisers such as the Golf Scramble, Harvest Run, Chili Supper and Auction, Smart Cards, Kroger Cards, etc. ...
- Be an active participant in FPO.
- Vocally support our school. Your kind comments are the best advertisement.

### **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.

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.

**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  
Melissa Young, Elementary School Principal  
Matt Bastin, Upper School Principal  
Lorie Baker, Preschool Director  
Natalie Scarboro, Financial Manager  
Holly Wilson, Director of Admissions

Sarah Pahman, Elementary School Office Manager/Administrative Assistant  
Connie Hays, Upper School Office Manager/Administrative Assistant  
Amanda Lohden, Administrative Assistant

#### **Connect with us online**

- ✓ Visit our website at [www.fc falcons.com](http://www.fc falcons.com)
- ✓ Email us at [fca@fc falcons.com](mailto:fca@fc falcons.com)
- ✓ Become a Friend on Facebook [www.facebook.com/fc falcons](http://www.facebook.com/fc falcons)
- ✓ Follow FCA on Twitter [@fca\\_falcons](https://twitter.com/fca_falcons)

