

2023-2024

Student and Family Handbook

Elementary School (Kindergarten – 5th Grade)



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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

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.

Tag-line

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.

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 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 9th 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 dually accredited through the National Christian School Association, Cognia, and the Kentucky Department of Education/NonPublic School Commission. Accreditation is a rigorous process that focuses on the entire school with the primary goal of creating lifelong learners. Accreditation 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/Cognia accreditation at www.cognia.org National Christian School Association: www.ncsa.world

Registration Process & Financial Information

An application for enrollment may be obtained on FCA's website: www.fc falcons.com Applications will be reviewed and acceptance letters will be sent upon approval. Everything is to be completed online, through our website which has a link to FACTS Student Information System.

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 timely based on 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). 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 beginning classes:

- Records from previous schools (1st grade and up)
- Birth Certificate
- Current Immunization Certificate
- Physical Examination
- Eye Examination
- Recent Photo

Past Due Tuition and Fees:

All tuition and fee information is located on FCA's website. 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 to 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 report cards, grades, and/or student records until tuition and other fees have been paid in full.

School Hours

Kindergarten through 5th-grade students: 7:50- 3:00, Monday - Friday.

Students arriving from 6:30-7:30 a.m. or staying after 3:30 p.m. will be supervised by FCA's 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. It is the desire of FCA that student attendance is at the highest rate possible.

- Attendance may be viewed on FACTS/SIS daily.
- Students shall be given eight (8) full-day absences per semester without penalty.
- Unused absences from each semester shall not accrue for future use.
- When a 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 the total number of absences. Parents can access attendance daily via the FACTS/SIS website.
- All absences, other than school activities with their class, will be counted toward the total number of absences.
- Students who miss more than 16 days in an academic year may not meet the requirements to pass the grade for the year due to excessive absences.
- 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, the administration will determine if any absence may be excluded from the total number of allowed absences. Families should plan carefully and never acquire a frivolous absence.

- Medical and other written excuses should be given to the office in order to be considered if the student exceeds the maximum allowed absences for the year.
- 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 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 per semester allowance.
 - Less than 2 hours missed = $\frac{1}{4}$ day absent,
 - 3 – 4 hours missed = $\frac{1}{2}$ day absent,
 - Greater than 4 hours missed = $\frac{3}{4}$ day absent,
 - 4 tardies = $\frac{1}{4}$ day absent (A “Tardy” is defined as missing up to 10 minutes of class.

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 negatively impact students' academic performance and learning 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.

Perfect Attendance

To be considered for a Perfect Attendance award, students must be present every day, all day. Students checking in late or leaving early for any reason will not be eligible for this distinction. Outstanding Attendance is defined as 1 tardy and 1 absence per year. Other awards may be given in each classroom at the teacher's discretion.

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. and report to their classroom. Students are considered tardy if they are not in their classroom by 7:50 A.M. Teachers will stop receiving students at the door at 7:50. 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 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 a tardy.

A parent or authorized person must sign the student in or out. Identification may be requested.

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. Please respect the policy that they must be fever-free/vomit-free for at least 24 hours without the use of medication. 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.
3. Students may not keep any form of medication with them or in backpacks. They must turn in all medications to the office.

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, 6:30-7:50, and departure times, 3:00-3:30, 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:

- Remain in your car. (If you must exit your car, please park in the lot.) Do not get out of your car to buckle your child. If your child needs assistance buckling, please pull off to the side or park in the lot to help them.

- 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. 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 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 needed.

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 that conforms to standards of Christian decency and good taste. Parents are strongly urged to enforce moderate hairstyles and high standards of dress for their children. 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.

Kindergarten 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.

Shirts:

Students must wear appropriately sized **solid** ROYAL BLUE, NAVY BLUE, GRAY, YELLOW, BLACK, or WHITE collared or non-collared shirts 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, shorts and skirts within 3 inches from the knee, 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, at a minimum, 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.

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 in 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

We will have Chapel on Wednesdays. ALL students will be required to wear specific logo wear/attire on Wednesday. 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 not 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.
- 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.
- Students are not allowed to have visible tattoos on campus or at any FCA-related activity
- Hairstyles or coloring should not be disruptive or bring undue attention to oneself.

Specific Rules for Girls:

- Kindergarten through grade 5: Shorts, skirts, and dresses have an allowance of 3 inches above the knee.
- Girls should refrain from excessive use of make-up.
- Earrings/piercings are to be restricted to ears only. No dangling earrings.
- Hair must be worn out of the eyes and there are to be no extreme hairstyles 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/shorts may be worn as pants. They may be worn under a top that reaches at least 3 inches above the knee.
- Makeup, jewelry, or any attire that would be normally worn by genotypic/phenotypic males is prohibited.

Specific Rules for Boys:

- Kindergarten through grade 5: Shorts have an allowance of 3 inches above the knee.
- Boys are not to wear earrings or similar types of jewelry.
- Body/ear piercings are not allowed.

- Hair must be above the eyebrows and off the collar. No extreme/distractive hairstyles or colorings will be allowed.
- Makeup, jewelry, or any attire that would be normally worn by genotypic/phenotypic females is prohibited.

Principals 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 the 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 child to achieve his/her capacity without undue peer comparison.

The following grading system will be used in Kindergarten and 1st grade:

S - Satisfactory

I - Improvement Needed

U – Unsatisfactory

Beginning with second grade, 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, and should be signed and returned the following school day. Any concerns regarding the report card should be discussed with the teacher at a scheduled conference.

Every nine weeks, a student earning all A's qualifies for the Honor Roll.

Awards may be given based on academic performance, attitude, and class participation.

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 students 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.

Promotion and Retention:

Kindergarten: Students will be promoted to first grade upon successful completion of readiness skills, which are skills that indicate that the student is academically prepared to enter first grade. Students must also show maturity and social readiness based on the kindergarten teacher's evaluations and conferences with parents/guardians.

Grades 1-5: 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.

Please keep in mind that students having more than 16 absences will be at risk of repeating that year's grade due to excessive absences.

Teachers may recommend remedial help or tutoring.

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 students with teachers or the Administration. Teachers and parents are encouraged to schedule conferences any time there are concerns.

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

Curriculum

Strong Academic growth is largely dependent upon a challenging curriculum. The curriculum is continually evaluated by a committee that compares what FCA teaches to state standards. Star testing, and other standardized testing are used to evaluate individual students' growth. Additional tutoring may be recommended if students' needs are more than FCA's resources allow. The following curriculum is currently used:

Abeka and Bob Jones Reading, Purposeful Designs Science, Shurley's English, Language Arts, Writing and Spelling, Saxon Math, Bob Jones History, 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. Students will receive a grade based on Bible assignments as determined by each teacher. 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 will have its own common system. These systems will be used to recognize and reinforce positive individual and group behaviors. We 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 of 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 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. When problems concerning conduct or grades arise, students 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.

Level 3 Offenses	1st-time Consequence	2nd-time Consequence	3rd-time Consequence
<ul style="list-style-type: none"> ● Repeated Level 2 Offenses ● Fighting ● Use of abusive or obscene language (written, spoken or gestures) ● Vandalism ● Defacing school property ● Possession of prohibited items ● Possession or use of tobacco in any form ● Possession or display of obscene literature or pictures ● Improper conduct with the opposite sex that does not fall in the category of sexual harassment or sexual misconduct as outlined in Section B or D ● Major offenses of bullying, harassment, or cyber-bullying ● Major classroom disruption or disrespect ● Theft of property ● Significant misuse and abuse of technology ● 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. 	<p>Parent contact from Principal</p> <p>In School or Out of School Suspension</p> <p>Conduct Probation</p> <p>Documented in FACTS</p>	<p>Parent contact from Principal</p> <p>Out of School Suspension</p> <p>Conduct Probation</p> <p>Documented in FACTS</p>	<p>Becomes a Level 4 Offense.</p> <p>Parent contact from Principal</p> <p>Documented in FACTS</p>

NOTE: These are more serious offenses and pertain to behavior at any time and any place. Students will automatically be referred to the office and parents will be notified. Students are expected to turn in missed work and will be graded during ISS. Missed work during OSS will not be graded but is expected to be completed.

Level 4 Offenses	1st time Consequence
<ul style="list-style-type: none"> ● Repeated C Offenses ● Illegal drug possession or use ● Misuse, abuse or distribution of medicine or substances ● Possession of prohibited items ● Alcoholic beverage possession or use ● Truancy ● Leaving campus without permission ● Theft of property ● Sexual misconduct (including but not limited to lewd and obscene behavior; intercourse; or homosexual behavior) ● Harassment- (including but not limited to sexual harassment or abusive comments and physical assault or threats of physical harm) ● Possession of a 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) ● Trespassing ● Disorderly conduct ● Possession of commercial fireworks ● Major misuse and abuse of technology ● 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. 	<p style="text-align: center;">Parent contact from Principal and may notify appropriate law enforcement</p> <p style="text-align: center;">Documented in FACTS</p>

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 basket 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.

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.

Explanation of Consequences:

- Conferences and Discipline offenses will be noted in FACTS with parent access.
- Detention may be served during lunch or after school, depending on the consequence chosen by the teacher and principal. After-school detention will be from 3:00 to 4:30.
- Parent Conferences will be required before re-admission into class.
- ISS- In School Suspension removes students from the classroom and daily activities. Students will be isolated from others and given class work to do independently. Work will be graded, and test schedules will not be adjusted.
- OSS – Out of School Suspension does not allow students on campus. Missed work is expected to be completed but will not be graded. All assignments missed during OSS will result in a zero.
- Probation is a firm warning of possible removal from FCA for future offenses.
- ALL ISS and OSS result in the loss of ALL extra-curricular activities during time served.
- Students that do not respond to consequences may result in not be allowed to return to FCA.
- Students should understand that any school employee has the authority to correct misconduct at any time during the school day or during school activities, and is due their respect.
- All discipline is administered with the idea of providing a wholesome Christian school environment.

Bullying:

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

- The athlete obeys all rules set by the school and complies with the spirit and letter of the 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 must abstain from immoral behavior.
- The athlete that has a tattoo must keep it covered at all times without drawing attention to himself/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.

Lockers

The school assigns one locker to each student in Kindergarten – 5th 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. A lock cannot be used on student lockers. Students are responsible for keeping lockers clean and orderly.

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 communicating with 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 principal who directly supervises the teacher(s). If 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 brought from home may be heated in the microwave in the cafeteria if students are capable of using the microwave independently.

Specific times for visitors will be arranged and announced throughout the school year. We limit your visit to your child only. This should be a special time for the child and parent, not to include extra friends. If your child has been given “Lunch Detention” as a disciplinary action, the child will still be required to have detention, and we request scheduling a visit on a different day.

Allergies must be brought to the attention of students’ teachers 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.

If your child wants to bring a special snack for a 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.

Field Trips

FCA students participate in field trips that 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 will be provided by the bus and parents driving. Please refer to the Transportation Policy regarding background checks and insurance.

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 are our top priorities. FCA will provide transportation for all field trips. All students must travel on the FCA-provided transportation OR with their own parents. 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.

Technology/Network Usage

Students at FCA are provided 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 technology equipment in a manner that is inappropriate may lose technology privileges.

FCA technology may only be used for appropriate educational activities.

Personal electronic devices, such as cell phones, iPad, laptops, and game stations, are not encouraged at school. If a student assumes the sole responsibility for 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. FCA is not responsible for damaged, lost or stolen devices.

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

Caring for school iPad, Chromebooks, and Computers:

- Desktops and backgrounds cannot be changed.
- The 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

Fire and storm drills will be performed monthly. In the event of a real fire or storm, procedures are in place to keep our students safe. FCA has a Crisis Management plan for all emergency situations. Details of this plan are limited to the staff to keep our students 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 texts alerts through FACTS. 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 forms 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 the administration. 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.

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 Harvest Run, Chili Supper and Auction, Spring Dinner, 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. 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 refreshments to the class to celebrate. Snack time or during lunch is the best time for students to have extra snacks for such celebrations.

Therapy Dog

FCA has a therapy dog program. Research has shown that therapy dogs in schools can help build strong social-emotional skills in students. A therapy dog's presence has also been shown to reduce anxiety, help students work through anger management concerns, reduce bullying tendencies, and address other personal and social issues that all of our developing students deal with. There are specific goals of the therapy dog program: Increase empathy and compassion in all students, help students connect with something in the school setting and reduce anxiety, and improve academic performance while increasing confidence and self-esteem. Please notify the principal if there are any questions or concerns about your child being around the therapy dog in training.

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

Natalie Scarboro, Financial Manager

Matt Bastin, Upper School Principal

Melissa Young, Elementary School Principal

Lorie Baker, Preschool Director

Sarah Pahman, Preschool and Elementary School Office Manager

Connie Hays, Upper School Office Manager

Connect with us online

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

- ✓ Visit our **FACTS Family Portal/Student Information System** at www.factsmgmt.com Login will be given to all parents/guardians.

