2026-2027
Student and Family Handbook
(Pre-K3 & Pre-K4)

FCA
FALCONS
FOUNDATION CHRISTIAN ACADEMY

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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 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.

Tagline

Foundation for life.

Philosophy and School Goals

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

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

Since we are created by God, any attempt to physically change, alter, or disagree with our created predominant biological sex – including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary "genderqueer" acts or conduct is offensive to God. **Genesis 1:26-28, Romans 1:26-32, I Corinthians 6:9-11**

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; Mark 10:5-9; Romans 7:1-3; Ephesians 5:31-33

Thus, all sexual activity (including, but not limited to, cohabitation, adultery, fornication, homosexual behavior, bisexual behavior, incest, bestiality, polygamy, polyamory, sologamy, 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; Romans 1:26-27, I Thessalonians 4:3, Hebrews 13:4, Galatians 5:19

Since life is a gift from God, we believe all human life has intrinsic value and should be valued including 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 remission of sins having been added to the one body, which is the church of Christ. The head of that one body is Jesus. It is His by right of purchase.
Matthew 16:18; 2 Thessalonians 2:14; Romans 1:2, 2:1-11; 2 Thessalonians 1:8; Romans 10:17; Hebrews 11:6; Acts 17:30; Romans 10:9-10; Matthew 10:31; Philippians 2:9-11; Mark 16:15-16; Acts 2:38, 22:16; Romans 6:1-17; Ephesians 1:15-23, 4:1-6; Colossians 1:9-18; Acts 20:28.

This Statement of Faith does not exhaust the extent of our beliefs.
The Bible itself, particularly the New Testament, as the Holy Spirit inspired, infallible, authoritative word of God, is the final authority in all matters of faith and practice for Foundation Christian Academy and is the ultimate source of all that we believe. For the faith, practice, policies and discipline of Foundation Christian Academy, and how the teaching of the Bible is applied to the life of the students and staff, the Board of Directors of Foundation Christian Academy are the final authority on the Bible's meaning and application for the Foundation Christian Academy family.
Acts 15:6, 20:28; I Timothy 5:17; I Peter 5:1-3; Titus 1:7

History

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

Accreditation

Foundation Christian Academy is dually accredited through the National Christian School Association and COGNIA. Accreditation is a rigorous process that focuses on the entire school with the primary goal of creating lifelong learners. Accreditation with NCSA and COGNIA 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 accreditation at National Christian School Association: www.ncsa.world or www.cognia.org

Pre-School Certification

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

2026-2027 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 based on 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 new 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). 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.

It should be noted that every student accepted will be expected to demonstrate a genuine interest in pursuing education in harmony with the standards and purposes of FCA.

In order to be enrolled at FCA, student must meet the following requirements:

1. Must exhibit appropriate developmental maturity.
2. Must be able to communicate orally and receive oral communication.
3. Must be free from all communicable diseases.
4. Must be able to take care of his or her own bodily needs.
5. Must exhibit age-appropriate social skills.
6. Must demonstrate a willingness and the ability to adhere to school and class rules.
7. Must demonstrate respect for authority.
8. Must have a level of emotional stability that enables the student to learn and does not distract other students from learning. FCA does not have the facilities nor the personnel to effectively work with extreme emotional or behavioral problems or those students with acute academic deficiencies.
9. The student must be able to demonstrate the academic ability and willingness to work at the grade level to which he/she is assigned.
10. The student must meet the minimum age requirement as established by the board of directors. To enter school, children entering PreK3, PreK4, Kindergarten, or 1st grade must reach age 3, 4, 5, or 6 respectively, on or before August 1st.
11. Entry into the next grade level at FCA is contingent on a recommendation from the administration, meeting the academic criteria for that grade level, and compliance with attendance policies including absences, tardies, and early dismissal as outlined in the handbook.
12. Must be free from drugs, alcohol, and tobacco use.
13. Must have demonstrated by his/her past actions a willingness to abide by the “law of the land.”
14. Married students or students who have parented a child are not accepted to FCA and any student who marries or parents a child during the school year will be required to withdraw.
15. Accommodation needed for individual students must not be such that they limit other students from receiving adequate time and attention.
16. Must live with parents, legal guardians, or foster parents.

Students will apply for enrollment every school year. New families will have 14 days from acceptance 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 if the reason for withdrawal is considered catastrophic (move, hospitalization, etc.). Requests for tuition forgiveness must be submitted in writing to the School President within 5 days of withdrawal. For non-catastrophic withdrawal, the student's tuition balance as stated in the contract 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.

After enrollment is completed, withdrawal fees are as follows:
● February 1 – August 12 – 15% of total tuition
● August 13 – and after – the greater of either tuition owed for the end of the semester or 15% of total tuition.

Student records will be withheld until withdrawal fees are paid in full.

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 School 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 school starts:

The following documents are required to be included with enrollment:

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

Past Due Tuition and Fees:

All tuition and fee information is located on the FCA website (www.fcafalcons.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 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 student records until tuition and other fees have been paid in full.

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

School Hours

- PK-3 full day students: 7:50-3:00 Monday - Friday
- PK-4 full day students: 7:50-3:00 Monday - Friday

Students arriving from 7:00-8:00 a.m. or staying after 3:30 p.m. will be supervised by FCA's before school and after school staff. Additional fees apply to staying beyond school dismissal.

Attendance Policy:

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

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

Tardiness

The school day for Pre-K3 & K4 students begins at 7:50 A.M. All Pre-K3 & K4 students are expected to arrive at school by 7:50 A.M. and report to the classroom. Students are considered tardy if they are not in the 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 of 100.4 degrees or above. Please respect the policy that they must be fever-free/vomit-free for at least 48 hours. Please instruct your child about good personal hygiene in cases of allergies and colds.

Medication at School

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

1. All medications must be brought to the office in the original container which must be labeled with the child's name, medication name, dosage, and physician prescribing the medication. Medication may NOT be sent in the child's backpack with a note, parents MUST come into the office to sign paperwork.
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. Preschool students are not allowed to keep ANY medications in their backpack/classroom, this includes chapstick, hand sanitizer, cough drops, or anything else marked with Keep out of Reach of Children warnings. Everything must be turned in at the front office and kept in a secured location.

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

Pickup and Drop off Procedures

Arrival times for Pre-K3 & K4 are 7:30-7:50, and departure times, 3:00-3:30. **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:

- During drop off & dismissal, 6-8 cars will pull up under the awning and park. Students will be unloaded/loaded into the vehicle. Parents will be allowed to buckle students and once all are secure, those 6-8 vehicles will be released into the exit traffic and another 6-8 cars will be pulled up to park.
- Preschool students will only be dismissed through the pick-up line from 3:00-3:30. If you need to check out your child before 3:00, you must park and come into the office to sign them out.
- Display the car line nametag on your rear-view mirror. If you need another tag, please inform the office ASAP.
- Keep your name tag visible until you have your child as it will need to be seen by several different teachers at different stages of the car rider line. We will assume you have your child if there is no visible tag.
- Share this information with others who may pick up your child.
- PLEASE carefully watch for other children at all times before moving forward!

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

Court Orders & Child Custody

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

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 a student's attire conforms to these standards.

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

appropriate, as well as exchange the clothes as the weather changes. The bag should include a shirt, pants/shorts, underwear & socks.

K3 and K4 students will be required to wear a royal blue FCA logo shirt and khakis on Wednesday. This shirt will be available for purchase through our online store, or you can go to a local supplier. Information is provided on our website for purchasing school logo attire. Bottoms can be Khaki shorts, pants or skirts (girls only).

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

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

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

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

Tops:

- "Appropriately sized" tops should fit loosely and not inappropriately tight for boys or girls (as determined by the faculty and administration).
- Shirts must be **solid** ROYAL BLUE, NAVY BLUE, GRAY, YELLOW, BLACK OR WHITE 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.
- Shoulders, stomach, back, and midriff should always be covered. Low-cut tops are prohibited.

Bottoms:

- "Appropriately sized" bottoms should fit loosely and not be inappropriately tight for boys or girls (as determined by the faculty and administration). No workout/yoga pant styles will be allowed. Tights may not be worn as pants and must be completely covered to the knee by a dress or tunic style top.
- Students may wear appropriately sized solid KHAKI, BLACK, or DENIM (BLUE only), NAVY BLUE, and GRAY pants, cargos, capris, dresses/skorts, shorts and skirts within 3 inches from the knee. Knit style leggings/shorts will be allowed for girls if the shirt is long enough to cover to 3 inches above the knee.
- All bottom attire must be no higher than 3 inches above the knees 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.
- Accessories such as ties, scarves, jewelry, bows, belts, etc. … may be worn as long as they are not disruptive to the learning environment.
- Play jewelry, dress up clothes/shoes, play necklaces & bracelets, sunglasses, and hats are prohibited and will be collected by the teacher if they are worn to school.

GUIDELINES FOR DRESS

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

General Rules:

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

Specific Rules for Girls:

- Shorts and skirts have an allowance of 3 inches above the knee.
- Earrings are to be restricted to ear lobes only. No dangling earrings.
- Please no plastic/play jewelry at school, it is a distraction and often gets lost or broken during the school day causing distress.
- 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.
- Leggings-type pants/shorts may be worn for K3 & K4 students, but we ask that shirts are long enough to cover the belly and backside. They must also be the appropriate size and not so tight that they appear to be too small.
- Makeup, jewelry, or any attire that would be normally worn by genotypic/phenotypic males is prohibited.

Specific Rules for Boys:

- Shorts have an allowance of 2 inches above the knee.
- Boys are not to wear earrings or similar 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 dress code to change clothes. Additional consequences may also apply.

Conferences

Good communication is essential to a successful parent/teacher/student relationship. For this reason, we encourage parents to be active participants in their child's education. Report cards will be sent home quarterly. Parents are invited to schedule a parent/teacher conference once report cards are received if there are any areas of concern that they would like to discuss with the teacher. 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 the teacher or the administration.

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. The following curriculum is currently used:

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

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

Bible and Chapel

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

Positive Reinforcement System

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

Discipline Policy/Student Behavior

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

The teacher shall be recognized as the person in authority to maintain good discipline in the classroom. Every teacher is authorized to administer discipline necessary to correct bad conduct, a bad attitude, or failure to do required work. Repeat offenders and more serious violations will be subject to additional disciplinary actions and consequences from the director. The before school and after school programs are an extension of the classroom and the same rules apply. Any infractions during before or after school will follow the discipline ladder and may result in the inability to make use of those programs.

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. FCA does not administer physical corporal punishment. 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.

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

Student Behavior

When corrective measures are needed, the guidelines stated below may be used. <u>The following Levels 1, 2, 3, and 4 are guidelines only for disciplinary action</u>. The school administration reserves the right and the authority to define all terms as they are used in Levels 1, 2, 3, and 4.

NOTE: Teachers handle Level 1 offenses, which are documented in FACTS. Parents have access to view discipline infractions on their FACTS SIS.

Level 1 Offenses	1st-time Consequence	2nd-time Consequence	3rd-time Consequence	4th-time Consequence
• Dress Code Violation • Running/Misbehaving in halls or restroom • Chewing gum • Disrupting Class – Excessive talking, silliness, etc… • Use of inappropriate language (potty words, OMG, crude language, etc) • Horseplay - pushing, hitting, kicking, play shooting with other students • Disobedience or Defiance with Adult - saying No to directions, refusal to cooperate with an adult that gives directions • Disruptive during rest time - talking, making noises, not staying on cot, causing a disruption so that others cannot rest. • Throwing food or being disruptive during lunch. • In hall unauthorized - leaving the classroom without Teacher permission • Other offenses the Administration deems sufficiently detrimental or offensive that would reasonably fall into this section of misconduct	**Teacher-Student Discussion** **Explanation of behavior and why it is unacceptable.** **Teacher will redirect as needed for the 1st time.** **Documented in FACTS**	**Teacher administers consequences in the classroom.** **Timeout, cleaning up mess, making amends, etc..** **Appropriate to offense.** **Documented in FACTS**	**Teacher-Parent Conference** **Teacher will schedule time with the parent via phone or in-person to discuss behavior and work out consequences.** **Documented in FACTS**	**Becomes a Level 2 Offense.** **Documented in FACTS**

NOTE: Teachers handle Level 2 offenses, which are documented in FACTS. Parents have access to view discipline infractions on their FACTS SIS.

Level 2 Offenses	1st-time Consequence	2nd-time Consequence	3rd-time Consequence
● Repeated Level 1 Offenses ● Inappropriate attire (other than out of uniform offenses) ● Disrespect during Chapel - disruptive behavior that interrupts chapel ● Disrespect for teachers - name calling, saying NO, or running away from teachers ● Refusal to stay on the student's nap cot during rest time ● Dishonesty/Deceit – petty theft ● Use of abusive language – written, spoken or gestures ● Aggressive horseplay with injury (elbowing, pushing, punching, that leaves a mark or bruise) ● Fighting - any aggressive hitting, kicking, or biting towards any student. ● In preschool hallway unauthorized ● Minor occurrences of bullying or teasing/taunting - Any threat to shoot/kill another student, FCA Employee, or anyone on school property, even during play ● Possession of prohibited items ● Destruction or damage to property of others -purposeful destruction of school property or another student's property. Using crayons, pencils, or markers to write on or deface any school property. ● Misuse and abuse of technology ● Failure to comply with the lawful directions of any school employee ● Any other offense which the administration of the school may deem sufficiently detrimental or offensive such that it would reasonably fall into this section of misconduct	**Director-Student Discussion** **Explanation of behavior and why it is unacceptable.** **Loss of privileges, a time-out with the Director during fun activities.** **Documented in FACTS**	**Director-Parent-Student Conference** **Discussion of consequences and loss of privileges with Parent. Student will serve lunch detention.** **Documented in FACTS**	**Becomes a Level 3 Offense.** **Documented in FACTS**

NOTE: Teachers handle Level 3 offenses, which are documented in FACTS. Parents have access to view discipline infractions on their FACTS SIS.

Level 3 Offenses	1st-time Consequence	2nd-time Consequence	3rd-time Consequence
• Repeated Level 2 Offenses • Fighting – a major incident • Use of abusive or obscene language (written, spoken, or gestures) • Vandalism • Defacing school property – restitution may be required • Possession of prohibited items • Possession of nicotine/tobacco/vapes (etc) 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 • Out of class or leaving the building/campus without permission • Theft of property – under $100 • 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 into this section of misconduct.	**Director Teacher Parent and Student Conference to discuss behavior and consequences** **Out of School Suspension 1-3 days** **Documented in FACTS**	**Parent contact from Director** **Out of School Suspension 2-5 days** **Behavioral Conduct Probation** **Documented in FACTS**	**Becomes a Level 4 Offense.** **Parent contact from Director** **Behavioral Conduct Probation** **Documented in FACTS**

NOTE: Teachers handle Level 4 offenses, which are documented in FACTS. Parents have access to view discipline infractions on their FACTS SIS.

Level 4 Offenses	Consequences
• Repeated Level 3 Offenses • Illegal drug possession, use or distribution • Possession, use or distribution of THC, CBD or marijuana in any form obtained legally or illegally • Use of nicotine/tobacco, vapes (etc) in any form or distribution (including electronic cigarettes) • Misuse, abuse, or distribution of medicine or substances • Possession of prohibited items • Fighting – major incident • Alcoholic beverage possession or use • Any deliberate contact with a Teacher/Aide/Director. Hitting, kicking, spitting on any adult, for any reason. • Leaving campus without permission • Theft of property – over $100 • 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) • Disorderly conduct • 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.	**Parent contact from Principal and may contact appropriate law enforcement** **Out of School Suspension - minimum 4 days, maximum long term out of school suspension.** **May recommend withdrawal, expulsion, or appropriate law enforcement if required** **Documented in FACTS**

Cell Phones on Campus

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) for any reason the school official deems necessary. 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.
- If Student is suspended, 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.
- OSS – Out of School Suspension does not allow students on campus.
- 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 being 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 to provide a wholesome Christian school environment.

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. School officials are not permitted to conduct strip searches.

Bullying Policy

Bullying will not be tolerated at Foundation Christian Academy. Bullying may be defined as 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.

Sexual behavior guidelines

We believe that the God who created us loves us and knows what is best for us in every area of our lives. Therefore, we seek to put in place boundaries at our school that are consistent with the boundaries God has given each of us through His Word. Because of this, FCA upholds a Biblical view of sexual morality (1 Thessalonians 4:3-5). Therefore, we expect students to abstain from all sexual behavior. Students or parents who are disruptive to the school environment (within or on school property and/or at school-sanctioned or supervised activities, including extracurricular activities) by participating in, or advocating conduct or a lifestyle not in harmony with FCA's Statement of Belief are subject to disciplinary action including possible expulsion. This includes but is not limited to heterosexual, homosexual, bisexual, or transgender conduct. The Administration reserves the right to use its discretion to determine, on a case-by-case basis, what constitutes a

disruption. The Administration also reserves the right to make inquiries of students and parents regarding these issues.

Students agree to conduct themselves in a manner that is respectful of the FCA's Christian mission, values, and Statement of Belief, both on and off campus. This includes, but is not limited to:

- Avoiding the use of distribution of pornography, or any sexually explicit or suggestive material.
- Abstaining from sexual relations with any other individual.
- Avoiding same-sex dating or romantic behavior.
- Living consistently with one's recorded biological sex, given by God at birth, while avoiding any attempts to disagree with or alter one's biological sex.
- Students using the bathroom and locker rooms of their biological sex, pronouns consistent with their biological sex, and participating on athletic teams of their biological sex.

Gun Policy

Pre-K3 & Pre-K4: Should a student make a threat to shoot another student, FCA employee, or anyone on school property, parents will be notified via FACTS as a level 2 disciplinary offense. The students will be impressed with the seriousness of the threat. Age-appropriate consequences will be implemented to emphasize the seriousness of this inappropriate action.

Preschool Cubbies

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

Rest Time

Rest time will be provided for each child who is in the care of the FCA Preschool program for more than 4 hours. Each child will be permitted to bring a small stuffed animal to snuggle with and a small (child-size) blanket to be used on their cot. Blankets and stuffed animals will be kept at school and sent home at the end of each week. A child who does not sleep shall be permitted to lay/sit quietly on their cot, however, students are required to stay on their cot during rest time. It is not acceptable for students to be up and moving around when the lights are dimmed.

Toys/Personal Items

Toys and personal items from home are not allowed to be brought to school at FCA, with the exception of a stuffed animal and blanket for rest time. All other toys will be held by the teacher until the end of the day and sent home. If toys are brought in again, parents will be contacted, and toys will be confiscated until the next opportunity to give them directly to the parent. If toys are brought in a third time, parents will be contacted, and toys will be confiscated by the teacher and held until the end of the school year.

Parent Conduct

Parent behavior must reflect positively on FCA and support the school's mission. Rude and inconsiderate behavior toward faculty, coaches, staff, administration, or other competing school employees is never appropriate or acceptable. Parents are expected to be supportive of school personnel and school disciplinary policies and decisions. A lack of support may result in a parent being banned from 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 Director who directly supervises the teacher(s). In the event the situation is still unresolved, the parent/guardian may contact the school President. The decision of the school President is final. Appointments must be scheduled to meet with any teacher, principal, or president.

Food Service

Students may bring or purchase their lunch. A bill for the meals eaten will be sent home at the end of each month. School lunch will include milk, 1 protein, 1 bread, 1 vegetable, and 1 fruit. As a part of our licensing requirements, we are required to uphold all of the regulations that are set forth by the State of Kentucky. According to Regulation 922 KAR 2:120, Section 11 - Meal Planning Requirements for a Center that Does Not Provide all Meals - states that a child's lunch (even if brought from home) must include milk; bread or grain; meat or meat alternative; and two different vegetables; or one fruit and one vegetable.

Lunchtime visitors are welcome to join their Preschool students in the lunchroom during lunch. Specific times for visitors will be arranged and announced throughout the school year. Your visit will be limited to your child only and any visitor must be on the approved pick-up list. Visitors will be required to bring their own lunch; school lunch will not be available for purchase.

If your child has been given "Lunch Detention" as a disciplinary action, the child will still be required to have detention, even if a parent is present.

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

Snacks

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

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.

Technology/Network Usage

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

Textbooks

Book fees are paid by parents each school year. This covers the purchase of consumable books and curriculum aids used in our PreK3 and PreK4 classes.

School Closing

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

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

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

Closing information will be communicated through the school's text alerts, Facebook, Twitter, and WBKO.

Drills – Disaster Plans attached

FCA has a crisis management plan for all emergencies. The details of this plan are limited to the 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 was later in the school year).

Parent Involvement

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

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

- Be a room mom/dad and help coordinate parties and other activities for your child's class.
- Donate materials as needed.
- Help with a special activity. Come and read to your child's class.
- Volunteer to help with other services needed at FCA through our Volunteer Program.
- Support Foundation Christian Academy in its fundraisers such as the Harvest Run, Chili Supper & Auction, Golf Scramble, Smart Cards, Kroger Cards, etc. …
- Be an active participant in FPO – Falcon Parent Organization.
- Vocally supports our school. Your kind comments are the best advertisement.

Falcon Parent Organization (FPO)
Another wonderful way that you are invited to be involved to help make your child's experience at FCA the best it can be is to be involved with the Falcon Parent Organization.

Mission: The mission of Foundation Christian Academy's Falcon Parent Organization (FPO) is to serve as a communication link between teachers and families, while also providing and supporting positive school activities. FPO promotes open and positive communication, strengthening the school-wide experience for staff and families, ultimately fostering a strong sense of school spirit.

FPO Fundraisers:
Smart Savings Card Sales (July and August), The Spring Fling (April)

Ways to get involved with FPO:

- Visit the FPO table at your child's Open House night to learn more and sign up to serve.
- Be sure your FPO Room Parent has your contact information.
- Let your child's homeroom teacher know that you are interested in serving as a room parent.
- Sign up to serve to help decorate the school for any of our events and holidays.

All FPO room parents, FPO officers, activities, and spending of funds must be approved by the administration.

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 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 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

Dr. David Pahman, President

Scott Perdue, Director of Operations and Development

Melissa Young, Elementary School Principal

Matt Bastin, Upper School Principal

Lorie Baker, Preschool Director

Dr. Derrick Perdue, Assistant Principal and Athletic Director

Natalie Scarboro, Financial Manager

Holly Wilson, Director of Admissions

Mr. Chris Russell, Guidance Counselor

Sarah Pahman, Elementary School Office Manager

Lacey Bowen, Upper School Office Manager/Administrative Assistant

Emily Didato, Falcons Nest Preschool Office Manager

Connect with us online

Visit our website at **www.fcafalons.com**

Email us at **fca@fcafalcons.com**

Become a Friend on Facebook – **www.facebook.com/fcafalcons**

Follow FCA on Twitter - **@fca_falcons**

Visit our FACTS Family Portal/Student Information System at **www.factsmgt.com**

Login information will be provided to all parent/guardians

I have received and read the 2026-2027 Foundation Christian Academy Student Handbook and I understand and accept the policies, requirements, expectations, and statements therein.

I have updated all student information on www.factsmgt.com including student profiles, authorized pickup list, and emergency contacts. I understand that it is my responsibility to keep this information up to date for accurate records.

_____

Student Name (Please print)

_____ _____

Parent/Guardian Signature Date

_____ _____

Parent/Guardian Signature Date