

2019-2020
Student and Family Handbook
Lower School (Pre-Kindergarten – 4th 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 judgement at their sole discretion.

Table of Contents

Vision, Mission, Philosophy	4
Statement of Belief	5-6
History and Accreditation.....	6
Admission Policies.....	6-7
Registration Process/Financial Info	8
Required Documents for Registration.....	8
Financial Information.....	9
Multi-Child Discount.....	9
Referral Program.....	9
Scholarships and Financial Assistance.....	9
Homework Club hours and rates.....	9
Past Due Tuition and Fees.....	10
School Hours.....	10
Attendance	10-11
Tardiness and Early Pickup.....	11
Accidents and Illnesses	12
Pickup and Dropoff Procedures	13
Dress Code	13-15
Grading, Reporting, Conferences	16
Curriculum.....	17
Positive Reinforcement System	17
Discipline Policy.....	17
Gun/Weapons Policy	20-21
Parent Concern/Complaint Policy	21
Food Services.....	21
Snacks	21
Field Trips and Transportation.....	21
Technology.....	22
School Closing	23
Drills	23
Parent Involvement	23
Media Release Information	23
Visitors.....	24
Faculty, Staff and Board.....	25
Communication	26
Parent /Guardian and Student Handbook acknowledgment..	27

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

Mission Statement:

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

Philosophy:

Foundation Christian Academy is characterized by:

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

*Statement of Belief of
Foundation Christian Academy*

We believe these things about God...

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

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

We believe these things about Jesus Christ...

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

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

We believe these things about the Bible...

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

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

We believe these things about man...

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

Genesis 1 & 2

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

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

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

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

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

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

We also believe that every person is the object of God's love and, therefore, should be extended the love of God and the love of neighbor commanded by God. Hateful and harassing behavior or language is not characteristic of Jesus and should not be characteristic of Christians. However, no greater love can be shown than a love like

God's love which moved Him to warn man of his sins to foster repentance from sins and obedience so as to have that abundant life here on earth and the hope of heaven in eternity.

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

We believe these things about salvation...

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

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

We believe these things about the church...

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

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

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

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

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

History

Foundation Christian Academy serves students from 3 years old through 9th grade. Founded in 1996, the school began with 22 Kindergarten students. Since then, the school has grown to a student body of approximately 310 students. FCA is a school affiliated with churches of Christ but receives no financial support from any institution or agency. The school is dependent upon individual gifts and tuition for operating expenses and improvements.

Accreditation

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

Admission Policies

FCA is open to any qualified student regardless of race, color, national origin, sex, or religion (except as necessitated by specific religious tenets held by the institution). Children enrolled must be three years old by August 1 of the current year to attend the three-year-old program. Children enrolled must be four years old by August 1 of the current year to attend the four-year-old pre-kindergarten and five years old by August 1st of the current year to attend the five-year-old kindergarten. There are exceptions that may be considered by the administration. All students must be potty-trained before enrolling.

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 shall 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.

Students wishing to transfer to *FCA* will be considered on a case by case basis. The child's past grades, emotional and social needs will be evaluated and discussed with parents and administrators. Records from previous schools will be necessary before the initial conference.

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

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.

Registration Process & Financial Information

An application for enrollment may be obtained through the office or on FCA's website: www.fcalfalcons.com
Application and enrollment forms must be accompanied by registration fee to secure placement in a class.
Returning students may participate in Early Registration during February to ensure placement in a class and receive a discounted registration fee. New student enrollment begins March 1.

Required Documents needed before school starts:

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

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

2019-2020 TUITION AND FEES

Registration Fee

NEW Student \$175
RETURNING Student \$125 (If Paid prior to Feb. 28, 2019)

<u>Tuition</u>	<u>Annual</u>	<u>Book Fee</u>	<u>Tuition & Books</u>
3-yr. old Preschool— Full-day, M-F	\$5,493	\$125	\$5,618
4-yr. old Preschool— Half-day, M-F	\$3,930	\$100	\$4,030
4-yr. old Preschool— Full-day, M-F	\$5,493	\$125	\$5,618
Kindergarten — 6th Grade	\$5,324	\$225	\$5,549
7th—10th Grade	\$5,450	\$225	\$5,675

* Participation in clubs and athletics is optional and may incur additional fees

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

* Bus transportation is available from Franklin, KY for K-10th Grade at no additional cost.

Discounts & Scholarships

Pre-payment Discount: \$100 Discount if tuition is paid in full by July 1, 2019

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

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

Before & After School Care

Before School Care Beginning at 6:30AM is FREE

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

Tuition & Book Fee Payment Options

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

Past Due Tuition and Fees:

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

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

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

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

School Hours

- PK-3 full day students: 8:00-3:00, Monday - Friday
- PK-4 half day students: 7:50-12:00, Monday - Friday
- PK-4 full day students: 7:50-3:00 Monday - Friday
- Kindergarten through 10th grade students: 7:50- 3:00, Monday - Friday.

Students arriving from 6:30-7:45 a.m. or staying after 3:25 p.m. will be supervised by FCA's the 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 student reaches his/her sixth absence, a notification will be sent home. Note: This is a courtesy of the school; therefore, parents/guardians should keep an accurate record to know total number of absences. Parents can access attendance daily via FACTS/SIS website.
- All absences, other than school activities with their class, will be counted toward the total number of absences.

- Students who miss more than 16 days in an academic year will not meet 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, administration and/or the Board of Directors will determine if any absence may be excluded from the total number allowed absences. Families should plan carefully and never acquire a frivolous absence.
- Medical 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.
 < 2 hours missed = $\frac{1}{4}$ day absent, $3 - 4$ hours missed = $\frac{1}{2}$ day absent, > 4 hours missed = $\frac{3}{4}$ day absent.

Non-Traditional Instruction (NTI) - Foundation Christian Academy will employ the use of NTI days only when School Day Outs exceed 8 for the school year. 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 Perfect Attendance for each nine week grading period, 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. Absences due to sanctioned school activities pertaining to them personally will not be counted against them.

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 the multipurpose room for morning assembly. Students are considered tardy if they are not in the multipurpose room 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 are designed to provide a more efficient way of addressing the late arrival of students.

Early pickup must be kept to **absolute necessity only**. It should not be used as a matter of convenience. Early pickup, before 3:00, will be counted as a tardy.

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

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

(Although regular attendance is always strongly advocated for all students at FCA, attendance and tardy policies do not apply to the Preschool/3 and 4-year-old program. Attendance is required for the preschool year to be successful but it is at the parent's discretion.)

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. Please instruct your child about good personal hygiene in cases of allergies and colds.

Medication at School

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

1. All medications must be brought to school in the original container which must be labeled with the child's name, medication name, dosage, and physician prescribing the medication.
2. A form must accompany medication which shall include:
 - Child's name
 - Name of medication
 - Time at which medication is to be given
 - Reason for medication
 - Duration of treatment
 - Physician prescribing medication, address and phone number of physician
 - Parent's or guardian's name and signature (dated)

Copies of this form are available in the school office.

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

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, 7:30-7:50, and departure times, 3:00-3:20, 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 and stand in the foyer to wait for your child. Also, 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 which conforms to standards of Christian decency and good taste. Parents are strongly urged to enforce moderate hair styles and high standards of dress for their child. The teacher is empowered to use their judgment, wisdom, and spiritual base, as to whether or not a student's attire conforms to these standards.

Preschool and 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.

Tops:

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

"Appropriately sized" tops should fit loosely and not inappropriately tight for boys or girls (as determined by the faculty and administration).

Shoulders, stomach, back and midriff should be covered at all times. Low cut tops are prohibited.

Bottoms:

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

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

All bottom attire must at a minimum meet at the top of the knees and must be worn appropriately at the waist. They should be neat in appearance with no holes or frays.

Outerwear/Accessories:

Jackets/Coats may be of any color and should 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.

FRIDAY Dress Code Requirement

ALL students, Kindergarten through 10th grade, will be required to wear specific logo wear/attire on Fridays. ALL students must wear royal blue logoed polo and khaki pants or khaki skirt (girls). Preschool students are required to wear the provided royal blue t-shirt.

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.
- Students in preschool through 4th grade 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.
- Students in 5th grade have the option to wear open back/flip flop style shoes, but should wear appropriate shoes on the playground and during PE class.
- No Tank tops, mesh tops, half shirts or off the shoulder shirts may be worn. This also includes all styles which may be seen through or which expose the mid-riff 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
- Hair styles or coloring should not be disruptive or bring undue attention to oneself.

Specific Rules for Girls:

- Kindergarten through grade 4: Shorts and skirts have an allowance of 2 inches above the knee.
- Grades in 5th grade and above: Shorts and skirts should be knee length.
- Girls should refrain from excessive use of make-up.
- Earrings are to be restricted to ear lobes only. No dangling earrings.
- Hair must be worn out of the eyes and there are to be no extreme hair styles and/or hair colorings.
- Shorts must be worn under dresses and skirts during recess and/or physical education.
- Spaghetti straps and backless shirts and/or dresses are not allowed.
- Yoga pants are not allowed.
- Leggings may not be worn as pants. They may be worn under dresses if the dress is nearly knee length.
- Makeup, jewelry or any attire that would be normally worn by genotypic/phenotypic males is prohibited.

Specific Rules for Boys:

- Kindergarten through grade 4: Shorts have an allowance of 2 inches above the knee.
- Students in 5th grade and above: Shorts should be knee length.
- Boys are not to wear earrings or similar type jewelry.
- Body/ear piercings are not allowed.
- Hair must be above the eyebrows and off the collar. No extreme/distractive hair styles or colorings will be allowed.
- Makeup, jewelry or any attire that would be normally worn by genotypic/phenotypic females is prohibited.

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

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

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

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 with Preschool, 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.

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

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

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 1-4: 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 student with teachers or the Administration. Teachers will schedule a minimum of 2 conferences during the school year: one in the fall and one in the spring.

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 challenging curriculum. Curriculum is continually evaluated by a committee that compares what FCA teaches to state standards. Star testing, Stanford Achievement tests and ActAspire are used to evaluate individual student's growth. Student's progress will be insured with one on one tutoring. Additional tutoring may be recommended if student's needs are more than FCA's resources allow. The following curriculum will be used for the 2018-19 school year:

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. A committee made up of teachers, administrators, board members and parents will review and approve all reading books that will be used in the classroom. It is FCA's goal to read age appropriate books that will promote student growth. All assigned reading outside of classroom curriculum must be approved by the Book Review Committee who will assess the books content and age appropriateness compared to FCA values. Once a book is approved, parents should receive a notification about the book selection that includes the findings of the Book Review Committee. If parents object to the content of the selected book, they will have the opportunity to choose an alternative book that is satisfactory with the teacher and on the Book Review Committee's approved reading list.

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.

Positive Reinforcement System:

Each grade level will have their own common system. These systems will be used to recognize and reinforce positive individual and group behaviors.

Fruits of the Spirit Recognition - 2nd Mile 2nd Nature

This program will be used to recognize individual students that demonstrate a fruit of the spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control). Teachers and staff members

may nominate students to be recognized, called to the office and congratulated. A phone call to the parent may also be made.

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, student will 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.

Behavior Offenses - All grades, but not limited to the following:

- Disrupting others
- Off-Task behavior
- Excessive talking
- Unauthorized area (classroom)
- Not Respecting other's property
- Unkind behavior or talk
- Running in the halls or cafeteria
- Not following directions
- Fighting
- Vandalism
- Cheating including plagiarism
- Profanity
- Bullying (verbal or physical abuse/threats)
- Theft
- Lying
- Refusing to obey an instruction or request by a staff member (insubordination)
- Disrespect to a staff member (i.e. talking back)
- Inappropriate bodily contact with another student

Inappropriate behavior will be addressed according to the age of the child. There is a brief explanation below addressing age appropriate discipline.

Kindergarten through 4th Grade Color Chart -

- **Gold** - Above and Beyond - "2nd Mile 2nd Nature"
- **Silver** –Super De Duper!
- **Purple** – Great Job!

******Green****** – Starting point each day (May move up or down throughout day)

- **Yellow** – Warning
- **Orange** – Discipline at teacher's discretion
- **Red** – More strict discipline at teacher's discretion
- **Black** – Send to the Principal

Any teacher that feels that a student is consistently abusing the color system by getting to a point every day and then stopping may discuss the problem with the principal who may remove one of the colors from the color progression with that student.

Minor offenses that do not disturb other students or the learning process should not move a student from the current color, but rather warrant an oral warning. However, multiple warnings about such behaviors as these may call for a color change.

COMMUNICATION & DOCUMENTATION

- Students will have a take-home folder that will have a calendar in it that indicates what color the child was on for the day. Students will mark their own color each day.
- Any child with a color change will be initiated by the teacher who will also briefly indicate the problem in writing (i.e. talking, out of seat, off-task behavior, disturbing others).
- If a student has had a color change then it is required that the parent sign the calendar to let the teacher know that the parent is aware and has seen the calendar. Parents will be made aware of this process and encouraged to check their student's calendar on a daily basis.
- Any student that has consistent color changes or get to the red level will have a phone call home to discuss with the parents the problems seen in class. A phone call to the parents will occur if possible before a student goes to black and must visit the principal. Some extreme behaviors that warrant an immediate move to black may not allow time for that process.

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

- Withholding privileges – may include recess, club meetings, enrichment class, field trips,
- Extra academic work - Teachers may require students to attend a study hall/homework session during the school day, as needed. Students who fail to participate will be subject to further disciplinary actions.
- Reports/supplementary assignments referencing scripture related to the rule that was broken may be given.

- A student may be prevented from participating in sporting events or extracurricular activities,
- Physical work – chores around the building
- In school lunch detention - The student will be placed at a separate table during lunch and will not be allowed to talk or interact with other students as they eat and during the remainder of the lunch period.
- In school detention - The student will be at school but will be in an isolated area away from all other students. The student will also work on the current day's work in each subject area. All work assigned for that day by his/her teacher will be due on the regular due dates. Any projects or assignments due the day the student is in ISS will be due that day. Credit will be given for class work completed and turned in by the end of the day.
- Morning and Afternoon Detention –Students will be isolated without peer interaction. Additional assignments will be given during this time. It is the parent's responsibility to make arrangements to drop off or pickup students serving in detention.
- Suspension - The student will not be at school. He/she is responsible for getting all class-work completed and turned in on the regular due dates.
- Dismissal – The student will be withdrawn from Foundation Christian Academy.

Behavioral Probation: Students can be placed on behavioral probation for a serious violation of school policy, for repeated violations of school rules or expectations, and for 5 or more office referrals during a semester. Students may be put on Behavioral probation for actions occurring off campus. The length of the probation will be determined by the principal. When a student is placed on probation, any careless act or questionable attitude could be a basis for dismissal. A student placed on probation risks forfeiture of his/her right to participate in any extra-curricular activity at the discretion of the principal. Students on behavioral probation may be ineligible to participate in any group trip.

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

At the discretion of the administration, a student may be prevented from participating in sporting events or extracurricular activities for academic or behavioral reasons.

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

Weapons Policy

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

Gun Policy

- K3—2nd grades: Should a student make a threat to shoot another student, FCA employee or anyone on school property, parents will be notified. The students will be impressed with the seriousness of the threat. Age appropriate consequences will be implemented to emphasize the seriousness of this inappropriate action.
- 3rd—4th grades: Should a student make a threat to shoot another student, FCA employee or anyone on school property, age appropriate consequences will be implemented to emphasize the seriousness of this inappropriate action, suspension may be administered.

Lockers

The school assigns one locker to each student in 1st – 10th 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 Concern/Complaint Policy

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

Food Service

Students may bring or purchase their lunch. The hot meals are \$3.25 per meal. There will be occasions that lunches will be catered and may be ordered at an extra cost. One serving of milk comes with the meal but each additional serving is .35 cents. A bill for the meals eaten will be sent home at the end of each month. Lunch brought from home should not include items to be heated in the microwave in the cafeteria. There are not enough staff members to heat food for such a large number of students. However, if the classroom has a microwave, the student may heat items before going to the cafeteria -- with teacher approval.

Lunchtime visitors are welcome. There is a special table designated in the lunchroom for parents to eat with their children in the cafeteria. If your child has been given “Lunch Detention” as a disciplinary action, the child will still be required to have detention, even if a parent is present. We limit your visit to your child only. This should be a special time for the child and parent, not to include extra friends.

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

Snacks

A weekly sign-up sheet may be utilized for snacks for our preschool and kindergarten classes on a volunteer basis.

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

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

Field Trips

FCA students participate in field trips which serve to enhance the total educational program. All trips are subject to approval by the Principal and should be planned at least two weeks in advance. Parents may be asked to sign a permission slip before any trip. Do not call the office to give permission as we must have it in writing. Transportation for all field trips must be provided by the bus and parents driving. Please refer to the Transportation Policy regarding background checks and insurance.

Transportation

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

Use of cell phones and other internet capable devices is prohibited while traveling on FCA buses. Such devices will be collected before each trip and returned to students approximately 30 minutes before arriving at school in order for students to notify parents of arrival.

Technology/Network Usage

Students at FCA are provided with access to a technology network. A wide variety of software and hardware is provided on campus. The use of the network is a privilege, not a right. Students are expected to abide by rules of conduct. Inappropriate use will result in discipline in the way of other forms of vandalism, cheating or theft. Ethical use of technology and protection of the equipment is expected. Any student who uses the computers or 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, game stations, are not encouraged at school. If a student assumes the sole responsibility of her/her electronic device, he/she will not disrupt the school environment through usage. The student will suffer consequences, including but not limited to, surrendering the devices for a period of time determined by the principal.

Cell phones will be collected by homeroom teachers and kept each day, unless permission for educational use has been granted by the teacher.

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

Caring for school iPad, Chromebooks and Computers:

- Desktops and backgrounds cannot be changed
- Use of camera and video apps must be educational.
- Permission from the teacher must be granted for printing
- Facetime, messaging, and engagement in social media is NOT allowed during school.
- Downloading programs or music is prohibited.

Textbooks

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

School Closing

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

School closing due to inclement weather will be announced on a day-to-day basis. FCA will follow Warren County Schools' schedule for inclement weather. FCA will not necessarily chose the same makeup days as the county schools.

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

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

Drills

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.

In the event of a lockdown, children will be kept in their classrooms or the multipurpose room. Blinds will be closed and doors will be closed and locked. Children will stay in a specified location until it is deemed safe by FCA personnel and/or law enforcement. In the event of a lockdown, a large red poster board will be placed in the front door, if it is safely possible. PLEASE DO NOT TRY TO ENTER THE BUILDING. Stay in your car and call our phone. In these situations, it is better for you to leave your child inside our secure building. Trying to enter the building instead of waiting increases risk to the children. Our goal is to keep everyone safe. The mass text message system, Remind 101, will be used to communicate and keep parents informed as much as possible.

Media Release Information

From time to time, FCA uses videos, pictures, etc... for advertising and public relations purposes. During these times, students may be filmed or photographed during school activates. If any parent does NOT wish for his/her child to be included in any of the material used for advertising, public relations, school website,

brochures or other form of media, the parent/guardian should send a letter or email to the principal by August 30 each school year or within 30 days of enrollment (if enrollment was later in the school year).

Parent Involvement

Parents/guardians are encouraged to express ideas, concerns and praise to administration and the board. FCA's administration has an open door policy when it comes to the betterment of the school and would like your input. Please feel free to share your thoughts or concerns. Also, parents/guardians are invited to Board Meetings which meet the second Monday of every month at 6:00 p. m. If you would like to attend, please call the office so you can be added to the agenda.

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

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

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

- Volunteers MUST have a background check on file at FCA. (Forms are available in the office.)
- Volunteers must complete a Volunteer Training Orientation.
- Volunteers shall provide assistance under the direct supervision of a member of the administration or teaching staff.
- Volunteers in the school building MUST sign in at the office AND wear a "volunteer" badge at all times.

Visitors

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

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

School Parties

Classroom parties are coordinated with teachers and parents during the school year. These times offer students opportunities to socialize during times that teachers schedule, so instructional times are not compromised.

Holidays and special times of the year are celebrated. Birthday celebrations should be celebrated off campus, but arrangements may be made with the teacher if you would like to provide refreshment to the class to celebrate. Snack time or during lunch is the best time for students to have extra snacks for such celebrations.

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

Administrative Staff:

Chris Robison, President
Jack Ray, Director of Development
Melissa Young, Lower School Principal
Matt Bastin, Upper School Principal
Brenda Gilbert, Lower School Office Manager/Administrative Assistant
Natalie Scarboro, Financial Manager

Classroom Teachers:

K-3 Melissa Jackson, Emily Towe, Melissa Bush, Amanda Lohden, Kim Hamilton
K-4 Lori Baker, Kim Roberts, Phyllis Roberts, Kimmie Reynolds
K-5 Lee Duff, Alicia Sowders
1st Grade Shirley Solzman, Kim Depp
2nd Grade Michelle Meredith, Jessa Sheffield
3rd Grade Cindy Ferguson, Jennifer Cummins
4th Grade Ashley Mathis

Support Staff:

Sharon Coop, Before School Care, Instructional Assistant
Carol Hendricks, Instructional Assistant
Veronica Cary, Cook
Melisa Holden, Kitchen Manager
Johnathan Holden, Kitchen Assistant
Fred Brashear, Before School Care and Instructional Assistant
Kim Hamilton, K3 Staff and Instructional Assistant
Emily Towe, K3 Staff and Instructional Assistant

Board of Directors:

Garnet Baker	Gerald Barr
Gil Cowles	David Dymacek
Marla Lee	Justin Lohden (President)
Steven Pitcock (Secretary)	Jack Ray
Dwight Sutton	Chris Young (Treasurer)

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

Connect with us online

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

I have received and read the 2019-2020 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, emergency contacts. I understand that it is my responsibility to keep this information up-to-date to accurate records.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Student Signature Date