

# Disclaimer

The Foundation Christian Academy Parent & Student Handbook is provided to you as a guide to ensure that you understand the academic and conduct expectations that the Academy (from here forward “Academy” refers to Foundation Christian Academy) has for your child during his/her enrollment. All policies, rules, and regulations contained in this handbook will be maintained during the most current school year. It is the expectation of the Academy that all policies and rules be followed by the students whether on or off campus during school hours. Enrollment in the Academy is a choice and a privilege and not to be considered a right. The Administration and Board reserve the right to amend, remove, or add policies, rules, and regulations as deemed appropriate or necessary; parents and students will be informed of any such changes.

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## Welcome

Welcome to Foundation Christian Academy! We are pleased you are with us this school year and trust it will be a memorable and exciting educational experience. We would like to share with you what makes FCA unique.

Foundation Christian Academy has set “excellence” as its goal in every area of the school’s program. We believe that what will make FCA excellent is its commitment to make Jesus Christ and His Word, the Bible, the foundation of every policy and decision we make.

It is the belief of FCA that we should train children in the way they should go (Proverbs 22:6), so that in all subjects they can learn to excel within a biblical worldview and develop their God-given talents. We cannot assume that children are already experts in discernment and evangelism; they require training in both the Bible and academics to be equipped for every good work. Because children of this generation are influenced by secular media, programming, museums, peers, education, etc., we need to prepare and train them to have discernment to counter false humanistic religion, to present the gospel effectively, and defend the authority of the Bible with confidence.

The Scripture teaches that the education of children is primarily the responsibility of parents (Deuteronomy 6:6-9). We believe the instructions from church, school, and government exist to help, but the ultimate responsibility for the education of the child belongs to their family. We take seriously the trust you place in us. Second only to parents, we as a school have a tremendous impact on the thinking, beliefs, and values of your children. Because of this we encourage you to be aware of what your child is learning.

This handbook provides information about the school’s Statement of Faith, philosophy, learning goals, policies, and procedures that one can refer to throughout the school year. If you have questions, please feel free to contact us and let us know. Someone from the staff will respond to you as soon as it is convenient.

In closing, thank you again for your confidence and trust. We look forward to a great year together as we strive toward biblical excellence for your children. God bless you.

Sincerely,

The Board & Governance Team

# ABOUT OUR SCHOOL

## MISSION STATEMENT

The mission of Foundation Christian Academy is to develop students who are prepared academically and spiritually to serve Jesus Christ and to impact the world through their character and leadership.

“Train up a child in the way he should go; even when he is old, he will not depart from it.” Proverbs 22:6

## PHILOSOPHY OF EDUCATION

The Bible is the primary source and authority for all learning, providing the principles of truth which serve as the foundation from which the learner can reason to every subject and area of life. A foundation based on God produces steadfast faith and life. (Matthew 7:24-27) Each lesson taught at Foundation Christian Academy is aimed to provide a firm foundation on which our kids can go forth and fulfill the great commission and defend the authority of the Bible with confidence.

## STATEMENT OF ORGANIZATION

Foundation Christian Academy is a non-denominational Christian school located in Abilene, Kansas. Our Board is made up of members from multiple churches in our community. The Board and Governance Team are the governing body of the school and work closely together to ensure a Christ-Centered, healthy, and safe learning environment for our community.

## STATEMENT OF FAITH

### The Triune God

- There is one God, self-existent and eternal, infinitely perfect, the Creator, Sustainer, and Ruler of all things (Genesis 1:1, 2:1–4; Deuteronomy 6:4, 33:27; Psalm 22:28, 103:19, 147:5; Isaiah 40:28, 45:18; Daniel 5:21; 2 Samuel 22:31; Nehemiah 9:6; Ecclesiastes 12:1–6; Matthew 5:48, 28:18; Mark 12:29–34; John 1:1–3; 1 Corinthians 8:4; Romans 16:26; Colossians 1:16–17, 2:3; Hebrews 1:1–3, 9:14; 2 Peter 3:9; Revelation 1:8, 4:11).

- The Godhead is triune: one God, three Persons: God the Father, God the Son, and God the Holy Spirit. Each Person is fully God, their glory equal and their majesty coeternal (Genesis 1:1–2; Matthew 3:15–17; John 1:1–3).
- For his own glory and by his own decree, the triune God created heaven and earth, time, and all things, visible and invisible, living and nonliving, material and nonmaterial (Genesis 1:1–2:3; Exodus 20:11, 31:17; Isaiah 46:9–10; Nehemiah 9:6; 1 Timothy 1:17; Colossians 1:16; Revelation 22:13).
- Our Lord Jesus Christ, the uncreated Creator and only begotten Son of God, took on human flesh to be fully man without ever ceasing to be fully God (Luke 24:39; John 1:1–3, 1:14, 1:18, 3:16, 8:58; Colossians 1:16; Acts 2:22; 1 Corinthians 15:47; Philippians 2:5–8; Hebrews 1:1–3).
- Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, and lived a sinless life (Isaiah 7:14, 53:4–6; Matthew 1:16–23; John 8:29, 8:46; 2 Corinthians 5:21; 1 Peter 2:21–22).
- Jesus died on the cross, making a full and satisfactory atonement for man’s sin. (Matthew 1:16–23; Luke 1:30–31; John 19:30; 1 Thessalonians 1:10; Hebrews 9:11–12, 10:12–14; 1 Peter 1:17–19; 1 John 2:2).
- Jesus Christ rose bodily from the dead, ascended to heaven, is currently seated at the right hand of God the Father as our Intercessor, and shall return in person (bodily and visibly) to this earth as Judge of the living and the dead (1 Corinthians 15:3–5; Acts 17:31; Ephesians 1:17–23; 2 Timothy 4:1; Hebrews 7:25).
- The scientific aspects of creation are important but are secondary in importance to the proclamation of the gospel of Jesus Christ as Sovereign, Creator, Redeemer, and Judge (1 Corinthians 15:3–5).
- The Holy Spirit, the third Person of the Godhead, is Lord and Giver of life, who glorifies our Lord Jesus Christ and convicts the world of sin, righteousness, and judgment (John 15:26, 16:8–11, 16:14).
- The Holy Spirit’s work is necessary for sinners to repent and trust in Jesus Christ through the gospel call (Romans 8; 1 Corinthians 2:6–14, 12:3; Titus 3:3–7).
- The Holy Spirit lives and works in each believer to produce the fruits of righteousness (John 14:16–17; Acts 1:8, 4:31; Romans 8:11; 1 Corinthians 3:16, 6:18–20; Galatians 5:22–23; Ephesians 2:19–22).

## **Scripture**

- The 66 books of the Bible are the unique, written Word of God. The Bible is divinely inspired, inerrant, infallible, supremely authoritative, and sufficient in everything it teaches. Its assertions are factually true in all the original autographs. Its authority is not limited to spiritual, religious, or redemptive themes but includes its assertions in such fields as history and science (Deuteronomy 4:2, 12:32; 2 Timothy 3:16–17; Revelation 22:18–19).

- The final guide to the interpretation of Scripture is Scripture itself (Proverbs 8:8–9; Matthew 12:3–5, 19:4, 22:31; Mark 7:13, 12:10, 12:26; Luke 6:3; 2 Corinthians 4:2; 2 Timothy 3:16–17).
- All things necessary for our salvation are expressly and clearly taught in Scripture (foundation of the gospel: Genesis 1:1, 1:31, 3:17–19; Romans 5:12, 3:23; presenting the gospel: 1 Corinthians 15:1–4; Romans 6:23, 10:9; John 3:14–18; Acts 16:30–31; Ephesians 2:8; Romans 5:1–2).
- The account of origins presented in Genesis 1–11 is a simple but factual presentation of actual events, and therefore, provides a reliable framework for scientific research into the question of the origin and history of life, mankind, the earth, and the universe. (Hebrews 11:1–7)

## **Man**

- Mankind, consisting of two genders (male and female), is created in the image of God. Each of these two distinct, complementary genders reflects the image of God (Genesis 1:26–27, 5:2, 9:6; Matthew 19:4–6; Mark 10:6; 1 Corinthians 11:7; James 3:9–10). Any attempt to alter one’s gender is a sinful rejection of His sovereign will. (Genesis 1:26–28, 5:1–2; Psalm 51:5, 139:13–16; Jeremiah 1:5; Matthew 1:20–21, 19:4–6; Mark 10:6; Luke 1:31; Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11; Galatians 3:28).
- The special and unique creation of Adam from dust and Eve from Adam’s rib was supernatural and immediate. Adam and Eve did not originate from any other preexisting lifeforms (Genesis 2:7, 2:21–23, 3:19; 1 Corinthians 11:8–12, 15:47–49).
- All human life is sacred and begins at conception (defined as the moment of fertilization). Each unborn child is a unique, living human being, created in the image of God, and must be respected and protected both before and after birth. (Genesis 9:6; Exodus 20:13; Deuteronomy 5:17; Psalm 51:5; 1 Corinthians 15:49; James 2:11).
- There is only one race of mankind—the human race. Adam and Eve were the first two humans. All people alive today are the descendants of Adam and Eve and subsequently Noah (Genesis 1:26–27, 3:20, 10:1, 10:32; 1 Corinthians 15:45–47; Luke 17:27; Hebrews 11:7; 1 Peter 3:20; 2 Peter 2:5).
- Since all humans are made in the image of God, all humans have equal dignity and value regardless of age (including the unborn), intelligence, gender, physical ability, shade of skin tone, religion, ethnicity, or any other characteristic (Genesis 1:26–27, 3:20, 11:9; Acts 17:26–28).
- The concepts of social justice, critical race theory and any other concepts as defined in modern terminology that are based in Marxism are anti-biblical and destructive to human flourishing (Deuteronomy 24:16, Ezekiel 18:1–20, James 2:8–9).
- The only legitimate marriage, based on the creation ordinance in Genesis 1 and 2, sanctioned by God is the joining of one naturally born man and one naturally born woman in a single, exclusive union as delineated in Scripture. God intends sexual intimacy to only occur between a man and a woman who are married to each other

(Genesis 1:27–28, 2:24; Matthew 5:27–30, 19:4–5; Mark 10:2–9; 1 Corinthians 6:9–11; 1 Thessalonians 4:3–7; Hebrews 13:4).

- Parents are responsible to instruct their children in Christian faith and conduct, to set before them godly and consistent examples of the same, and in every way to “bring them up in the nurture and admonition of the Lord” (Deuteronomy 6:6–9; Proverbs 22:6; Ephesians 6:4).

## **Sin**

- The creation of Adam (the first man) and Eve (the first woman) and their subsequent fall into sin is the basis for the necessity of salvation for mankind (Genesis 2:7, 2:17, 2:22–23, 3:6–20; Romans 5:12; 1 Corinthians 15:45–49).
- Human death (both physical and spiritual) as well as all animal death, disease, bloodshed, suffering, extinction, thorns and thistles, and all other natural evils (e.g., earthquakes, hurricanes, tsunamis, etc.) entered this world subsequent to, and as a direct consequence of, man’s sin (Genesis 2:16–17, 3:8, 3:19, 4:4–8; Romans 5:12, 8:20–22; 1 Corinthians 15:21–22).
- All mankind are sinners, inherently from Adam and individually (by choice), and are therefore subject to God’s judgement (1 Kings 8:46; Isaiah 53:6; Psalm 116:11; Proverbs 16:5; John 3:16–18, 12:48; Romans 3:23).
- Since all of mankind is made in God’s image and also fallen, all humans are equally sinful, equally deserving of eternal punishment, and equally able to receive salvation in Christ (Isaiah 53:6; John 12:32; Romans 3:23, 5:12; 2 Peter 3:9).

## **Salvation**

- The doctrines of Creator and Creation cannot ultimately be divorced from the gospel of Jesus Christ (John 1:1–3, 1:14–18; Colossians 1:13–20).
- Freedom from the penalty and power of sin is available to man only through the sacrificial death and shed blood of Jesus Christ and his complete and bodily resurrection from the dead (Luke 24:39; John 8:12, 8:36, 14:6; Acts 4:12; 1 Timothy 2:3–6; 1 Peter 1:3).
- Salvation is by God’s grace alone, a gift received by faith alone in Christ alone (Ephesians 2:8–9; Titus 3:3–7).
- The one who is born of God has repented, recognized the death of Christ as full payment for sin, and received the risen Christ as Savior, Lord, and God (John 1:12–13; Acts 3:19, 16:31, 17:30–31, 20:21; Galatians 2:20–21; 1 John 3:9).

## **Church**

- The church of Christ is composed of all who are united with him in saving faith and who are thus members of the body of which he is the head (John 3:16, 3:36, 11:25; Acts 16:30–31; Romans 10:8–10; Ephesians 5:23; Colossians 1:18).
- All Christians are to live in fellowship with a local, Bible-believing church (as portrayed in the New Testament), uniting in its worship of the triune God, supporting the great

commission, and loving one another with pure and sincere hearts (Acts 20:7; 1 Corinthians 11:17–33, 16:2; Hebrews 10:23–25, 13:17).

### **Christ's Return**

- Our Lord Jesus Christ will personally and bodily return in glory as he has promised, and he will consummate his kingdom. Christ will judge the living and the dead at his appearing (John 6:39–40, 12:48; Acts 1:9–11; 1 Peter 4:5).
- All shall be raised from the dead: those who have died in Christ to eternal life in heaven and those who have rejected him to conscious and everlasting punishment in the lake of fire (hell) (Daniel 12:2; Matthew 13:49–50, 25:41–46; Luke 12:5; 1 Corinthians 15:12–26; Revelation 21:8).
- Satan, who is a personal spiritual adversary of both God and mankind, will be judged and cast into the lake of fire (hell) for eternity (Matthew 25:41; Revelation 20:10).

## **EXPECTED SCHOOL-WIDE LEARNING RESULTS**

Foundation Christian Academy strives to focus on student success in meeting expected school-wide learning results that are glorifying to God. A Foundation Christian Academy student is prepared to:

- Demonstrate understanding of the Christian faith and values as reflected in the life and teachings of Jesus Christ and able to defend their biblical worldview.
- Be actively involved in a church community, serving God, and others by personally carrying out the Great Commission locally, and around the world.
- Submits to the authority figures God has placed in their lives, like parents, teachers, and governing authorities.
- Develop leadership skills and engage in Christian service activities.
- Think critically, solve problems effectively, and draw conclusions from personal experiences and investigation.
- Create original products and works, with high standards.
- Develop reading and writing skills that are foundational and developmentally appropriate.
- Use logical and mathematical concepts for solving problems.
- Develop and maintain effective relationships with others.



- Demonstrate self-control in attitude and behavior.
- Understand that we all have unique gifts and we will use these gifts to work in unity.
- View learning as a life-long process.
- Demonstrate competence in the academic disciplines that will enable them to be successful in the future.
- Accept responsibility for their own continued growth spiritually, academically, and socially.
- Listen actively for understanding.
- Participate and contribute to group activities.
- Work successfully alone and as part of a team.

## **VISION FOR OUR STUDENTS**

We believe that each child is on a journey of learning and growing; each student is a unique masterpiece in process. We want to help children reach their God-given potential; thus, placing emphasis on carrying out the vision of “active, confident and loving students.”

## **EXPECTED STUDENT BEHAVIOR POLICY**

We desire that our students would be their best not only in academics but also in behavior and attitude. Therefore, we have adopted a school wide expected behavior policy to help our students have a firm foundation on the **ROCK**.

**R**- Respectful

**O**- Obedient

**C**- Christ-Minded

**K**- Kind

## **CHRISTIAN SCHOOL GOALS**

- To teach that the Bible is the inspired and only infallible authoritative Word of God thus developing attitudes of love and respect toward it. (II Tim. 3:15-17; II Pet. 1:20-21)
- To teach the basic doctrines of the Bible. (Titus 2:1)
- To provide opportunities for the student to confess Christ as Savior and Lord. (Rom. 10: 9-10)
- To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily. (Rom. 12:1-2; II Tim. 2:15; Deut. 27:16-17)
- To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task. (Eph. 4:12; I Cor. 12:1-31; Matt. 28:19-20)
- To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Sam. 16:7; Gal. 5:22-23)
- To teach the student how to develop the mind of Christ. (Phil. 2:5; I Tim. 4:7)
- To encourage the student to develop self-discipline and responsibility from God's perspective. (I Tim. 4:7; I Cor. 9:24-27)
- To teach the student the respect for and submission to authority from God's perspective. (Rom. 13:1-7; Heb. 13:17; Eph. 6:1-3)
- To help the student develop a biblical worldview by integrating life, and all studies, with the Bible. (II Pet. 1:3)
- To teach the student to hide God's Word in their heart through memorization and study. (Psa. 119:11; Psa. 1:1-3)
- To teach the student how to study God's word. (II Tim. 2:15)
- To help the student develop their self-image as a unique individual created in the image of God and to attain its fullest potential. (Psa. 139: 13-16)
- To teach the student to treat everyone with love and respect as unique individuals created in God's image. (Phil. 2:1-4; Eph. 5:21)
- To teach the student how to become a contributing member of his society by realizing his need to serve others. (Gal. 5:13; Rom. 12:10)
- To teach the student biblical skills for personal and social relationships. (Psa. 119:9; Eph. 4:12)
- To teach the student the biblical view of family. (I Thess. 4:4-7; I Tim 4:12; Gen. 2:18-25; Eph. 5:22-33)

- To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Cor. 6:19-20)
- To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory. (I Tim 6:17-19; Matt. 6:19-20; I Cor. 10:31)
- To teach the student an appreciation for fine arts that bring glory to God.
- To teach the student to understand and use the fundamental processes of communicating and dealing with others (such as reading, writing, speaking, and listening) (II Cor. 5:20)
- To teach and encourage the student to use good study skills and habits. (II Tim 2:3-7)
- To teach the student how to research and reason logically from a biblical perspective. (Heb. 5:14; Rom. 12:2)
- To teach the student creative and critical thinking based upon the proper use of biblical criteria for evaluation. (II Tim. 3:14-17)
- To teach the student good citizenship through a biblical understanding (home, church, nation). (I Cor. 10:11; Rom. 13:1-7)
- To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use and preserve it. (Gen. 1:26-28; Psa. 8:6; Heb. 2:6-8)

## **HOME GOALS**

- To share the salvation that comes through Jesus Christ. (II Pet. 3:9, I Tim. 2:4)
- To aid families in Christian growth and to help them develop Christ-centered homes. (Eph. 5:22-33; II Pet. 3:18)
- To partner closely with the parents in every phase of development, especially as it relates to the school. (Mark 10:45)
- To help the parents understand the school's purpose. (Prov. 22:6)
- To assist the parents in keeping up with the changing culture and its effect on the home and the implications for their children. (Rom. 12:2)
- To encourage regular attendance and involvement in a local church. (Heb. 10:24-25)
- To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children. (Deut. 6:4-7; Prov. 22:6)

## **PLEDGES**

### **Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path, and I will hide its words in my heart, that I might not sin against God.

## **ACADEMIC DEPARTMENT**

### **ADMISSIONS AND REGISTRATION POLICY**

#### **Non-Discriminatory Policy**

Foundation Christian Academy does not discriminate on the basis of race, religion, color, sex, parental status, national origin, age, disability, family medical history, military service, or any other non-merit-based factor in admission or access to, or treatment or employment in, administration or governance of, its programs and activities. Any person having inquiries concerning compliance with the regulations is directed to contact the Director of Student Services.

#### **Informational Materials**

Parents inquiring about enrollment and other admissions issues are encouraged to review available informational materials to determine whether or not Foundation Christian Academy offers the type of education they want for their children.

#### **Age Requirements**

Applicants for kindergarten must be 5 years by August 31<sup>st</sup> of the current school year.

All other grade levels are determined according to the last grade attended or based on age of the student. Administration reserves the right to evaluate the academic (i.e. diagnostic placement tests, standardized tests, report card grades) recommendations and social recommendations by the teachers as defined in the policies on a case-by- case basis.

## **Waiting Lists**

Once a maximum number of students have been enrolled for a class, all other applicants are placed on a waiting list.

## **Admissions Packet Requirements**

Application fees are assessed upon submission of the following:

1. Completed Application Form
2. Signed Declaration of Agreement and Commitment
3. Financial Agreement Form
4. A copy of applicant's Birth Certificate
5. A copy of all Immunization Records or Exemption Record
6. A copy of a completed physical examination
7. Completed Medical Release Form
8. Certificate of adoption/legal guardianship/power of attorney if student lives with someone other than birth parents.
9. Previous school records if available.
10. \$100 Registration Fee

## **ARRIVAL & PICK-UP EXPECTATIONS**

### **Student Arrivals**

Doors are opened fifteen minutes before the regular class begins (7:45 a.m.). Students must be in the classroom by the time class starts (8:00 a.m.) or be considered tardy.

### **Delivering Lunches/School Items**

Individuals delivering lunches/school items to students must drop items off in the drop-off entrance. The name of the student and grade level should be written on the lunch bag, container, package, or school items. Please notify the teacher of items dropped off.

### **Dismissal**

An orderly dismissal is important for all students' safety. Impress upon your child the importance of following our guidelines for dismissal.

Students will be picked up at dismissal time (3:00 p.m.). Only those individuals listed on the Pick-Up Authorization Form are allowed to pick up students. All drivers should follow traffic rules for safety including speed limits and one-way

signs. Students will remain in the building while waiting for parents. Parents must come up to the door to claim their students.

### **Late School Pick-Up Policy**

- Students must be picked up by 3:15 p.m. Parents will be charged \$10 per child per day if the child is picked up at any point beyond pick up time. If you have a situation arise that will make you late, please call us in advance and the charge will be waved.
- Charges will be assessed. To encourage students to be picked up on time and primarily for security and safety purposes, late pick up fees are imposed and added to the student account. If a student is picked up late multiple times, a parent conference will be held to identify alternatives, if necessary.

### **Early School Pick-Up**

Parents or guardians must sign out their child prior to taking the student(s) earlier than the regularly scheduled school dismissal period. Students are not permitted to leave school early without parent or guardian permission.

### **Pick Up Authorization**

Pick up authorization forms must be signed by the parents or guardians informing the school of who the student can leave the campus with. Drivers are subject to proof of identification at any time during pick up times. If a child will be picked up by someone other than a parent, guardian, or other authorized person as stated at registration, the child must submit a note to their teacher. **If they will be going home with another student, letters must be submitted by both/all families involved.** If proper notification is not given, the student will not be allowed to ride with that person.

### **Visitors**

A visitor, parent, or relative of any student must secure permission from the teacher. The visitor is required to sign in upon arrival and wear a visitor's badge. Upon completion of business, the visitor will need to sign out indicating time they are leaving campus. Loitering on campus or in parking lots is prohibited. Please note that a visitor request may be denied by administration or designated official.

## **THE CURRICULUM**

We, at Foundation Christian Academy, believe that a Christian school is a school not merely for the sake of academics, but also for the sake of joining the church and family in carrying out the Christian education mandate.

Bible is the most important subject in the Christian school and is taught every day. The Bible and its' principles and truth are interwoven in every subject at every grade level. Our goal is to lead each child to the saving knowledge of the Lord Jesus Christ and then help him/her grow spiritually in the Lord.

Foundation Christian Academy uses both Answers in Genesis and ABeka curriculums to create a well-rounded, Christ-centered education for your child. Supplemental materials are based on teacher knowledge, common sense and the Word of God.

## **STUDENT FOOD/MEDICAL POLICY**

### **Food/Lunch**

Parents are responsible for sending a sack lunch with their student. Make sure your student's name is on the lunch bag and that all materials for eating their lunch are included.

### **Medical Emergency Procedures**

Parents are required to complete an Emergency Medical Form, detailing information for the school in case of emergency. These forms are turned in during the application process. Parents are informed of major illnesses. The designated personnel may administer first aid treatment if necessary.

### **Physical Examinations**

Students are required to undergo a complete physical examination as one of the enrollment requirements. The form must be submitted before school begins.

### **Chemical Abuse Policy**

Foundation Christian Academy is a zero-tolerance school. Zero tolerance is defined as the possession, use, or sale of alcoholic beverages, marijuana, crystal meth – amphetamine (ice), narcotics, other mind/behavior altering substances or look a-like substances will not be tolerated and students are subject to immediate expulsion. The aforementioned substances are strictly prohibited at all times on campus or during any school sponsored events/activities.

Any substance or activity representative of drugs will be subject to this chemical abuse policy. Tobacco, vaping or any form of chewing tobacco may be subject to the chemical abuse policy.

The teachers reserve the right to search the possession of a student's belongings, including, but not limited to, the student's bags, desk and coats if there is a suspicion of an illegal and/or prohibited substance.

### **Non-Prescription Drugs**

Students are not permitted to bring non-prescription medication to school.

### **Prescription Drugs**

Students taking medication prescribed by a physician must inform the office with a written notice from the physician or parent/guardian. The medication is to be given to the nurse or assigned staff who shall administer the medication at the required time. Giving or selling medication on campus is prohibited and subject to serious disciplinary action.

### **Medical Referrals**

Parents will be notified if their student has definable signs of illness (e.g. fever over 100, vomiting, diarrhea). Students will need to be picked up and may not return until they are symptom free, without medication, for 24 hours. Any student suspected of having a communicable disease or infestation (e.g. lice) shall be referred immediately to his parent or guardian for care by a physician. The student is not to return to school until he is non-infectious, non-infested, "nit free."

## **ATTENDANCE POLICY**

The school day begins promptly at 8:00 a.m. and ends at 3:00 p.m. for all grade levels. The school year consists of one hundred sixty instructional days.

### **RESPONSIBILITIES OF STUDENTS & PARENTS**

1. Parents or guardians must notify the school to report absences before 8:00 a.m. This can be done by phone or by emailing the teacher.
2. After three unexcused absences or tardies in a quarter, parents will be required to have a conference with the Director of Student Services and Teacher. If a student reaches 7 or more unexcused absences within a school year we are by law required to report that as truancy.

### **ABSENCES: EXCUSED & UNEXCUSED**

#### **Excused Absence**

An excused absence is when a student misses a class due to personal illness, serious illness or death of an immediate family member, school approved trips,



medical or dental appointments, or court appearances. Please note that the school must be informed by the parent/guardian. Students will make up assignments and lessons when they return.

### **Unexcused Absences**

Unexcused absences are issued to those students without parental or guardian notes, excessive tardiness or with no valid reason for being absent.

## **GRADES**

### **REPORT CARDS**

Report Cards are issued upon completion of each quarter with a summary of the students' attendance records, grades, and other such topics. Parent/Teacher conferences will be held after 1st and 3rd quarters.

### **SPECIAL EDUCATION PROCEDURES & POLICIES**

Foundation Christian Academy does not have a formal special education program. Children who attend public schools are entitled to a free appropriate public education (FAPE) and an individualized education program (IEP). FAPE refers specifically to special education and related services that are provided at public expense, under public supervision and direction, without charge to the parent, and that meet the standards of the state or local education department. Special education and related services must be provided in conformity with an IEP as required by Individuals with Disabilities Education Act (IDEA).

Private schools do not receive the same funding and are not required to provide a free appropriate education, an IEP or provide special education services to children with disabilities. A child enrolled in a private school may have a non-binding Service Plan rather than an IEP. Foundation Christian Academy Administration reserves the right to decide on a case-by-case basis what is most appropriate for each student.

# STUDENT DISCIPLINE POLICY AND PROCEDURES

## GENERAL PRINCIPLES

The ultimate goal of the Academy in establishing the Discipline Policy and Procedures is to develop students who are wise. Wisdom is looking at and reacting to life from God's perspective. All that is involved in disciplining children in the home, in the school, and in the church is directed toward wisdom. Students are consistently taught to put off negative character qualities and put on positive character qualities. This is done through discipline that is grounded on firmness and love, with emphasis on who the student is, not what the student does.

At FCA, the classroom teacher is the primary educator of the students, and that includes character training. Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect or confidence in either parents or teachers will harm the child. When there is a misunderstanding, it should be taken quickly and respectfully to the teacher. Often a conference or even a note can clear up the difficulty.

FCA is dedicated to developing young men and women of Christian character and integrity. It is important as parents, teachers, and administrators to be consistent with our children so that they clearly understand what is expected of them. We believe that established discipline within the classroom and the home is not only scripturally admonished, but educationally sound. It is the expectation of Foundation Christian Academy that our students maintain Christ-like behavior and uphold the standards of the school.

## **MAJOR INFRACTIONS (may include but not limited to the following):**

1. Outright disobedience or disrespect to authority (all staff and faculty)
2. Swearing/Cursing/Using derogatory terms or slang words to put other person(s) down
3. Damaging school property in any form/way. Parents will be financially responsible for replacement of damaged property.
4. Lying to teacher or staff member
5. Stealing
6. Fighting or Injuring another student or teachers, verbally, physically, and/or written form.

7. Possession of drugs or alcohol
8. Possession of a weapon [knife, gun (including BB gun), box cutter, etc...]
9. Inappropriate behavior (running around classroom, throwing objects, etc...)
10. Others deemed appropriate by the administration

When a student commits a Major Infraction in or out of the classroom, parents shall be notified personally, by phone, or by note home. It is the expectation of Foundation Christian Academy that our students maintain Christ-like behavior and uphold the standards of the school.

Foundation Christian Academy reserves the right to decide on a case-by-case basis the disciplinary consequences deemed most appropriate for each student.

## **DRESS CODE**

The attire and grooming of Foundation Christian Academy students must be modest, clean, neat, and adhering to the standards expected of a representative of the school. Proper dress indicates one's self-respect and symbolizes the unity of purpose and philosophy of Foundation Christian Academy.

## **ELECTRONIC DEVICES**

The use of all personal electronic devices is prohibited during the school day without permission from staff/faculty. We will advise students of any other items that may be deemed as unsuitable for the school environment.

# **PARENT COMMUNICATION & GRIEVANCE PROCEDURES**

The success of any educational program is dependent on the establishment of partnerships between the home and the school. Teachers will regularly communicate things that are happening in the classroom with parents. Take Home Folders are a big part of our communication process which will need to be checked daily. Most teacher and school communication will be done through the Remind app. Parents are responsible for downloading the app and turning on notifications.

Parents are welcome to contact the teacher with any concerns or issues. Teachers will respond at their earliest convenience.

Parents and friends are urged to speak positively of the school before their children, friends and on social-media. If there is dissatisfaction or concern, parents should go directly to the Teacher involved or the Director of Student Services. If satisfactory resolution is not reached, the Board chairperson may be consulted (Matthew 18:15-17).

## **BUSINESS DEPARTMENT**

### **FINANCIAL POLICY**

In order for the mission and philosophy of the school to be realized and accomplished, FCA must fulfill its financial obligations to the students, the staff/faculty, the parents, and the community.

Tuition is calculated on the basis of the entire school year. Therefore, no adjustments will be made on tuition for personal vacation or school holidays. If a student enrolls after the year has begun, charges are pro-rated according to the actual number of days enrolled. Deductions are not made on tuition for absences regardless of the cause.

### **REGISTRATION FEE**

All applicants are assessed a non-refundable \$100 registration fee. This must be paid upon confirmation of acceptance.

### **TUITION FEE**

Tuition paid in full before Aug. 1<sup>st</sup> will receive a 5% discount. Parents paying for a full semester in advance will receive a 3% discount. Tuition is divided into ten (10) monthly installments for your convenience. Monthly installments are due on the first student contact day of each month.

Families with more than one child enrolled shall pay the full amount for the first child while a \$500 discount will be applied for the sibling(s). The discount will only apply to immediate relatives or those under legal guardianship status.

The Board of Education reserves the the right to waive or lower tuition fees on an individual basis.

## **VOLUNTARY WITHDRAWALS**

Should you decide to withdraw your child during the school year, all records will only be released if payments are current. The parent/legal guardian is obligated to pay the entire quarter's tuition and fees for the term in which the student was enrolled. Any account outstanding on the date of the withdrawal must be settled before the child's cumulative record is released. Please note that the parent/guardian must inform the school of your intention to voluntarily withdraw your child/student.

## **LATE PAYMENT/ADMINISTRATIVE SUSPENSIONS/ INVOLUNTARY WITHDRAWALS**

If payment is not made within 10 working days it is considered delinquent and your account will be flagged. If you anticipate not being able to make a payment, please be in contact with the school about your situation and your case will be presented to the Board.

If obligations remain unsettled, the student is subject to dismissal. In such cases, accounts are referred to collection agencies. In cases of expulsion from the school, any account outstanding at that time must be settled before the student's cumulative record is released.

## **TUITION PAYMENT METHODS**

Direct withdraw from a bank account is the preferred payment method. If you prefer to use a check it must be made payable to Foundation Christian Academy and second party or postdated checks are not accepted.

If a check is returned for insufficient funds, a fee is charged for administrative costs. Should the note remain unsettled after several notices, all provisions under "Involuntary Withdrawals" apply. After two checks are returned, families are required to make payments in cash, cashier checks, or money orders.

# DECLARATION OF AGREEMENT AND COMMITMENT

We have read and understand the school's Statement of Faith, Statement of Organization, Philosophy of Christian Education, Mission Statement, and we agree with the Goals of Christian Education.

We, as parents, accept the challenge to "train up a child in the way he should go" (Proverbs 22:6), and we state that this training will be carried out at home.

We understand that we have an obligation to be actively involved in the education of our child. We agree to uphold and support the high academic standards of this school.

We understand that parental involvement in our child's education is vital to his/her success and we agree to attend parent meetings and lend support to the program of Christian education.

We will faithfully support the faculty and staff through our prayers and a positive attitude. In keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain of command.

We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the administration, faculty, and staff to enforce all discipline policies and procedures.

We understand that it is our responsibility to pay all school fees on time. Realizing that tuition does not cover the actual cost of education for my child, I will pray that God supplies the needs of the school.

We understand that failure to comply with Foundation Christian Academy policies may result in denial of admission or immediate dismissal.

We hereby state that we have read the handbook carefully and we agree and commit to support and abide by every policy and procedure written in this handbook.

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Father/Guardian Signature

Date

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Mother/Guardian Signature

Date