



PARENT/STUDENT HANDBOOK

2023/2024

“Teach us to number our days,
that we may gain a heart of wisdom.”

Psalm 90:12 NIV

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Founders Classical Academy will be applying for Accreditation Candidacy Status. Accreditation is a three-year process.

>> Introduction

- Our Beginning
- Mission Statement
- Vision Statement
- Statement of Faith

>> Admissions

- New Students
- Withdrawal

>> Financial

- Obligations
- Fund Raising

>> Frequent Questions

- Where Do I Go For Help
- Conflict Resolution–Matthew 18
- Role of Parent
- Communication with Parents
- Volunteer Involvement
- Parent-Teacher-Student Fellowship

>> Emergency Preparedness

- Fire Drills
- Tornado Drills
- Emergency Alert Drills
- Inclement Weather Policy

>> Health and Safety

- When to Keep Your Child Home
- Injury/Illness at School
- Treatment
- Administration of Medication Policy
- Student Health Insurance
- Responsibility of Parent and School Personnel

>> Parent Information

- Carpool Procedures
- Before/After School Care

// OUR BEGINNING

Founders Classical Academy is the result of West Metro Church of God's Lead Pastor Steve Brown's vision to build a Classical School Program that will serve to root students firmly in God's Word, to seek truth while gaining knowledge, and to cultivate a love for learning. With the help of a Board of Directors and the support of West Metro, Founders Classical Academy, FCA has come to fruition.

// MISSION STATEMENT

Founders Classical Academy's mission is to provide Christ-centered, Biblical and Classical Education for its students, while providing opportunities for spiritual, physical, and emotional growth.

// VISION STATEMENT

"Education is not the filling of a pail, but the lighting of a fire." (unknown)

Founders Classical Academy (FCA) aims to raise up young men and women who will possess a life-long passion for learning and the ability to apply tools given to discuss great ideas.

// STATEMENT OF FAITH

We believe in God the Father, Almighty, Maker of Heaven and Earth, and in Jesus Christ, his only begotten Son, our Lord. Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried. He descended into hell. The third day he rose again from the dead. He ascended into Heaven, and is seated at the right hand of God, the Father Almighty; from there he shall come to judge the quick and the dead. We believe in the Holy Spirit, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting.

Admission - New Students

Founders Classical Academy is operated on a non-discriminatory basis, and no child shall be excluded from admission on the basis of race, color, or national origin. We do reserve the right to screen applicants on the basis of religious preference. The formal admissions process begins in February of each school year.

The following procedure will be used in accepting all new students (including transferring from another school) to Founders Classical Academy:

1. Receipt of completed admission forms with application fee of \$100.
2. Former Teacher Questionnaire/Recommendation submitted. (1st grade and above)
3. Church/Ministry Leader Recommendation form completed and returned.
5. Testing to assess the child's strengths as well as areas for further growth (see below).
6. Parent and student interview with an administrator to discuss the school's program.
7. Required documentation from current school (or homeschool attendance records)

NOTE: School tours are conducted at regularly scheduled times and prospective families are welcome to visit the school for a tour.

All new full-time students applying for entrance into K5 through 5th grade at FCA are required to take an entrance exam. This exam is used to help determine admission as well as class placement.

It is not required that a student knows sounds or letters or is able to read or write any words to qualify for FCA's Pre-K program.

Age Requirements:

K3 - is for children whose 3rd birthday is on or before September 1st

K4 - is for children whose 4th birthday is on or before September 1st

K5 Kindergarten is for children whose 5th birthday is on or before September 1st

All new students must have the following items in the school office prior to the first day of school:

1. Georgia School Immunization Record or Health Department Waiver
2. Fees and tuition paid and/or current
3. Copy of Birth Certificate

Emergency Information

Every child enrolled at FCA must have up-to-date emergency information on file at all times. This information is also used to contact parents in the event of illness or injury to a child. Please help us keep our files current by informing the school office whenever there is a change in any of the information contained on the emergency card. If child custody information changes, be sure to inform the office when and where emergency contacts will be available. If both parents will be out of town, it is very important that the school is notified in writing of those dates, names, and phone numbers of caregivers.

Early Withdrawal

When a job transfer, financial change, or family crisis necessitates withdrawal from the school, written notification at least thirty days before the child's last day of school is requested.

Students will only be officially withdrawn when all school texts and materials have been returned in satisfactory condition.

We realize withdrawal may also be precipitated by dissatisfaction with the school. Since our goal is "partnership with parents," our hope is that every attempt would be made by the school and by the parents to address any concerns before a decision is made to withdraw a student. We value your input, which ultimately makes us a better school. Please see our Refund Policy under Financial Obligations.

Financial Information

A schedule of fees is established annually by the School Board. These fees cover the cost of all operating expenses including educational material/equipment, faculty and staff salaries, facility fees and maintenance, and office supplies.

Application Fee for New Students

Each new applicant will be charged a testing and application fee of \$100. This non-refundable fee is due when the application is submitted.

Supply Fee (non-refundable)

The student supply fee includes the cost for classroom activities, miscellaneous materials, and grade-level in-house field trips.

Registration Fee (non-refundable)

A registration fee for each child being enrolled is due as soon as notification of acceptance is received. Payment of registration fee implies intent to attend. This fee is used to purchase textbooks and instructional classroom supplies for the year. This fee is non-refundable.

Re-Enrollment Fee (non-refundable)

Re-enrollment for 2023/2024 will begin in February. Families are requested to indicate their intent to re-enroll by February 28th, after which new applicants will be offered openings.

Annual Tuition

This is an annual fee charged to parents for educating each child. Tuition payments are made via Check or Online. Other payment methods may be arranged with the business office.

Tuition may be paid in:

1. One (1) payment during the month of July, An additional 5% discount will be applied.
2. Two (2) equal payments one in July and one in December or,
3. Ten (10) equal payments automatically submitted on the 5th day of each month beginning in July and continuing through April.

Tuition Refund Policy

FCA wants to emphasize that operating expenses do not diminish upon the departure of a student during the course of the school year. FCA also trusts that with the enrollment/re-enrollment fee, parents are making a firm commitment for the entire school year. FCA makes yearlong commitments to staff and other contracts based, in large part, on re-enrollment numbers. In the event of a withdrawal, FCA requires full tuition through the student's final enrollment day at FCA (calculated on a daily basis). Then, to partially compensate for the loss of tuition, FCA also requires a payment of 10% of the annual tuition.

Uniform Expenses

The cost of uniform clothing will be the responsibility of each family.

Tuition Assistance

Tuition assistance may be available to returning FCA families. Questions about tuition assistance should be directed to the Chief Operation Officer or Accounting department.

Giving to FCA

Founders Classical Academy recognizes that parents have the responsibility to raise their children in the nurture and education of the Lord, and for developing children who bring glory and honor to God. We are committed to provide an outstanding, first-rate Christian education for our students. Supplying our students with this education depends on financial resources to support an excellent faculty, programs, technology, and facilities. Annual tuition and charitable contributions enable us to excel in accomplishing our mission of building a firm foundation through Christ-centered education. Charitable contributions are essential to the immediate and long-term financial stability of FCA and are handled according to Matthew 6 principles. Please prayerfully consider how you can help and contact the FCA Business Administrator with any questions. Annual Fund Gifts to the Annual Fund are an essential part of FCA's operation budget. While tuition covers annual expenses such as teacher salaries and benefits, maintenance and utilities, textbooks, and school supplies, contributions to the Annual Fund enable FCA to increase the level of excellence in all aspects of our educational programs. This excellence means that teachers and students have the finest tools available for learning; technology is current; facilities are state-of-the-art; financial aid is available to families in need; opportunities for faculty to grow professionally are ample; and most importantly, the spiritual vitality of the entire Founders experience is thriving. FCA's commitment to students and parents is to provide an outstanding academic experience and to point children toward Jesus Christ in every aspect of their

educational training. This is what the Annual Fund makes possible. Even more important than reaching a specific dollar amount is the participation level of our school community. It is our goal to reach 100% parent participation by the conclusion of the school year.

How to Give

Please visit our website to understand the many ways you can make a tax-deductible donation to FCA. Contact FCA's business administrator with any questions. FCA is a non-profit, tax-exempt, 501(c)3 corporation. All donations to FCA are tax-deductible to the fullest extent allowed by law.

Share the Vision!

Our parents are our strongest advocates in the community, so we want to encourage you with a financial incentive to share the good news about FCA with individuals in your church, neighborhood, and workplace. If you know of someone who is interested in finding out more about the school, or perhaps even helping to fund one of our programs, contact the Head of School or the Director of Business Operations. If your referral results in an enrollment of a student for a minimum of 1 semester, FCA will apply a \$500 credit to your next year's tuition. If the family enrolls more than one student, the credit will increase by \$300 for each student enrolled (student must be enrolled for 1 semester with fees paid and tuition current).

The School Board

The School Board is committed to the success of the students, families, and faculty of FCA. Their primary responsibilities are to set policy, assist in long-range planning, provide financial and legal oversight, serve as ambassadors for the school, and hire, support and evaluate the Head of School. Members are carefully selected through a self-perpetuation process.

Head of School

The Head of School is responsible for the day-to-day operations and implementing policies set forth by the board. If you have a question related to a school-wide policy, or you feel the need to pursue an issue after talking with your child's teacher, please feel free to contact the Head of School via email or phone.

The Faculty

Your child's teacher is your communication link for questions and concerns relating to the classroom, the instructional program, or any issue relating to your child's educational experience at FCA. They are willing and eager to hear from you. Should you have any concerns regarding your child, please discuss the situation with his/her teacher. Teachers can be contacted via email.

Conflict Resolution

FCA encourages the application of the Matthew 18 principle in dealing with all concerns. "If your brother sins against you, go and show him his fault, just between the two of you."

Simply stated...

1. Go to the person with whom you have a conflict.
2. Approach the person with humility and state the concern.
3. If the concern is legitimate and an understanding is reached, the goal has been achieved.
4. If the conflict remains, go through steps 1, 2, and 3 again.
5. If, after a second attempt to resolve the concern, the conflict remains, then you are obligated to bring the concern to the attention of a second party.
6. In the case of issues concerning FCA students relating to the classroom, the appropriate organizational progression in conflict resolution is as follows: go to the Teacher first, then if unresolved go to the Head of School, then if unresolved go to the Board of Directors.

Role of Parent

FCA relies on a high degree of parental involvement through the Parent Teacher Fellowship (PTF) to develop into an effective institution. The role of the parent is significant and cannot be filled by the teachers or the administration. It is our hope that all FCA parents will become involved through the following activities:

- Seek the advancement of the school in every area: spiritually, academically, and physically
- Pray regularly and fervently for the school, faculty, students, and administration.
- Cooperate fully with the educational functions of the school.
- Attend meetings and parent functions regularly.
- Pay financial obligations on time.
- Support the school with gifts in addition to tuition and fees.
- Undertake volunteer duties.
- Recommend the school to other families as opportunities arise.
- If you become dissatisfied with the school in any way, seek to resolve the issue.
- See that your child develops good study habits, along with organizational and time management skills.
- Cooperate fully with school policies and disciplinary actions.
- Assume the responsibility for good attendance and arriving at school on time.
- To stay informed, please read your classroom and school-wide communications.

Parents can help their child(ren) succeed in school in the following ways:

- Send your child to school in a good frame of mind.
- Celebrate your child's accomplishments. Encourage self-sufficiency, responsibility, and independence.
- Use mistakes and setbacks as teachable moments
- Support the teacher and the school. If you have a complaint, take it up with the teacher, but not in front of your child.
- Have books around your home and encourage a regular reading time.
- Check with your child's teacher often, to see if there are any needs you can help with.
- Look carefully over your child's homework and graded papers and encourage your child to complete all work carefully. Encourage your child to inquire, to look things up, and to figure things out for himself/herself.

Communication with Parents

To provide a quality program for your child, open communication is vital. Communication, on the part of the school, is provided through several different means:

- Classroom Updates and Newsletters: Informs parents of class activities and responsibilities of students during the upcoming month. Written by the classroom teacher, the newsletter is sent home monthly.
- Email Communication: Avenue for direct communication with school personnel regarding attendance, discipline, and health.
- Website - school information and the calendar are available online.
- Social Media: Follow FCA on Facebook

Volunteer Involvement

Parent Teacher Fellowship “The mission of the FCA Parent Teacher Fellowship is to prayerfully support FCA; provide opportunities for parents to be involved; sponsor events which encourage fellowship and build a sense of community; support the strategic plan; and raise funds to enhance the overall FCA experience. “ FCA values the role of parents as an important part of our campus life. The PTF will be organized to improve and enhance the relationship between FCA families and the school, with prayerful dependence upon God. All parents of students enrolled in FCA are members of the PTF. The PTF functions in coordination with the administration of the school.

The goals of PTF are:

- To encourage and promote an extended Christian family within the FCA community by sponsoring fellowship activities and events which focus on family participation.
- To continually work to improve and enhance the quality of FCA by supporting the vision and strategic plan, and by providing support to teachers with volunteers and enrichment experiences.
- To invite, recruit and coordinate parent volunteers for involvement in FCA school life.
- To generate funding for PTF sponsored events.

Student Health and Emergency Preparedness

FCA is committed to the safety of students in the event of a disaster/emergency situation during the school day. We have a detailed emergency plan and drills are conducted on a monthly basis. In the event of a disaster, please try to remain calm and be assured that our teachers and staff will care for your children in your absence.

In the case of a fire at school:

- All students will be evacuated to the field area.
- No student will be allowed to return to any classroom until it has been cleared by the proper authorities.
- Parents will be notified to pick up their children if necessary.

Student Health and Safety Policy

When both parents will be out of town, it is very important that the school is notified in writing of the dates gone, names and phone numbers of caregivers, and carpool drivers if there are changes to your carpool plans while you are gone.

FCA has created the following guidelines to promote health and wellness and to assist you in making decisions relating to your child's health and school attendance. If your child is feeling ill and you are unsure about sending them to school on any given day, we advise you to keep your child at home and observe him/her for worsening symptoms. If a child is too ill to attend school in the morning, it is recommended that he/she stay home all day. When you make the decision to keep your child at home, please notify the front desk that your child will be absent and state the nature of your child's illness. If your child experiences the following symptoms, please be advised of our Health and Wellness policies:

Strep Throat: Students must remain at home for 24 hours after beginning antibiotics before returning to school. Students can return to school after 24 hours (fever free without medication).

Fever: Students may return to school when they have been fever-free (less than 100.4°F) without fever reducing medication for at least 24 hours

Vomiting: Student is to remain at home if he/she has vomited within the past 24 hours. Should a student experience vomiting during school hours, he/she will be sent home and needs to remain home for one school day after vomiting subsides.

Diarrhea If a student has diarrhea 2 times in a day, he/she needs to remain at home until diarrhea subsides and no other symptoms of illness are present.

Respiratory Illness If your child has significant symptoms of respiratory illness (thick colored mucus from eyes or nose, serious cough, wheezing, runny eyes or crusty eyes, sore throat, or earache) we will expect you to keep your child home.

Rash: Student is to remain at home with any undiagnosed skin rash and may return when the rash has cleared, or with a doctor's note stating diagnosis and clearing him/her to return to school.

Head Lice Student must be treated with shampoo or rinse as recommended by a doctor or pharmacy or professional Lice removal salon. All Nits and Lice must be fully removed before returning to school.

Eye Infections If redness, drainage, or watering of the eyes is present, assessment by a health care provider is advised to determine the cause of the conjunctivitis (pink eye) or possible eye injury.

Fractures/Surgeries FCA must be notified when a student has sustained a serious injury or has had surgery. A note from the physician must describe any limitations, accommodations or special needs when the student is cleared to return to school. Possible modifications to the school schedule, physical activity and mode of travel on the school campus should be evaluated. For the student's safety, if crutches, a wheelchair, or any other assistive devices are needed, the physician must specify this in writing.

Contact the FCA Front Office immediately if your child contracts a communicable disease such as (but not limited to) covid, strep throat, scarlet fever, head lice, chicken pox, impetigo, ringworm, fifth disease, hand-foot mouth disease, pink eye, mononucleosis.

Injuries at School

School staff will assess the injury, administer first aid, and notify parents as soon as possible, by phone and/or note, as to the type and status of injury.

Illness at School

When a student is not feeling well at school, they should report to the teacher in charge of the class or activity. When necessary, the student will be sent to the front office and parents notified as deemed appropriate. The school is not equipped to provide extended care for sick children. Students must be picked up within 30 minutes after parents are notified that their child is ill or injured. In the event that parents cannot be reached by phone, persons authorized on the emergency card will be contacted to pick the child up. Working parents should make arrangements in advance for the care of children when they are sick. Students are not permitted to request that a parent pick them up if they are feeling ill, they must first check in with the front office.

When a student becomes ill or is injured at school they are given appropriate first aid, depending on the type of illness/injury. In the event that a student is seriously injured at school, parents will be contacted immediately. If the parents cannot be contacted and the student's condition merits, the paramedics will be called. The school will continue to make attempts to reach the parents and/or other emergency form contacts, even after the paramedics have been called. Payment for emergency medical services will be the responsibility of the student's parents or private insurance.

Administration of Medication Policy

If your child requires medication to be administered at school, please complete the Request for Administration of Medication by School Personnel form available online. These authorizations must be renewed whenever the prescription changes and at the beginning of each new school year. This form must be completed by an authorized health care provider. All medications including prescription and over the counter require a form. Medication must be in the original pharmacy container with the prescription label attached and must be prescribed to the student to whom it will be administered. Medication must not be expired, and must be in the same form in which it was prescribed. Parents or guardians will assume full responsibility for the supply and transportation of all medications to and from school. Do Not send Medication to school with your child.

Student Health-Insurance (Student Accident)

FCA maintains a student insurance program, which covers students while they are in attendance during a regular school day or during special school activities. This insurance is a secondary policy and becomes effective once the family's personal primary insurance has paid. The school will, upon parental request, provide an insurance claim form. Further information can be obtained from the school front office.

1. The Front Office will assume responsibility for placing medication in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.

3. Each administration of medication will be recorded on a medication log at or immediately following the time of its administration by the individual who gave the medication.

Mandated Reporter Law - O.C.G.A. §19-7-5 (2016), requires that private school personnel report any observed or suspected instances of child abuse, both by telephone and in writing, to the appropriate public authorities. Any person who is employed in a private school must, prior to commencing his/her employment, sign a statement in acknowledgment of these requirements.

Parent Information–Carpool Procedures

The safety of YOUR children is our ONLY concern. Please comply with the directions of our carpool staff at all times. All FCA students are transported to (and picked up from) school by parents, parent-arranged transportation, or parent-sponsored carpools. Students are not permitted to ride bicycles or self-transport to or from school for safety reasons.

Morning & Afternoon Carpool Procedures

Students are to utilize the following carpool procedures and should enter the school through the front doors.
*Morning Drop-Off: All students will be dropped off under the awning area at the front door. Staff will be available to help unload the child. Please remember to prepare your students to exit on the passenger side, remain in your vehicle and avoid distractions such as cell phone use while in the carpool line. Parent cooperation and partnership are needed for a successful carpool experience.

Late arrival

Please Park and walk your child into the building to complete the "in/out" form.

All students dropped off prior to 7:30 a.m. will be directed to the gym and dismissed by their teacher at 8:00 a.m.

K3/K4 Pick-Up: You may start forming a line at 12:00 p.m. in the driveway of the main parking lot in front of the school. The students will be escorted out by their teacher at 12:00 p.m.

K5 - 3rd graders are dismissed at 3:15 p.m.

Children staying in the After School Program will go directly to the Gym or other designated area. Any K-5th grade student not picked up at the end of carpool will be placed into After Care.

Drive slowly (5 mph)

- No cell phone use while driving through the carpool.
- Do not pull out of the line to pass or to stop and talk with someone.
- Do not stop to let anyone enter or exit your car while the carpool line is moving.
- Remain in or by your car while in the carpool line.

Please help us keep all students safe by adhering to our carpool procedures.

Messages To Your Child Regarding Carpool Changes

If it is necessary to get information to the student regarding carpool changes, these messages must reach the front desk prior to 11a.m. for preschool students and 2 p.m. for elementary students.

Extended Care Program:

Morning Care hours are 7:30-8:00am for a flat fee of \$10.00

Afternoon Care hours are 3:00-5:00 with a cost of \$10.00 for any part of or full hour.

Student Policies and Procedures

- >> Academic Standards
- >> Attendance Policy
- >> Birthday Celebration
- >> Calendar/Yearly Events
- >> Chapel
- >> Class Parties & Holidays K-5th Grade #7 Closed Campus
- >> Curriculum
- >> Daily Schedule
- >> Delivery of Student Items
- >> Discipline Policy
- >> Digital Devices & Social Media Use Policy
- >> Field Trips
- >> Flag Salutes
- >> Homework
- >> Kitchen
- >> Lost & Found
- >> Lunch/Snack
- >> Personal Property
- >> Physical Education
- >> Playground Standards
- >> Rainy Days
- >> Recess
- >> Restroom Standards
- >> Student Activities
- >> Supplies
- >> Support Services – Academics
- >> Textbooks
- >> Uniform Guidelines

Academic Standards

FCA believes it must maintain academic standards in line with the best practices in order to prepare students adequately for a successful public or private high school experience. Students will be challenged to do their very best

Report Cards

Parents and teachers are encouraged to keep clear lines of communication and work hand-in-hand for the benefit of each child. FCA seeks to work closely with the home regarding academics, behavior, and school related matters. To better communicate with parents on their child's progress in school, several forms of communication have been developed to aid in this process. Report Cards are issued two times a year, at the end of each semester. Progress reports are provided at the end of the 1st and 3rd quarters.

Elementary Conferences

A parent/teacher conference is scheduled during the fall. A spring conference is scheduled at the request of the teacher or parent only. We strongly encourage both parents to attend parent/teacher conferences. In addition to the arranged conferences, parents are invited to request a conference with their child's teacher as the need arises. Likewise, teachers may request extra conferences with parents. Parents are advised to schedule conferences with the teacher to ensure sufficient time to discuss any important matters. These conferences may also include resource personnel and/or administration. The administration may schedule or sit in on a previously scheduled conference to discuss a student's behavior and/or academic progress in the classroom. These conferences are held in confidence. If necessary, FCA may schedule a parent/teacher conference for your child during the spring. Scheduled conferences will be done in "round table" fashion where the teachers for a particular student gather and meet with the parents. This saves time and allows the parents to get a complete picture of their student's progress.. Please note, some conferences will be required.

Academic Probation

Students on academic probation are ineligible for extra-curricular activities including clubs, athletics, performing arts, and school activities. A continued pattern of academic failure, and/or failure to meet academic standards may result in a recommendation to seek outside resources for help or a more suitable educational setting. In addition, students may not be allowed to re-enroll for the next grade level. Parents will be notified in writing when their student is on academic probation.

A student is placed on Academic Probation at the end of a grading period, progress report, or report card based

on the following criteria:

- An "F" in one or more classes
- Two or more "Ds"
- A grade point average of 2.0 or below

Attendance Policy Philosophy

Regular attendance and punctuality are vital to success and provide students the maximum benefit from their educational experience. Excellent attendance is a foundation for academic excellence and promotes a positive attitude toward school. Therefore, parents should enforce a strong family standard that aids their child's academic success and seeks to avoid all unnecessary absences or tardiness. While the school recognizes that there will be unusual circumstances that arise from time to time, vacation plans, regular medical appointments, etc. should not interfere with school if it can be avoided.

Excused Absences

The Georgia Education Code defines excused absences as: 1) Due to illness; 2) Attendance at a verified medical doctor's appointment; 3) Attendance at a funeral of an immediate family member; 4) Quarantine by county or city health officials; 5) Justifiable reasons such as religious holidays or celebrations, appearances in court, etc. All other reasons for absence are deemed unexcused.

A student must be in attendance at least half of the school day in order not to be marked absent. Students who are absent for a full day of school may not participate in any after-school activities unless given prior approval from an administrator.

Pre-Arranged Early Check-Outs

If early dismissal cannot be avoided due to a necessary appointment, parents are required to contact appropriate school personnel to request a pre-arranged early checkout. Please go to the front office to sign your child out.

Excessive Absence

Students must be in attendance for a minimum of 90% of the school year. This means that a student's absences are considered excessive when he/she misses up to (9) days per semester or (18) days per year, no matter the reason for the absences. Students will be considered eligible for retention or citizenship grade reductions based upon a review by the administration. Special consideration will be given for prolonged illness or death in the immediate family. All absences, regardless of the reason, will be reported on school transcripts.

In an effort to avoid a pattern leading to excessive absences, the following steps will be taken: Per semester:

- 5th absence – parents are notified via Head of School through email
- 9th absence – parents are sent a second notification through mail
- 12th absence – conference with Head of School and attendance contract will be required
- Subsequent absences and/or violation of attendance contract will result in further disciplinary action up to and including further dismissal

Reporting Absences

All absences must be reported and the *reason for the absence provided. In the event of an absence, parents are asked to notify the Front office by 9:00 AM.

*In the event of absences due to illness, doctor's notes are also preferred and may be requested.

Planned Absences for Two or More Days

While it is vitally important for students to be in school, there are rare or unique circumstances when it is beneficial or necessary for a student to miss school. In such cases, it is the school's desire to partner with parents by providing work to assist the student's smooth transition in the learning process. A minimum of 72 hours' notice is required to ensure the preparation of materials by the classroom teacher, after which there is no guarantee that materials will be prepared. The student is responsible for contacting teacher(s) prior to the absence to identify work to be completed before or during the absence. Deadlines for all make-up work, tests, etc. need to be determined prior to the absence.

Educational or Missional Experience

Application Families can apply to receive educational credit for a planned absence through the Educational or Missional Experience Application available under "Downloadable Documents" on the "FCA Family" (or Quick links) section of our website or from the school offices. Planned absences must meet the established criteria for an educational or mission-oriented experience and receive approval prior to the absences in order to receive educational credit. Tardies Middle School students are expected to be in their seats and ready to work when the tardy bell rings. Elementary students are expected to be in their class line when the tardy bell rings. Being late to class is disruptive to everyone, including the tardy student. Five tardies per semester is considered excessive.

Birthday Celebrations

Please coordinate any plans to celebrate your child's birthday at school with the classroom teacher PRIOR to your child's birthday. A simple treat may be brought to school for the occasion. Please check with the teacher for any allergies or special dietary needs of students within the class. The teacher will be happy to offer suggestions for alternatives to sweet treats. Birthday celebrations should take place during recess, after lunch, or near the end of the school day based upon the teacher's schedule.

Celebrating Your Child's Birthday Outside of School

If your child is having a birthday party outside of school, and school children are involved, please follow these courtesies:

- If you plan to invite all of the students in the class or in the case of a girl student, all the girls; or a boy, all the boys, invitations may be handed out at school.
- If your child prefers to invite a select few classmates, invitations should be mailed or hand delivered outside of school. It is very difficult for a child to be excluded, especially in front of other children.

Also, please be aware that the most successful, well-adjusted and “friendly” classes are those in which the parents of these students lead the way in activities and parties by including all of the group...be it boys or girls or both!

Calendar/Yearly School Events & Activities

You will find a complete listing of all activities on the calendar at wwwFOUNDERSCLASSICALACADEMY.org. FCA participates in events and competitions from year to year. Through our special programs, parents are given an opportunity to learn about their child’s classroom and teachers, as well as to see all the wonderful talents that God has given our students. Special programs held annually at FCA include:

- Meet and Greet
- Back to School Bash
- Football at Founders
- Thanksgiving Fellowship
- Indoor Snow Day
- Spring Tea Performance
- Field Day
- End-of-Year Character Awards

Chapel

Chapel is an important part of our week. It is a time to come together to be challenged spiritually as a group, learn more about God, and interact in a Christ-like manner with one-another. Elementary Chapel is conducted weekly. Each chapel usually includes prayer, worship, and a short devotional.

Class Parties & Holidays

Classroom parties take place throughout the year.

General Information Relating to Class Parties

- Room Moms coordinate school parties with classroom teachers.
- Parents may be contacted to send a healthy snack for parties. In promoting a Christian worldview, treats and decor should reflect the Christian celebration rather than the secular.
- Guidelines for teachers, aide, or specialist birthday celebrations will be communicated by the room moms per grade level.

Closed Campus

In an effort to ensure School Safety and to minimize disruptions to the school learning environment, FCA is a closed campus. Only approved visitors may enter classrooms and instructional areas. Approved visitors include parents, relatives of students (as designated by parent approval), invited guest speakers, and FCA graduates. In addition, approved visitors must be on campus for a designated purpose such as school/classroom events, volunteer participation, chapel, and community connection events. FCA does not allow students to leave campus except in the company of an appropriate adult. Any adult picking up an FCA student, other than the student’s parents, requires written permission from the parent. Taking students to lunch is discouraged because the time frame is too short to allow for return to academic class on time. Guests/Visitors/Siblings All guests and visitors are required to sign in at the front office, wear a visitor’s

name tag, and sign out when leaving the building. When a parent brings younger siblings to visit at school, they must be attended by an adult at all times. When volunteering in the classroom or attending a field trip, younger siblings are not allowed (for safety reasons and to preserve the learning environment). For student safety and parent protection, guest parents and volunteers should never be alone with a student in the restroom, classroom, or other confined space.

Curriculum

FCA strives to offer a balanced curriculum, which promotes the spiritual, social, emotional, intellectual, and physical development of all students. Our philosophy emphasizes an innovative and engaging academic environment wherein each student will be challenged and can develop an enthusiasm for learning. The curriculum reflects FCA's philosophy through its detailed, sequential goals and objectives, which progress from grade to grade.

Subjects

- Bible
- Reading/Grammar/Writing
- Mathematics
- Science
- History
- Latin
- Music/Art
- Physical Education

Delivery of Student Materials

For the rare times when students forget to bring lunch in the morning and parents need to drop off a lunch after school begins, please adhere to the following procedures:

Lunch must be dropped off by 11:00 a.m. All lunches are to be taken to the front office. To avoid spillage, beverages must be sealed (no glass or fountain drinks). Students do not have access to a microwave so all food should be ready to eat without heating. We are not able to accommodate lunch deliveries from outside companies.

Discipline Policy

"Listen to counsel and accept discipline, so that you may be wise the rest of your days." Proverbs 19:20
FCA strives to promote a culture in which kindness, common courtesy, and respect are normal behaviors. FCA also strives to promote the optimal learning environment for all students. As a result, FCA students are held to Biblical standards of behavior so that they will grow in and display Christ-like character. In this way, students will be equipped for every good work and learn to do that which is right and pleasing to the Lord. All discipline by school authorities is tempered with love and administered with the best interests of the

student at heart. Students are expected to follow the policies and rules of the school and are held accountable for their behavior. FCA reserves the right to determine, at our sole discretion, the appropriate consequences in all disciplinary cases based on the facts of each case. As a private school, FCA is not subject to the same laws and/or protocols utilized by Georgia public schools, although FCA still employs best practices that are informed by public standards.

FCA Student Expectations

- Honor God in word and deed
- Encourage others to learn and not disrupt the learning environment
- Strive to do their best in all circumstances
- Demonstrate respect for peers, authorities, and property
- Show compassion and never put others down
- Use appropriate language, including holding God's name in high regard
- Honor school and classroom rules even when a person of authority is not present
- Care for the school facility and ground

On-Campus School Events

Students are expected to stay within the area designated for activities and are not to be in any other part of the school without specific permission by school authorities. Students are not permitted to enter classrooms or the school offices when a teacher or school authority is not present.

Off-Campus School Events

When attending off-campus school activities such as field trips, service activities or the like, students are expected to behave as they would on campus, as they represent our school and the Lord.

Bullying and Harassment

There will be zero tolerance for bullying or harassment. Everyone – student, parent, volunteer, or employee - is to treat others with Christ-like character. Harassment and/or bullying is defined as repeated, persistent, and/or aggressive behavior intended to cause fear, distress, or harm to another person's body, emotional well-being, or reputation. This includes verbal, written, cyber or physical harassment. Bullying is considered a flagrant violation of school rules and will be disciplined accordingly. Use of digital devices or social media to bully, slander, or demean others is also subject to disciplinary action if such use negatively impacts the school environment.

Sexual Harassment

The use of sexuality to harass or assert power, will not be tolerated whether on or off campus, at a FCA function.. This includes but is not limited to:

- Pressure for sexual activity or a relationship that exceeds the limits of a friendly relationship
- Unwelcome touching of a person's body

Discipline Structure

As a Christian school, we believe it is important that each student understands the importance of and learns to submit to authority so they can, in turn, submit to God's will and authority. FCA administration reserves the right to discipline students in a manner that is appropriate. Administrators are dedicated to communicating with parents regarding behavioral concerns. The following disciplinary actions that may be used once classroom/playground discipline is exhausted:

- **Detention:** Assigned for minor infractions in or out of the classroom. This is time outside of class spent separated from peers. It may be assigned to be served during lunch, before school or after school for 30-60 minutes. Students are encouraged to use this time to reflect on behavior choices.
- **Suspension:** Assigned for major and flagrant infractions in or out of the classroom. This is time served either at home or in school at the discretion of the administration. It varies in length from one to five days. It is an unexcused absence.
- **Behavior Contract:** Established as dictated by a pattern of behavior in which alternate means of correction have not brought about permanent change and alignment to conduct standards. The contract outlines expectations according to a discipline plan with a timeline for probation.
- **Expulsion:** A student is dismissed from FCA.

Behavioral Consequences

Minor offenses of school rules will follow a Progressive Discipline Plan. These may include but are not limited to disruptive or unkind behaviors, dress code violations, or failure to observe school rules. In elementary, students will be subject to age-appropriate consequences following a progressive discipline plan (see teacher for clarification).

Elementary Progressive Discipline Plan

Level 1: Pattern of behavior arises/Teacher Intervention

- The teacher implements age appropriate consequences and monitors student behavior both in the classroom and on the playground.
- Parent contact made by Teacher
- Ongoing monitoring of student behavior-coaching, accountability, prayer, support

Level 2: Behavior pattern persists without improvement/Administrative Intervention

- Head of School conference with Student
- Parent contact made by Head of School
- Improvement strategies put in place to support success
- Consequences as deemed appropriate

Level 3: Improvement strategies unsuccessful; Further disciplinary action required

- Parent-Student Conference required with Head of School
- Disciplinary action determined on a case-by case basis to include:
Removal from class
Probation with established Behavior Contract, Suspension, Expulsion

Major offenses do not follow the progressive discipline plan because of the severity of the behavior and will be handled by the Head of School on a case-by-case basis. Parents will be notified whenever suspension, probation, or expulsion is necessary. Major offenses that could result in suspension, probation or expulsion include, but are not limited to:

- Physical aggression, causing, and/or attempting to cause injury/harm to another person
- Stealing
- Destruction of private and/or school property
- Disruption of school activities or otherwise willfully defying the valid authority of school personnel In extreme cases, students may be subject to criminal or civil penalties.

FCA will cooperate with law enforcement officials if a law is broken.

Cell Phone Use Without Permission

- First time offense – Confiscation of the phone to be picked up by the student at the end of the day from the Teacher.
- Second offense – Confiscation of the phone – must be picked up by a parent at the end of the day. Students will be assigned a detention.
- Third offense – loss of cell phone privileges at school
- Repeated infractions of this policy will be considered defiance and will be dealt with as such within the discipline policy (detention, in-school suspension, out-of-school suspension, or expulsion as necessary).

Social Media Use

Students are prohibited from taking pictures while on campus, unless permission is granted. The inappropriate posting of material will result in disciplinary action including the possibility of suspension or expulsion.

School Jurisdiction

The following guidelines and policies apply whenever a student is under the school's jurisdiction. Students are generally considered to be under the school's jurisdiction when:

- On the school grounds (campus)
- On or off campus at school-related events, including but not limited to athletic or arts events, field trips, or service activities
- Please note: There might be circumstances where the school will impose disciplinary consequences on students for actions that occur out of the school's normal jurisdiction where those actions negatively impact the school, including but not limited to, its students, members of the community, or the school's reputation.

Loss, theft, or damage

Students are responsible for personal devices brought to school. The school will not be responsible for the loss, theft, or destruction of a device brought onto school property unless a device has been confiscated by school personnel. Confiscated devices will be stored in a secure location by school officials.

Flag Salutes In recognition and reverence to God and our country

FCA includes a salute to the American Flag, the Christian Flag, and the Bible on a regular basis.

Salute to the American Flag

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.

Salute to the Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Salute 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. I will hide its Word in my heart that I might not sin against God.

Homework

Homework is designed to reinforce concepts learned at school. The purpose of homework at FCA is to instill a sense of responsibility in students, as well as provide reinforcement of skills and concepts previously learned.

Long-range assignments should be carefully planned so as to avoid last-minute rush efforts. In the event that quality homework time exceeds what is set forth in this handbook, parents should contact the teacher so that the problem can be resolved. A parent/teacher conference may be necessary to initiate an individualized plan that meets the needs of your child.

Lost and Found

All school articles, including lunch boxes, backpacks, clothing, and supplies should be clearly labeled with your child's full name and grade level to ensure identification. Lost articles will be placed in lost and found in the gym. Parents are encouraged to check all lost and found areas frequently.

Lunch/Snack (Nutrition Break)

Research has shown that children who begin each morning with a nutritious breakfast are better equipped mentally and physically to deal with the demands of a workday at school. Please make sure your child has a nutritious breakfast and snack to get him/her through the morning. In addition to lunch, please pack your child a morning snack. We do not have extra lunches available for those students who forget their lunch. A nutrition break is given each day during morning recess time. We encourage students to bring a nutritious snack that will sustain them until the lunch hour. You may check with your child's teacher for a list of appropriate snack items.

Students may bring their own sack lunch. Lunch bags or lunch boxes should be clearly labeled with the student's full name and grade level. For the rare times when students forget to bring lunch in the morning and parents need to drop off a lunch after school begins, please adhere to the following procedures: The lunch must be dropped off by 11:00 a.m. All lunches are to be placed on the lunch trolley located in the front lobby. To avoid spillage, beverages must be sealed (no glass or fountain drinks). We are not able to accommodate lunch deliveries from outside companies. The lunch schedule can be found on our website.

Personal Property

Students must assume sole responsibility for loss or damage to any school or personal property (issued to or belonging to them) such as garments, equipment, books and materials, or electronic devices. The school is not responsible for personal items.

Playground Standards

For the safety of the student as well as his/her peers, all children on the playground will be expected to adhere to the following rules:

- Use God-honoring and respectful language
- Keep hands, feet, and objects to yourself
- No fighting
- No wrestling
- Use equipment properly and safely at all times
- Use good sportsmanship and obey game rules
- Return all equipment at the end of recess
- Stay within playground limits

Additionally, each year the teachers will instruct the students on the proper use of specific playground equipment and standards for various activities and games.

A bell or whistle will signal the end of recess. At that time, all students line up.

Rainy Days

All students will remain inside for recess and lunch on rainy days (activities are provided in the classroom, gym, chapel, or auditorium supervised by teachers and aides). Students will be allowed outside to play on the blacktop areas if the rain has stopped, even though the ground may still be wet. They will not be allowed to play on the playground equipment or on the field, if it is wet.

Recess

Students have two recess opportunities. These are designed to give the students social connection and relaxation time, and to allow the student to play games.

Restroom Standards

Students are expected to:

- wash his/her hands after using restroom facilities.
- keep restrooms clean and quiet.
- never play in the restrooms.
- never take food into the restrooms.
- leave playground equipment outside when entering restrooms.
- go directly to and from the restrooms when dismissed from class.
- refrain from using digital devices.

Supplies

An annual registration fee or re-enrollment fee is charged, per child, to cover the cost of workbooks, textbooks, and miscellaneous supplies. Parents are asked to send their child to school, on the first day, with the appropriate materials and supplies. Any materials or supplies necessary for art, music, and additional classroom items not covered by the annual activity fee will be requested after the school year begins or as the need arises.

Textbooks

It is expected that care will be taken of all texts through proper handling and by transporting books to and from school in a book bag or backpack. Damage to school texts, materials or equipment in excess of normal wear, or loss of any of these items, will be charged to the parents of the student responsible for the damage or loss.

Uniform Guidelines

FCA has encouraged students to take pride in their appearance and to dress appropriately for all occasions. Recognizing that the quality of their character is more important than clothing (1 Peter 5:5b), FCA has an established uniform. We require students at every grade level to be in uniform at all times while on campus. Support for this policy begins at home.

Uniform Shirt:: Navy, Ash Gray, or Lime Green Polo. Supplier to be determined.

Boys

Pants: Navy, Gray or Khaki Slacks

Knee length Navy or Khaki shorts

Boys Chapel: Navy Polo Shirt with Khaki Pants

Girls

Pants: Navy, Gray or Khaki slacks

Knee Length Shorts or Capri length pants

Knee Length Skorts in Navy or Khaki

Knee Length Skirts in Navy or Khaki with navy or ash gray leggings, or shorts underneath for outside play

Knee Length Jumper in Navy or Khaki with navy or ash gray leggings, or shorts underneath for outside play.

Girls Chapel: Navy Polo Shirt with Khaki Skort, Skirt, Dress, Jumper, or Pants.

Shoes Closed toed shoes only (for the safety of the student). No sandals or flip flops. Tennis Shoes in White, Black, Navy, or Gray are preferred. No flashing shoes, or shoes that will draw undue attention to the child should be worn. No cartoon characters.

Rain Boots: The purpose for rain boots is to allow each student safe footwear when walking in the woods during nature study activities. These boots will remain at school for the duration of the school term unless the child outgrows them and they have to be replaced. All colors or designs are acceptable, but no cartoon characters. You may donate your outgrown rain boots to FCA for future students if the boots are in good condition.