

# Foundations Academy Student Handbook

2025-2026



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# Sample Daily Schedule

6:00 - 7:55 - Morning Care

7:55 - Teacher Pickup

8:00 - 8:20 - Prayer, Pledges, Announcements, Bible

8:20 - 8:50 – English/Language Arts/Reading  
(ELAR)

8:50 - 9:10 - Center Time

9:10 - 9:30 - Math Concepts

9:30 - 9:50 Mid-morning break

9:50 - 10:10 - Reading

10:10 - 10:30 Center Time

10:30 - 11:00 - Special (Music, Movement, Spanish,  
Art, Creative Arts)

11:00 - 11:30 - Outdoor Playtime

1130-1215 - Mid-day Break/Lunch

1215-1245 - Rest time

1245 - 1:15 - Reading

1:15 - 1:45 - Science

1:45 - 2:00 - Afternoon break

2:00 - 2:25 - Social Studies/Heritage

2:25 - 2:45 - Center Time/Prepare for pickup

2:45 - 3:00 - Pickup

3:00 - 6:00 - Aftercare

## ABOUT FOUNDATION CHRISTIAN ACADEMY

### Vision

The administration and teachers of Foundations Academy realize that their solemn responsibility before God is to mold the life and character of each of their students, in order to build a solid foundation for each child's future and make him/her a true disciple of Jesus Christ. Foundations Academy views itself as working in partnership with the family; our vision for children can only succeed in partnership with parents. Therefore, we work collaboratively with parents in every aspect of the student's development

### Purpose Statement

The purpose of Foundations Academy (FA) is to develop the whole child, academically, spiritually, socially and physically.

### Mission Statement

Foundations Academy partners with parents in fulfilling their divine responsibility to train the student in the knowledge of God and the Christian life while providing an excellent academic education. It is also the goal of the school to provide an environment in which each child can develop academically, spiritually, socially and physically.

### Core Values

Foundations Academy operates on several core values that motivate our approach to education.

1. **Student Academic Growth.** Consistent academic growth is the essential standard at Foundations Academy to gauge student success. Our curriculum is grounded in the basics while being highly engaging and focused on the individual learner.
2. **Whole Person Philosophy.** Children are dynamic and have been created by God to explore the world around them. We are committed to fostering education that addresses the Whole Person in every child: Academically, Spiritually, Socially and Physically.
3. **Full Support in the Classroom.** Positive classroom environment is an essential part of learning. Student learning is our focus, and as such, our teachers and staff are trained to manage classrooms well. We work with families and students to set a standard of excellence in behavior in the classroom along with support tools for students and teachers.
4. **Support of Our Teachers.** We love our teachers! With support from the school board and administration, teachers can stay focused on teaching. They are given the creative freedom to practice the art of teaching. Teachers are able to have positive connections with students and success in teaching at Foundations Academy.
5. **Work with Parents as a Team.** No one knows a child as well as his/her parents. Together with the parents, the teacher creates an Individual Success Plan appropriate for each child. Community is part of who we are, as such, we believe family involvement in the education process is vital for the success of all students. Consequently, we are committed to open communication between parents, teachers, and staff.
  - a. **Parent Grievance Policy:** If a parent has a grievance it should be addressed with administration. Administration will commit to investigating all grievances and reporting non-confidential findings to the parents. If the parents feel the administration's investigation was inadequate, they may appeal to the school board. The decision of the school board will be final.
6. **A Safe Learning Environment.** Student safety is our highest priority. To thrive, students must be and feel safe physically, mentally, and socially. Therefore, we maintain safety measures in our hiring process and our daily operations. We do not tolerate bullying in any form. Our trained staff will always make sure that safety and health is our top priority.

### Educational Philosophy

Foundations Academy's purpose and philosophy are based on a Christian worldview holding that God is the Creator and Sustainer of all life. God is the ultimate reality and the source and essence of all goodness and truth.

God reveals Himself through nature, history, and the Scriptures but supremely through His Son, Jesus Christ. The highest good is realized as human beings walk in fellowship with Him.

The ultimate objective of Christian education must be to help students realize their full potential as human beings as they come to understand God's will for their lives. Each student must be encouraged to become a whole, complete, mature, and fully equipped person in Christ (2 Timothy 3:16, 17). This begins by leading the child to know Christ, by nurturing his/her intellectual growth and development through academic studies, and by providing opportunities for social activities and for physical growth and development.

As the ultimate reality and truth, God's character is the standard by which value judgments are made. He has revealed Himself and His will most clearly through His Son and His Word. Therefore, the Bible is the norming norm for every subject or activity. This means that the biblical viewpoint must permeate the entire school program, including curriculum, co-curricular activities, athletics, business, and interpersonal relationships of all those associated with the school.

The authority for such an education comes from God's commands that children be taught to love God and to love their neighbor as they love themselves. We believe that the consistent implementation of this philosophy will provide for the optimal spiritual, academic, social, and physical development of each child.

### **Academic Freedom**

Inasmuch as Foundations Academy is an educational institution, established by the Board of Directors, loyalty to and support of the institution and its programs is expected. In regard to academic freedom, the sacred right of freedom of expression is recognized as a requisite for effective and intelligent dissemination of ideas.

Nevertheless, there can be no such thing as unlimited freedom of expression in word and act in any school. In addition to universally accepted social limitations such as truthfulness, decency, integrity and loyalty, there are appropriate limitations which society and a governing board have a right to expect of its institutions which are most distinctly devoted to Christian principles.

These limitations do not extend to the suppression of any academic disciplines or recognized areas of those disciplines. They do require, however, that all ideas and views be presented in a Christian context. All faculty members who speak or write publicly or in situations growing out of their official capacity on behalf of the school are expected to contribute to the objectives of the school by conforming to them, and by advocating nothing contrary to the Bible, the Word of God written, the Lausanne Covenant, the stated purposes of the institution they serve, and/or to basic principles embodied in the Constitution of the United States of America.

All are expected to show a respectful and sympathetic attitude toward the doctrines of the church and toward divinely established authority, including government. Any grave offense against these doctrines or principles must be considered just cause for dismissal from the school according to its procedures for handling dismissals.

### **Ecclesiastical Affiliation**

Foundations Academy of Port Saint Lucie is an interdenominational educational institution in the Christian tradition, located in Port Saint Lucie, Florida, owned and operated by its Board of Directors.

### **Statement of Faith**

Foundations Academy subscribes to the tenets of historic Christianity as expressed in the Lausanne Covenant, the official doctrinal declaration of the Lausanne Committee for World Evangelism.

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:15-17)
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Matthew 28:19)

- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Luke 1:35, John 1:1)
- We believe that God created human beings in His likeness and in His image and has given them authority and responsibility to manage the earth (Gen. 1:26-30). As such every human being has inherent worth and dignity. We also believe that sexuality and gender roles have been established by God and that the only legitimate marriage is the joining of one biological man and one biological woman (Gen. 2:24). Though originally good, our first parents willingly fell to sin, ushering evil and death, both physical and spiritual, into the world. (Romans 5:12-19)
- We believe in the sanctity of marriage, defined as the union of one man and one woman for life, and in the sanctity of human life, both before and after birth. We believe that the only legitimate marriage is the joining of one biological man and one biological woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential and includes healing of the whole person. (Matthew 8:16, 17, James 5:14-16)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and who empowers them for witness and service.
- We believe the church has a mission to make Christ known to every person on earth and to make disciples of every people group (Mt. 28:19-20, Acts 1:8).
- We believe the church is the body of Christ and consists of the people who throughout time have accepted God's offer of salvation through the sacrificial death of His son Jesus Christ. (Ephesians 1:22, 23, Matthew 18:19, 20)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

## GENERAL INFORMATION

### 1. GRADING SCALE

A/O	=	100-89.5
B or G	=	89.4-79.5
C or S	=	79.4-69.5
D or N	=	69.4-59.5
F or U	=	Below 59.4

Teachers may not lower any grade that the student has earned, such as tests and quizzes, because of disciplinary problems (but may give a zero for daily grade that day). If a student is caught cheating or plagiarizing, he/she may receive a zero on that test/project as well as appropriate disciplinary action.

### HONOR ROLL & PRINCIPAL'S

#### LISTS

##### PRINCIPAL'S LIST:

All "A" grades on "A, B, C" scale. No grade lower than "S" on O, G, S scale.

HONOR ROLL: All "A" or "B" grades on an A,B,C scale. No grade lower than "S" on O, G, S scale.

Students must make honor roll on the principal's list all four quarters to qualify for the award at the end of the year.

**AWARDS** *"And now abide these three faith, hope and charity" 1 Corinthians 13:13.*

Foundations' awards program is based on this scripture. We have 4 awards that students compete for throughout the year. All awards are scored by the faculty using objective criteria, and are awarded quarterly in the elementary school and semi-annually in the middle and high school.

- The **FAITH AWARD** is awarded to the student who best exemplifies the fruit of the Spirit: love, joy, peace, gentleness, goodness, faith, kindness, meekness, and self-control (Galatians 5:22-23).
- The **HOPE AWARD** is awarded to the student who is the highest achiever in the

elementary classes and to the student with the highest grade point average in the middle/high school. To be eligible for the Hope Award, a student must be at least half time enrolled on-campus.

- The **CHARITY AWARD** is awarded to the student who demonstrates a servant's attitude and heart. Jesus said, "He who would be the greatest among you, let him be the servant of all." (Matthew 23:11)
- The **DILIGENCE AWARD** is awarded to the student who has shown great effort and/or improvement in the previous semester. The Bible commands us to "abound...in all diligence" so that we may "abound in grace" (II Cor. 8:7).
- The **STUDENT OF THE YEAR** is the culminating award. The student who wins the most awards and exemplifies FA standards is awarded the Student of the Year. Students can also earn teacher awards within their classroom.

## **GENERAL RULES AND GUIDELINES**

### **1. MEDICATIONS REQUIRED FOR STUDENT WELFARE**

- **Students are not permitted personal possession of any medicine while at school.** All medicine (prescription or non-prescription) brought to school must be in appropriately identified containers and must be brought to the office.
- Prescription medication must be in the prescription container with a doctor's note indicating the dosage and the time it is to be taken.
- For non-prescription medications, please bring them to the front desk with a note from the parent outlining dosage and times to be administered. Non-prescription medicine shall include, but is not limited to: all forms of pills, tablets, capsules, liquids, creams, etc. that may be taken internally or applied to the body. **Students will not** be given any medication that is not requested by the parent. Any student carrying any type of medication will be dealt with under the discipline system.
- Students with asthma may be authorized to carry their inhaler medication with doctor authorization and parent permission. Authorization must be turned into the school office and approved by

administration prior to carrying inhaler medication. On school trips, medication will only be dispensed by approved personnel.

#### **• OFFICE TELEPHONE USE**

Students cannot be called to the office during school hours to receive outside phone calls, but emergency messages will be taken at the office and forwarded to the students. School office phones are not available for student use. ONLY Emergency phone calls may be made by office personnel. Please finalize all pick up or after school plans with your child before they come to school. There is a phone at the front desk that students may use for emergencies.

### **2. ACCOUNTS POLICY**

If a student has made reservations for a trip and his or her account is not paid up to date, any payment received which is designated to the above mentioned activities will be credited to the student's unpaid account first, until it is made current. Then credit will be given towards the trip.

#### **• Tuition/Fees**

An account is delinquent when any payment is not made within 30 days of the time such payment is due. When any account is delinquent 30 days, the parent(s)/guardian(s) will be advised by documented contact of said delinquency. Penalties for 30 days delinquency will be as follows:

#### **• 30-DAYS**

Once the account is delinquent 30 days, the parents will be notified by documented contact that the student cannot return to the classroom until a payment or suitable arrangement has been made. The parent will also be advised that they have 30 days to resolve the financial situation in order for the student to return to the classroom.

#### **• 60-Days**

At the 60 day point of the account being delinquent, (30 days delinquent from original due date and 30 days of student not in attendance), if compliance has not been met, the student will be withdrawn from Foundations Academy at the direction of the Board of Directors.

#### **Scholarship Check Endorsements**

Parents are responsible for ensuring student accounts are paid in a timely manner. This includes student scholarship payments and

endorsements. Once the notification is received by either the funding source for scholarship or the School Office, parents are to make every effort to endorse checks electronically or in person (as indicated by the Office) in a timely manner. Failure to endorse your student's scholarship checks may result in student(s) being placed on lock-out status at the discretion of administration and student(s) will not be able to return to campus and resume classes until the endorsements have been made and confirmed by the Business Office.

- **Extended Care**

Delinquency on ancillary accounts (such as extended care): Student will not be allowed to participate in ancillary activities until payment is made.

- **Clearing of Accounts**

Tardy fees and all other outstanding charges must be cleared at the winter break or the student will not be permitted to resume attendance in the new year. In all cases, accounts must be cleared before a student can be readmitted for the subsequent school year.

- **Report Cards**

Report Cards are distributed four times throughout the year. In order for a student to receive their report card, the balance for their combined accounts (cafeteria, athletics, and school account) cannot exceed ten dollars. All tuition and ancillary charges must be paid up to date. Thirty day grace periods are not applicable.

- **Withdrawn or Dismissed Students Accounts**

Student report cards or transcripts will not be released to accounts with outstanding balances.

### **3. EXTENDED CARE AND MORNING CARE**

No student is allowed to roam the hallways after 3:00 p.m. Elementary students are taken to extended care at 3:00 p.m.

- Extended care is available for elementary students before and after school from 6:30 a.m. to 7:45 a.m. and 3:00 p.m. until 6:00 p.m. Elementary students should not report to their class from morning care until picked up by their teacher.
- Students participating in Title I Tutoring, clubs or other school activities will not be charged for extended care prior to their

activity or if it is cancelled. Using extended care after any activity will be charged.

- School policies apply in morning care and aftercare services. This is a privilege and can be revoked for serious or repeated misbehavior.

### **4. LUNCHES**

Lunches and drinks are not provided by the school and must be brought from home. Foundations will have a few Lunchable type items and bottled water, for emergency use, in order that a student will not go hungry. If a student needs to purchase one the parent will be notified and a cash payment of \$5.00 must be brought to the school office.

### **VISITORS TO THE SCHOOL**

- Parents wishing to visit the school must arrange for it ahead of time so they can be escorted at all times. If you wish to talk with your child's teacher, please arrange a private conference by calling the office. Students may not bring visitors to school without first gaining permission from Administration at least 24 hours in advance of the visit. Guests and visitors will come to the office first. If this policy is not complied with, visitors will be asked to leave.
- Non-parent visitors are only allowed during lunch period and are not to visit classes or any portion of the campus unless approved by administration.
- For security reasons, parents, guardians, or authorized persons on *the pickup list* are asked to show their driver's license when picking up their *student* until they are recognized by staff. **A student can only be released to people who are authorized on the pickup list. No student will be released to anyone under the age of 16, including staff children. This is for the safety of your children.**

### **ADMISSIONS**

#### **5. ADMISSIONS POLICIES/PROCEDURES**

- A student is admitted to Foundations Academy on the basis of former records as well as entrance and placement tests. Testing will be done prior to or at point of entry into class. He/she must also meet



FA's criteria for successful entry into a specified grade level.

- Acceptance into any grade level does not mean automatic acceptance into the next grade the following year; the ultimate decision lies with the administration. Student records are reviewed every year for re-enrollment. Re-enrollment is conditional on acceptable progress and behavior, and an interview may be required.
- **All new students will come to FA on a one semester probation period. Any student earning a grade point average under a 2.0 for a marking period will be placed on academic probation. A second marking period under a 2.0 will be reviewed for possible dismissal. Any elementary student failing two core courses (including reading) will be under administrative review. Any student who has had discipline challenges the previous year will also be on a one semester probation period.**
- New students denied acceptance due to their incoming discipline record may reapply after one year, provided that no new discipline issues have been added to the record during that time.
- A student may be refused admission to the school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined at the sole discretion of the administration. Social media entries may be used to aid in making this decision. Readmission considerations following dismissal will be determined on a case-by-case basis.

#### **Admission of students needing resource services (IEP).**

Students who have received any exceptional educational services in the past, such as IEP/504's/Service Plans, must submit full applications and current ESE documents for an extensive review by the ESE Director. Final decision concerning acceptance into our school will be delayed until all current documents requested by the ESE Director have been received. While it is our desire to admit and service every student who applies, our resources and personnel limit the type and

amount of services we can render. Therefore, the following is an explanation of the limits of our program. FA only accepts those students who are ambulatory with no severe motor-control dysfunctions, including toileting. Depending on severity, hearing or vision impaired students may not be accepted. Students must have average intelligence with no emotional disorders or limited intellectual functions (such as Autism, Asperger's, Down's syndrome, etc.). Academically, students must be able to read no more than one year behind their grade level. Students must be able to work independently in the regular education setting with minimal assistance from the regular education teacher and require no more than 225 minutes of exceptional educational services rendered by specially trained personnel as listed on back of the IEP.

#### **Physical & Immunization Forms**

Florida law requires all new students entering all grade levels (K2-12) to present certification of the following:

- Original birth certificate (we will make a copy)
- Copy of social security card on file
- Original, current immunization "Florida Shots" form #DH680
- Original, current physical form #DH3040

All physical examination forms must be completed by a Florida physician within twelve months prior to entering a Florida school.

#### **6. WITHDRAWALS & TRANSFERS**

- Withdrawal and transfer forms are obtained from the business office. Parental consent to the withdrawal or transfer must be given to the business office in writing before the forms can be issued. Students transferring to another school and having attended one day or more of any academic month will be charged for the full month's tuition. If a student is withdrawn or is transferring to another school and has attended one day or more of any academic quarter, and has chosen option 1 or 2 for payment, the discount previously given will be forfeited. All accounts must be cleared and all books returned before records will be released and forwarded.
- Final transcripts, records and report cards will be available no later than two weeks from final date of attendance.

## ATTENDANCE

### 7. ABSENCES

- A school day absence is defined as being absent half of the student's enrolled day (approximately 11:30 am on a normal school day). Students are required to be in attendance during all school hours, *unless otherwise noted* by administration. **Students absent more than 20 full day absences for any reason put promotion at risk, and may put graduation in jeopardy. Students with 20 or more absences will not be eligible to attend any field trips, or out of school travel, nor will they be eligible to participate in athletics.** Any appeal of this policy must be made to the school board.
- Three tardies to school will equal one school day absence..
- *Any student who is absent from school (has missed four periods or more of the school day) will not be eligible to participate in after school activities, including but not limited to, clubs, athletic practices, and dress/participate in athletic games.*
- *Students are still expected to attend school even if they opt out of a class field trip.*

Students with 20 or more absences may be required to pass a proficiency exam and/or have their portfolio evaluated before an appeal will be considered.

Please note that children are not to be sent to school when ill. If a child is sent home one day with fever (100 degrees or higher), diarrhea, and/or vomiting, he/she cannot return the following day. The child's temperature must be normal (below 100 degrees) for 24 hours **without** the use of medication before he/she can return to school. Children will not be admitted to school with a rash unless cleared by a physician.

**EXCUSED ABSENCES – The following reasons are considered valid excuses** for school absence. In these cases, there will be no grade penalty when work is made up. **For absences to be excused, documentation must be provided within three (3) school days beginning on the day the student returns to school.**

Parental cooperation and honesty is required in order for the absentee policy to work. Any evidence contrary to the requested reason of absence will result in the absence being considered unexcused. *All absence approvals or denials are determined at the sole*

*discretion of administration and subject to reversal, if deemed necessary.*

- **Illness of Student:**
  - Elementary students are to report to the office with a signed note from the parent or guardian explaining their absence, or the absence will be unexcused.
  - For long term illness (five (5) consecutive days or more), a doctor's excuse is required.

**Please note: Any student who has had lice or any other communicable disease such as chicken pox, measles, etc., will not be allowed back in the classroom unless first cleared by the school office.**

- Death in family – This is treated as an emergency, but a note is still required within three (3) school days beginning on the day the student returns to school.
- Appointment with the doctor or dentist - Appointments should be made after school hours; when this is not possible; the parent must follow the rules for check out (Section 12).
- Pre-Arranged Absences – **Three (3) full days minimum written notification is required for single day absences.** Add one additional day of notification for each day of a planned absence. Notifying the office without the minimum written notification may be grounds to refuse an excused, pre-arranged absence. If not pre-arranged and approved, such absences shall not be excused unless the trip was necessitated by an emergency. In these cases, Administration will make the final determination. Administration shall have the authority to limit the number of days for such absences. Please use the "Pre-arranged Absence" Google form that is emailed to parents at the beginning of the school year and is also available on the school website at [www.foundationspsl.com](http://www.foundationspsl.com).

**UNEXCUSED ABSENCES – The following reasons are considered unexcused for school absence. Work cannot be made up for unexcused absences.**

- A foreseeable absence that was not pre-arranged will automatically be considered unexcused.
- All non-emergency absences or absences for the sake of convenience of the parent or student will be considered unexcused. (Examples: skipping school, parents allowing older students to remain home to babysit so that parents may go to work, sleeping late after returning late from trips, transportation problems, an absence

due to a delinquent account, or any other reason not approved by administration.)

Any student who misses school because of illness and reports to a school event the same day will not be excused. Students whose absences are consistently unexcused will be reviewed for re-admission to FA the following year.

## 8. ARRIVALS & DISMISSALS

- The Elementary School day begins at 8:00 a.m. and ends at 2:45 p.m. Parents are asked not to drop students off before 7:40 a.m. unless they leave them in morning care, which is available from 6:30 a.m. every morning. Students who are not picked up by 3:10 p.m. will be taken to extended care. Extended care charges start at 3:15 p.m. Please note that any time your child is in morning care or extended care, you will be charged for this service. There will be no exceptions.
- Students who have not left campus or reported to extended care, athletics or tutoring will receive administrative consequences. Additionally, students found in unauthorized areas or hiding in various locations instead of reporting to extended care will also receive administrative consequences.

## 9. CHECKING OUT OF SCHOOL

The criteria for determining an excused checkout shall be the same as for excused absences. **Emailed notes are not permitted.** However, a fax, emailed photo, or scanned copy with the parent or guardian's signature is permissible. Parents must come into the school office and sign their student out. Students will only be released to persons listed on the pickup list.

Students are not permitted to leave campus for any reason unless approved by administration and written parental permission has been received. Any student leaving to go to the store or a restaurant, for example, would be considered skipping school and receive an automatic suspension.

## 10. TARDINESS

Appointments with the doctor's office or other professionals will be excused only with evidence the student was there (note or receipts from office). These absences will not count as tardies.

Elementary Students

- Elementary students should report directly to their class and parents must sign them in at the front desk. For Students who are continuously tardy, Administration will schedule a conference to discuss the issue. Students are expected to be in class and seated by 8:00 a.m.
- Only three (3) tardies are allowed each quarter, regardless of the reason. The fourth tardy, and all subsequent tardies, will be unexcused, and parents will be issued an email from the office and a \$5 fine will be assessed. Email updates will be sent on a weekly basis and the student's account will be charged quarterly.

## 11. HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students in advancing their studies.

Homework—students may have up to twice the number of days missed to make up assignments.

- Make-Up Work

**When students have an excused absence, it is the student's responsibility to make up the work missed to include missed quizzes and exams.**

The student will be given a reasonable amount of time to make up the work missed which should not exceed twice the number of days missed. **It is the student's responsibility to schedule make up work (tests/quizzes) with the teacher.**

For example, if he/she were absent one day, the work should be made up completely within two days. Work turned in within the time limit set by the teachers will be graded as full credit. Grades will be lowered on late work. Work not turned in will receive a grade of zero. Work assigned prior to the absence should be submitted upon return.

- Tests, Quizzes and Presentations

Any of these assigned prior to the absence should be ready to be taken within two days of return. (Exceptions will be made after absence of two or more days, but still must be completed within a week of returning).

## ACADEMICS

### 12. CURRICULUM

Christian curriculum is chosen, ordered and delivered to teachers by administration. Any supplemental curriculum used will be thoroughly reviewed before selection and utilization.

**The following is a sample only. Individual classroom schedules may differ.**

#### *ELEMENTARY COURSES*

Bible  
English  
Heritage  
Math  
Reading  
Science  
Specials: Art, Computer, Music, Spanish

#### **BIBLE**

- Bible study is recognized at Foundations Academy as being of fundamental importance and is a required subject. It augments all academic fields of study, and without it a student can hardly be considered educated in the truest sense. The Bible gives the best light for this life and the only hope for the life to come. There is no book that can so enrich the minds and hearts of men as God's Word. The Bible is the Word of God, Jesus is the Word, a relationship with Him and continual study of the scriptures is one of the greatest assets. "In the beginning was the Word, and the Word was with God, and the Word was God" (John 1:1).
- Character development is the most important work of a school. No other course offered in the school affords so great an opportunity for laying the foundation for good and sound character.
- Prayer is part of our ministry to FA students; therefore, teachers can be expected to pray with and for students on a daily basis both corporately and individually.

### 13. TEXTBOOKS

Lost textbooks may be replaced according to the following policy; students must notify their teacher immediately upon losing a book. Student is responsible for the replacement cost

of the book. Abused textbooks will be charged to the students.

### 14. ELECTRONIC INFO. SERVICES GUIDELINES

The Electronic Information Services Guidelines (E.I.S.G.) students during their enrollment is considered part of our student handbook. The E.I.S.G. are to be followed in the same manner as all school policies and carry the same importance as the rest of the handbook despite being printed and distributed separately.

## STUDENT LIFE

### 15. APPEARANCE AND DRESS

- Foundations Academy maintains that there is a close relationship between positive academic achievement and the neatness and appropriateness of student dress. Having dress standards maintains an optimum learning environment throughout the school day and at all school sponsored activities.
- FA represents a conservative culture. Students should strive for neatness and good grooming. Their dress should reflect Christian standards. Dress should be modest, neat, and void of a sloppy or careless appearance. The administration reserves the right to interpret or revise these dress guidelines at any time, at its sole discretion.
- The school uniform for all students will consist of a FA polo shirt; FA pants, or shorts; plain black or brown belt; socks and totally enclosed shoes. No plastic shoes or "heelies" will be permitted. FA pants, shorts, skorts, jumpers, polo shirts, sweatshirts, jackets, and sweaters must be purchased through the school uniform vendor. A FA polo shirt must be worn at all times, even under jumpers, sweaters, and sweatshirts. Only FA uniform items in dress code standards are allowed on campus except as approved by administration. Parents will be contacted if a student is at school without an appropriate uniform item parents will be contacted. The first call will be a warning and the student may continue in attendance that day. On the second uniform offense, the student will be brought to the school office and the parent will be asked to bring in an appropriate item immediately. If the parent is unable to bring in the item, the student will be returned to class, and the parent will be

issued a written warning. On the third and any subsequent uniform offense, the parent will be contacted to pick up the student, and they may not return until the next day.

- *Shorts and skorts may not be altered in any way.*
- **All clothing must be in good condition; no ripped or torn clothing. Clothing that is too baggy, too small or too tight will not be allowed.**
- Please refer to the Preschool section regarding guidelines for the Preschool uniform.
- FA pants, jumpers, skorts or shorts must be black or khaki in color.
- FA polo shirts should be burgundy, black, white or grey.

#### **Miscellaneous Dress Code And Appearance**

These dress code rules apply to all students on campus during school hours, whether they are checked out or not.

- Boys may have well-groomed facial hair that present a professional appearance, at the sole discretion of the administration.
- Hair for both boys and girls should be clean and well-groomed. It must not be a distraction in the classroom and must stay out of the eyes.
- Extreme colors, haircuts, inappropriate symbols and wording are unacceptable for FA standards, at the sole discretion of the administration.
- **Boys may not wear earrings. Hole protectors must be clear and flush with the earlobe.**
- Girls may not wear bars, chains, or anything other than conservative, normal earrings. Large hoop earrings are prohibited because they may pose a safety hazard.
- Body piercings and gauges are prohibited for all students.
- Jewelry and accessory items with offensive symbols, such as peace symbols, pentagrams, etc., are unacceptable, and subject to the sole discretion of the administration. This includes lunch boxes and backpacks. No fake tattoos are permitted.
- Any student who has an offensive tattoo, as determined at the sole discretion of the school administration, must cover it at all times, including during attendance of any school-sponsored activities.
- Any shoe with open toe or open back is unacceptable. Shoes must have substantial soles and cannot have heels higher than 3 inches. Bedroom slippers are not allowed.

- Hats, hoods, sweatbands, bandannas, ear pods and headphones cannot be worn by boys or girls during school hours, either inside or outside the building.
- Non-FA outerwear is permissible during transport to and from school and during outdoor activities only.
- Blankets are not allowed inside the building.
- Students may wear full-length leggings and tights under shorts or jumpers. They must be in solid colors of white, gray, burgundy or black. Socks must be worn with leggings.
- Only plain, solid, **hoodless t-shirts** in white, gray, burgundy or black may be worn under FA polo. The t-shirts may be short or long-sleeved.

#### **Dress Code for School Spirit Friday:**

All students may wear either a FA or Highpoint Church activity shirt or approved hoody, or an approved Christian t-shirt and FA uniform pants, skorts, or shorts (shirts must be approved by administration no later than Thursday). FA activity shirts include athletic, band, performing arts, or other shirts approved by administration. Students abusing school spirit day dress by wearing clothing that is too tight, baggy, short, wrong shirts, etc. will lose their privilege for one full quarter. Spirit Friday shirts do not need to be tucked in.

#### **Field Trip Attire:**

Field trip attire will be FA uniform dress unless the sponsoring teacher receives administrative approval for some other attire no later than one week prior to the trip.

Boys' and girls' dress must be modest and neat at all school events. If there are any questions about attire, please check with FA administration before the event. Students who abuse this policy will be required to have their outfits approved prior to the event, or they will not be allowed to attend. Administration reserves the right to deny entry to any school event for dress code violations or lack of adherence to FA policies. Any violation of this policy will result in an intermediate infraction.

### **16. BUILDINGS & GROUNDS**

All school property has been provided through the sacrificial gifts and labor of the members of Highpoint Church and belongs to the Lord. Since visitors to the church and school could appear on the premises at any time, it is of the utmost importance that we keep our property looking clean and in good condition. Please observe the following guidelines:

- Put all trash into the trash containers provided. Pick up any trash, even if you did not put it there.

- Protect the shrubbery and lawns. Walk on the sidewalks whenever possible.
- Help keep the property in good condition by never defacing or damaging it; report anything damaged or broken to the office.

**17. HALL PASSES**

A hall pass must be in the possession of a student who is out of class during a class period. Any student found in the hallways for whatever reason without the proper hall pass may receive a referral.

**18. INSURANCE**

Student insurance is purchased for all students and is part of their annual activity fee. This insurance is secondary to the student's primary health insurance.

**19. LOST AND FOUND**

Lost and found articles are kept in the containers located next to the front desk. Uniform items will be disposed of and textbooks will be returned to teachers for reissue. Be sure your student checks there for ANY missing items.

**20. SCHOOL RULES**

- Chewing gum is one of a school's main enemies—students place it everywhere. Therefore, there is to be absolutely no gum chewing on school grounds. Students caught chewing gum will be asked to spit it out and parents will be contacted.
- Students are not allowed in the school building without teacher supervision before 7:00 am and after 3:30 pm.
- Students are not allowed in the classrooms without the presence of a teacher or coach.
- Loitering outside the buildings after school hours is prohibited.
- The restrooms are not to be used as storage rooms.
- No food or drink, except water in a clear, sealable container (such as a water bottle) is allowed in classrooms, hallways or sanctuary.
- All students must remain in the cafe the entire lunch period. No one may leave the building for lunch.
- Students are to clear their tables of trash and place it in the proper receptacle when leaving the cafeteria.
- The sanctuary, front hallway, front restroom and church office areas are off

limits to students unless under teacher supervision.

- Students out of class during class time without a pass will receive a referral.
- Students are to report to class as assigned. Class cutting is a serious matter and disciplinary penalties will be handled through administration.
- Students are not allowed to sell anything at school without administrative approval.
- If a student wishes to see an administrator for any reason, he/she should first tell the school office manager of their desire. If that administrator is busy, the student will be contacted as soon as practical.
- Students are not allowed to rollerblade or skateboard in the church/school building, or any of the parking lots.
- Students are not allowed to use CD players, iPods, MP3 players, handheld game systems, computer games, or other electronic devices during school hours without administrative authorization. These items are permitted during extended care and must be stored during school hours. FA is at no time responsible for any lost or stolen items. It is highly recommended that the students name be either engraved or written on the item in permanent marker.
- Students desiring to use iPad's, laptops or tablets must first obtain administrative permission.
- Cell Phone Policy – Cell phones are permitted to be carried. They may be used in class for educational purposes only, at the discretion of the teacher. Students may use cell phones during their lunch period. Cell phone use is not permitted in other locations, such as while walking in the hallway, in restrooms, or in chapel or specials. During extended care students must first have teacher's permission to use their phone.
  - On the first offense of this policy, the phone will be confiscated and returned to the parent only *at the end of the school day*.
  - On the second offense, the phone will be confiscated; parent may pick up the confiscated phone *at the end of the school day*.. The student will receive consequences under intermediate level acts of misconduct.

- Students abusing the cell phone policy again will receive the consequences under major acts of misconduct.
- Any student leaving the school campus during the school day **without permission from the administration** will receive administrative disciplinary action. Students are not to roam in the parking lot and are not allowed to rest in or on cars in the parking lot.
- Plagiarism or Academic Cheating - Plagiarism means any act of using, without acknowledgement, the ideas, writings, or inventions of another, either word for word or in substance and representing them as one's own. For example: quoting without using quotation marks, failing to use citations and a bibliography to indicate material used directly or substantially from other sources in written or oral reports. Plagiarism or academic cheating will not be tolerated and will warrant disciplinary action.

## 21. DISCIPLINE/BEHAVIORAL EXPECTATIONS

- The school and home must be parallel in disciplinary outlook for moral training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable.
- Parents should understand that while administration is open to their input at any time, administration must be trusted to make a decision that is, at their sole discretion, the best for the situation. Parents will be expected to accept and cooperate with administration's decision.
- The following guidelines will help as we build toward such an outlook. The responsibility and authority to discipline comes from God. Discipline has moral content. The foundation is our amenability to God and the revelation of His standard of conduct, which is both positive and negative. Disobedience is the core of sin. Christian love is at the heart of all discipline. Correction and chastening are an essential part of the firmness of love; they must be balanced. Firmness minus love becomes harsh; whereas love without firmness is sentimentality. Both errors produce, instead of solve, problems. "For the Lord corrects those he loves, just as a father corrects a child in whom he delights"

(Proverbs 3:12). **We do not use corporal punishment.**

- All discipline is designed to show the child's sinful will and to lead him to trust Christ and become a self-disciplined person who wants to do God's will. We hope to cooperate with the home in forming good habits in the student, such as cheerful obedience to authority and school regulations when the person in authority is not immediately present. Such obedience should be willing and immediate. With this in mind, the following is a progressive pattern of discipline encounters and their most probable disposition.
- Code of Conduct – a FA student is bound by our code of conduct 24 hours a day, on or off campus. Off campus behavior or statements that are communicational or coercively illicit, immoral, profane, illegal or inconsistent with biblical standards may be dealt with within our discipline system and may result in dismissal. Students are also expected to uphold the rights and well-being of others. Behavior which is coercive, either explicitly or implicitly, or which violates a student or teacher's fundamental rights, will not be tolerated.
- Sexting Policy - In keeping with the school's responsibility to provide a moral and safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." Sexting, the act of sending, receiving, forwarding, or *posting* sexually explicit or suggestive message, photos, or images via cell phone, computer, or other digital device—is prohibited on or off school property. Students engaged in such activities are subject to state laws and school discipline. Posting, sending, sharing, possessing, or viewing pictures, text messages, or e-mails that contain sexual messages or images is a violation of this policy. Any such violation will result in school discipline up to and including dismissal and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator.
- Social Media – Students should be aware that social media entries reflect their character and are used by schools, colleges, and employers for admissions and

employment decisions. Therefore, posts which are considered inappropriate, at the sole discretion of administration, will be dealt with under the discipline system. *This includes using social media as a method of bullying or intimidating another person.*

- Students cannot initiate or open a social media page on behalf of/that represents the school. School sponsored clubs and athletic teams may do so via written request, completed and submitted by the club sponsor or coach for administrative review and approval. Any pages not approved by the school or found to be inappropriate will be investigated, reported and submitted to the discipline system at the sole discretion of administration.
- A student may be dismissed from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined in the sole discretion of the administration. Social media entries may be used to aid in making this decision. Re-admission considerations following dismissal will be determined on a case-by-case basis.
- Dismissal offenses: The following offenses are inconsistent with attendance at FA and will likely result in dismissal. If a student commits one of these offenses he/she will be automatically suspended pending review for dismissal. The offense will be investigated and reviewed by administration, and the parents notified of the result. Parents may request a review by the school board at its next scheduled meeting.
  - Possession on campus or at a school sponsored event of tobacco, illegal drugs, alcohol, or vaping materials.
  - Pre-conceived violence—that is, violence that was pre-conceived off-campus or on social media and performed on campus or at a school sponsored event.
  - Sexual activity on-campus or at a school sponsored event.

**Classroom Discipline** – Each teacher will be responsible for listing his/her classroom rules which are to be followed with rewards given for good behavior and consequences given for inappropriate behavior. Each teacher will be responsible for the administration of his or her

own classroom. If a student shows a consistent pattern of misbehavior, the teacher will contact the parent and document such behavior. If the student continues to persist in inappropriate behavior after correction by the teacher and parent contact, then the teacher has the option to present the student with a discipline referral to the administration. The student will then be dealt with in the discipline system.

- Discipline at Foundations Academy is done with firmness and love, based on Colossians 3:25: “He who does wrong will be punished, and there is no respecter of persons.” Our approach involves emphasis on the student’s responsibility in choosing how he/she will behave. Consequences are a natural result of choice on the part of the student. **Responsibility and cooperation in all areas of school life are expected of students and parents.**

**Discipline Point System** – Before referrals are written to have points assigned for minor acts of misconduct, the teacher is to carry out the stages outlined on the referral form. A referral may be issued immediately for misconduct outside the classroom.

- **Minor Acts of Misconduct** – (1 – 2 discipline points per referral). Minor acts of misconduct interfere with the orderly operation of the classroom or school activities. Examples of minor acts include, but are not limited to: disorderly behavior, dress code violation, excessive talking, note writing or passing, personal grooming, consumption of candy, gum, food or drink in non-approved areas, inappropriate language, and favoring, reacting to, or liking inappropriate material on social media.
- **Intermediate Acts of Misconduct** – (Automatic referral and 3 – 5 discipline points per infraction). Intermediate acts of misconduct will result in an administrative conference, parental contact, suspension, detention, or In-School Suspension (ISS). Examples of intermediate acts of misconduct include, but are not limited to: bullying, destruction of property, disrespect for teachers and staff, disrespect for peers, insubordination, repeated minor acts of misconduct, a second cell phone violation, skipping class, leaving without



permission, profanity, plagiarism, vulgarity, cheating on tests and quizzes, lying, public display of affection, and creating inappropriate material on social media.

Horseplay is an automatic referral with a minimum of 3 points and automatic ISS. Dress code violations may also earn an immediate referral. Usually, a student is given a warning at the first offense and an ISS after the second infraction.

- Major Acts of Misconduct - (Automatic referral and ten (10) or more discipline points per infraction). Major acts of misconduct will result in an administrative conference, parental contact, suspension, and report to proper law enforcement agency (if appropriate). Examples of major acts of misconduct include, but are not limited to: honor code violations; immoral conduct; sexual activity (including “making out”); sexting; teasing or disrespect of anyone regarding race, gender or individuality; stealing; lying to administration; violent threats; fighting; biting; kicking; spitting; repeated intermediate acts of misconduct; vandalism; carrying, using, selling, buying or possession of illegal tobacco, vaping material, alcohol, or drugs on or off campus; carrying a firearm or knife or anything construed as a weapon; possession of explosive devices or fire hazards; tampering with safety equipment; and commission of a felony on or off campus.
  - Physical Contact/Immorality - Demonstrations of romantic involvement between students on school property are forbidden. Behavior should be above reproach. In accordance with the ministry’s statement of faith and in recognition of biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior.
  - We pledge to guide our Christian school community toward understanding and embracing its sexuality as a reflection of its relationship with God. Seeing that sin

is a common struggle for all, members of the school community are committed to treating one another with respect and Christ-like compassion (Philippians 2:3-5). Insults, slurs and other forms of derogatory speech have no place in a Christian community (James 3:9-12). Students are to maintain personal sexual purity in speech and behavior.

- Depending on severity, and at the sole discretion of the administration, a major act of misconduct may result in either an out-of-school suspension or immediate dismissal. Students receiving an out-of-school suspension will be warned that a second infraction of that nature may result in dismissal. Also, at the discretion of administration, a student may be placed on a three strike system following a major infraction. The major infraction would be the first strike. Subsequent intermediate level or higher infraction would result in second and third strikes. Second strike infractions may result in a three day suspension and third strike in dismissal.
- Sexting - the act of sending pictures or messages of a sexual nature between cell phones or other electronic media. Foundations Academy explicitly prohibits “sexting”. Students will not create, use, send, download, share, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, to internal or external users, websites, social networks, or blogs. School administrators may search electronic devices at any time they suspect that a search will reveal a violation of school rules. If an administrator confirms “sexting”, the following steps will be followed:
  - Contact the parents of all students involved
  - Each student will receive a 3 day OSS and 10 discipline points
  - Each student will be placed on the three strike program, with this infraction being strike one

- Students will complete the sexting program as outlined in the agreement letter.

The Point System includes, but is not limited to:

- Biting 10 pts Major
- Bullying 3-5 Mid
- Carrying a firearm, knife, weapon, or anything construed as a weapon 10 Major
- Carrying, using, selling, buying or possession of illegal tobacco, vaping material, alcohol, or drugs on or off campus 10 Major
- Cell phone violation 1 1 Minor
- Cell phone violation 2 3-5 Mid
- Cheating on test/quiz 3-5 Mid
- Classroom Disruption (repeated) 3-5 Mid
- Commission of a felony on or off campus 10 Major
- Consumption of candy, gum, food 1-2 Minor
- Destruction of property 3-5 Mid
- Disorderly behavior 1-2 Min
- Disrespect for peers/staff 3-5 Mid
- Excessive talking 1-2 Min
- Explosive devices and fire hazards 10 Major
- Fighting 10 Major
- Honor code violations 10 Major
- Horseplay ISS
- Immoral conduct 10 Major
- Inappropriate language 1-2 Minor
- Inappropriate material/social media 10 Major
- Insubordination 3-5 Mid
- Kicking 10 Major
- Leaving w/o permission 3-5 Mid
- Liking inappropriate material/social media 1-2 Minor
- Lying 3-5 Mid
- Lying to Administrator 10 Major
- Note writing 1-2 Minor
- Personal grooming 1-2 Minor
- Plagiarism 3-5 Mid
- Profanity 3-5 Mid
- Public display of affection 3-5 Mid
- Repeated intermediate acts of misconduct 10 Major
- Repeated minor acts of misconduct 3-5 Mid

- Sexting 10 Major
- Sexual activity (including making out) 10 Major
- Skipping class 3-5 Mid
- Spitting on someone 10 Major
- Stealing 10 Major
- Tampering with safety equipment 10 Major
- Teasing or disrespect of anyone regarding race, gender, or individuality 10 Major
- Vandalism 10 Major
- Violent threats 10 Major
- Vulgarity 3-5 Mid

## 22. DISCIPLINARY MEASURES

Levels Of Discipline Intervention

Level 1 – The accumulation of five (5) discipline points will result in:

- Letter sent to student and parents
- Conference with student

Level 2 – The accumulation of ten (10) discipline points will result in:

- Phone conference with parents
- Conference with student
- Appropriate disciplinary action

Level 3 – The accumulation of fifteen (15) discipline points will result in:

- Parent/Student conference with administration
- Conference with student
- Appropriate disciplinary action
- Travel ban (See below)
- Student will automatically be placed on disciplinary probation for the following school year

Level 4 – The accumulation of twenty (20) discipline points will result in:

- Parent/Student conference with administration
- ISS - \$25 fee
- Student will be placed on the three strike system

Level 5 – The accumulation of twenty-five (25) discipline points will result in:

- Parent/Student conference with administration
- Out-of-School suspension
- Probation

Level 6 – The accumulation of thirty (30) discipline points will result in:

- Parent/Student conference with administration

- Any referral will result in a strike. Students will be dismissed at strike three

Disciplinary Probation – There are two types of disciplinary probation, both usually last one semester. The first is a **three strike system**; any intermediate level or higher infraction will result in a strike. At strike three, the student's record will be reviewed by administration for dismissal. The other is the **strict three strike system**; any infraction will be a strike. At strike three, the student's record will be reviewed by administration for dismissal.

Dismissal – When a student has been dismissed, they are banned from the school campus and all school activities. If they are seen at the campus or an activity, they will be asked to leave. If they refuse, authorities may be called to escort them from the campus or activity.

Out-of-School Suspension (OSS) – OSS is assessed for major infractions, or accumulation of 30 or more discipline points. It is intended as a message to the student and his/her parents that he/she is coming dangerously close to dismissal. When an OSS is assessed, the first out of school day is the following day. For example, if a student was given 3 days of OSS on a Tuesday, the count would start on Wednesday; he/she would be out on Wednesday, Thursday, and Friday, and would return on Monday. Any student issued OSS will receive an unexcused absence and zeros for all assignments missed during their absence. When a student is on OSS he/she may not come to the campus or to any school activity until the period of the OSS is over. This includes pickup or drop-off of siblings or friends. If they come to campus, they will be considered insubordinate and disciplined as an intermediate level infraction. The student may be required to complete an administrative review upon return.

In-School Suspension (ISS) – One of our most effective consequences is ISS, during which students will do school work and manual labor. Any student who receives an ISS will be required to report to work and be charged \$25. The \$25 goes to pay for the staff that must be here to supervise them. Any student, who has been issued an ISS and is absent unexcused, will be given 2 ISS's and the charge doubled. If the student fails to report to the 2<sup>nd</sup> ISS, the student will receive an out-of-school suspension, but the fees will not be waived.

Please note: students and/or parents are responsible for the cost of an ISS.

Three Strike System – This system works as a warning to any student who has reached the appropriate level in our discipline system. Students may be placed on the three strike system for the following reasons:

- Any student who accumulates 15 or more discipline points will automatically be placed on disciplinary probation the following year.
- New students transferring to FA from another school with excessive amounts of referrals may be placed on three strikes for the first semester they attend.
- Any student who reaches 20 or more points in one academic school year.
- Any student who has been suspended for any reason during the school year is automatically placed on three strikes, and strike one will start with their suspension. Any intermediate or major level of misconduct that follows will count as a strike.
- Once a student has reached strike three they, along with a parent/guardian, will meet with administration about possible dismissal.
- Occasionally, new or returning students with extensive discipline records are placed on the strict three strike program. When the student is admitted or readmitted, it is explained to him/her that administration expects to see a complete change in his/her behavior. Therefore, on this program, any and all referrals are counted as a strike, with the discipline consequences of the three strike program being assessed (both suspensions and point levels). At the third strike, the student is automatically dismissed.

Travel Ban – Throughout the school year, students have the opportunity to participate in various extracurricular activities, such as sports, field trips, concerts, or places off campus, etc. We want the students to be able to participate as much as possible; however, any student who accumulates **15 or more discipline points** during any part of the school year **will not be able to participate** in any extracurricular activities held off campus without administrative approval. Any Middle/High School student with a cumulative 2.0 GPA or below will be placed on a travel

ban (to include the senior trip). Any student with 20 or more absences will be placed on travel ban. Money cannot be refunded if a student is removed from a trip due to travel ban. Any exceptions must be approved by administration.

### **23. REPORT CARDS**

The purpose of reporting is to give parents and students an indication of the progress which is being made. **Parents are encouraged to ask for a conference at any time they feel it necessary.** The teacher welcomes such opportunities. Report cards will not be issued to any student whose account is not current unless prior arrangements have been made. Report cards go out every nine weeks.

- Retention
  - Elementary students who fail a full year of one core course or more will be retained in their grade level. English, math, science, Bible and history are considered core courses.

### **24. TRANSCRIPTS**

- Transcripts can be requested by parents at any time using the appropriate form available from the reception desk or the school website. Transcripts will generally be available within two weeks from the date of request.

### **25. TUITION/ PAYMENTS**

Three tuition payment options are available in our tuition management system (FACTS). All options are done via automatic withdrawal (ACH). Arrangements for the automatic withdrawal will be made by filling out the appropriate form and sending in a voided check to our tuition management system. Credit card payments are also available for a convenience fee.

Parents may the annual tuition in full for a 5% discount

Parents may pay monthly.

Parents may set up bi-weekly payments.

Returned ACH withdrawals or rejected credit cards charges are charged a fee of \$30.00. Also if the returned payment makes the tuition payment more than 5 days overdue, and additional \$25 late fee will be charged.

Tuition payments are based on our annual rate, not on daily attendance. Long term illness will be charged at a 50% rate. (6 consecutive school days or more; confirmed by a doctor.)

All school payments must be made through our FACTS tuition management system, Please do not give any form of money to your

student's teacher or place in your student's book bag or agendas. All teachers are advised not to take payments. If any money is sent in the agenda or book bag, it will remain there to be returned to you.

### **26. STANDARDIZED TESTS**

- Foundations Academy utilizes the MAP Growth program for tracking standardized achievement. Testing is done digitally and will be scheduled up to three times per year. It is required that students take the school-wide tests.
- Students testing below grade level may be required, at the sole discretion of administration, to take remedial courses.

## **SAFETY**

### **27. FIRE & DISASTER DRILLS**

Due to the possibilities of fire and/or local disaster, the school has organized several types of drills applicable to the existing situation. Further information will be given to each student in his/her classroom.

### **28. SECURITY**

- For security reasons, all visitors must sign-in with the receptionist and wear a visitors badge while on campus.
- All exterior doors will remain locked and visitors must enter through the front doors.

### **29. VOLUNTEERS IN THE SCHOOL**

Based on current laws, adults must be background screened at their own expense via the VECHS system and complete a volunteer application prior to volunteering in the classroom, accompanying students on field trips, volunteering on or off campus with Athletics, or any time they have unsupervised access to students. At administrative discretion, an interview may be requested. The entire process may take two weeks. Please plan in advance.

