

FREEDOM CHRISTIAN ACADEMY

39731 N. Kennedy Dr.
San Tan Valley AZ, 85140

Phone: 480.987.5488
FAX: 480.987.9344
www.freedomca.org
E-mail: fca@freedomca.org

FREEDOM CHRISTIAN ACADEMY

SCHOOL HANDBOOK

Education on the Right Foundation



ALL YOUR SONS WILL BE TAUGHT BY THE
LORD, AND GREAT WILL BE YOUR
CHILDREN'S PEACE.
ISAIAH 54:13

39731 N. Kennedy Dr.
San Tan Valley AZ, 85140

Phone: 480.987.5488
FAX: 480.987.9344
www.freedomca.org
E-mail: fca@freedomca.org

FREEDOM CHRISTIAN ACADEMY

Education on the Right Foundation



HANDBOOK POLICIES MAY BE AMENDED AT ANY TIME BY ADMINISTRATION. NOTIFICATION WILL BE SENT TO PARENTS AT TIME OF CHANGE.

Freedom Christian Academy complies with the Resolution of Racially Non-Discriminatory Policy per Rev. Proc. 75-50, Section 4.01

Freedom Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Copyright © 2005 Freedom Christian Academy

All rights reserved

First Printing 2005

Second Printing 2006 Revised

Third Printing 2008 Revised

Fourth Printing 2010 Revised

Fifth Printing, 2013 Revised

Sixth Printing, 2014 Revised

Seventh Printing, 2016 Revised

Refund Policy:

No refund will be made in case of absence from school due to illness or other reasons. The school expenses continue whether a student is present or absent. Tuition refunds for pre-paid tuition will be made for withdrawals when the school has received a two week advance notice.

Donations:

Any financial gifts or non-cash donations to the school will be gratefully received and receipts will be given. All checks should be made payable to Freedom Christian Academy. All gifts are tax deductible and our federal ID number is available upon request.

Scholarships:

Scholarships are available for students in Kindergarten and above and are granted based on financial need of family. Persons interested in the Christian education of children provide these scholarships. All scholarships granted will be distributed under the direction of administration and will be treated as confidential as possible.

Student tuition is not considered a tax-deductible donation for Kindergarten through 12th grade.

Always consult your tax adviser for your specific situation.

Parent Communication: Parents must sign up once for weekly blog information at www.freedomca.org. Click on the news center and sign up for the FCA Blog and your child(ren’s) classroom blogs. Please check your email regularly for important school information once you sign up for the FCA blog. Also, please check your child’s daily correspondence book for important information and daily homework assignments. The correspondence book has been issued to students in Kindergarten through 8th grade. The correspondence book must be returned to school with the child daily. If the book is lost or damaged, a \$25 charge will be added to your account.

TABLE OF CONTENTS

Mission Statement, Our Vision and Commitment to You..... 2

Statement of Faith..... 3

Administration..... 4

Admission Policies and School Hours..... 5

Office Hours and Attendance/ Tardy.....6-7

Academic Standards.....8

Achievement Tests/ Report Cards and Bible..... 9

Standard of Dress..... 10-11

Discipline Policies..... 12-13

Tuition Table and Financial Information 14-15

Mission Statement

The primary mission of Freedom Christian Academy is to equip our students with a full knowledge and understanding of the Word of God, so they may experience the presence of the Holy Spirit working in their lives. Academically, FCA will provide the highest standards of learning for every student's success.

Vision

We believe we are called to bring this generation of children into the full knowledge of the Kingdom of God, which is to know the only true God and Jesus Christ. God's design for the education of the whole child; spirit, soul and body, is to be "conformed into His image." (Col. 1:10). We will nurture our students, spiritually and academically, as they grow into Godly citizens, who act justly, love kindness, and walk humbly with their God. (Micah 6:8)

Our Commitment to You

The beginning of knowledge is the fear of the Lord; this is the standard by which our curriculum and staff is chosen. And using that as the standard in educating our students, we recognize that we will give an account to our Lord and to you, the parents. We will design and continually modify our learning programs to ensure the highest standards of excellence in all areas. The small class sizes will enhance your child's opportunity to learn. Our teachers will be Christ directed and highly skilled to serve you and your children, preparing them to be active participants in our community.

Financial Statement

Meals:

Meals will not be provided by FCA. Parents are required to send a lunch and snack for their student(s).

Enrollment:

The registration fee must be paid when application forms are received by school personnel. It is non-refundable and non-transferable. The registration fee covers: hardbound books, achievement tests, and administrative costs as well as ensures your child's placement in a given classroom.

Tuition Payments:

Tuition is based on a ten month installment plan; the first installment payable to Freedom Christian Academy is due the first day of school and the rest of payments due on the 1st of the month starting September 1st and ending May 1st. Any discrepancies regarding your account must be addressed within 30 days of the date of billing. After that time the account is considered correct. All monthly tuition payments are due on the first of the month and are late after the 5th of the month. A \$25 late charge will be added to all unpaid balances on the 6th of each month.

Students will be dismissed from Freedom Christian Academy for lack of payment after the account is overdue. No records, grades, immunization records or test scores will be transferred when the account is delinquent. Tuition payments are not tax-deductible.

Curriculum Fee:

Pre-Kindergarten & Kindergarten curriculum fee is due June 15th or 3 monthly installments: July, August, September.

1st Grade and up: Curriculum fee can be divided into 3 installments: 1st payment due July 1st, 2nd payment due August 1st, and 3rd payment due September 1st.

Withdrawal Procedures:

If a student is withdrawn from school for any reason, a TWO WEEK WRITTEN ADVANCE NOTICE must be given to the school office. If this notice is not given, accounts will be charged in full for the month in question. It is understood that if a student is withdrawn for any reason, that no refund of registration or partial monthly payments will be given.

Enrollment and Tuition Fees*

CLASS	NON-REFUNDABLE REGISTRATION FEE	TUITION YEARLY	TUITION MONTHLY
Preschool:			
2 day (T/TH)	\$150.00	\$2,100.00	\$210.00
3 day (M/W/F)	\$150.00	\$2,850.00	\$285.00
5 day (M-F)	\$150.00	\$4,100.00	\$410.00
K-8th Grade	\$150.00	\$4400.00	\$450.00
9th-12th Grade	\$150.00	\$4,900.00	\$490.00
Curriculum Fee	Pre-K- \$50.00 Kindergarten-\$100 1st-6th grade:\$200	7th-8th Grade- \$300	9th—12th Grade - Fee varies by subject

* Discounted Tuition for pre-paid payments and sibling discounts available.
Please contact the office for fees.

**FINANCIAL AGREEMENT INCLUDED IN ADMISSIONS
PACKET. PLEASE REFER TO THIS PACKET FOR
FURTHER INFORMATION**

Tuition is due the 1st of each month. If tuition is not paid by the 5th, a late notice and late fee of \$25.00 per child will be added to your child(ren)'s account. If you do not notify FCA by the 10th of the month, your child will be un-enrolled or suspended until the account is paid in full.

Thank you for your support in this matter.

Statement of Faith

- We believe the Bible to be directly inspired by God, to be God's Word to mankind. (I Tim. 3:16, II Peter 1:20-21, I Cor. 2:10-13)
- We believe that there is One God, expressed in the Father, Son and Holy Spirit. (Matthew 28:19-20, John 14:16, Psalms 2:6-9, I Cor. 12:4-6,)
- We believe man was created by a direct act of God. (Genesis 1:26-27, Genesis 2:18)
- We believe in the Deity of the Lord Jesus Christ. (John 1:1-5, 14 & 34, John 6:69, Matthew 1:20-23, Luke 1:31-33, Romans 1:3-4)
- We believe in the virgin birth. (Matt. 1:23, Isaiah 7:14)
- We believe in His sinless life. (Hebrews 1:9, 7:14)
- We believe in His death on the cross to save from the law of sin and death and all who believe and call upon His name. (Acts 2:21, Matthew 26, 27, & 28, Galatians 3:13, I Cor. 5:7, I Peter 1:18)
- We believe in His miracles. (Luke 4:18, Acts 2:22)
- We believe in His ascension to the Father's right hand. (Luke 24:51, Acts 1:9, Eph. 1:20-23)
- We believe in His return in power and glory. (John 14:1-6, I Thess. 1:7-10, Matt. 25:31, Titus 2:13, I John 3:2, Acts 1:11)
- We believe all have sinned and sin leads to condemnation. (Rom. 3:23, 6:23, Gal. 3:22)
- We believe Jesus Christ died for all mankind, but that only those who repent and believe are saved. (Acts 10:43, Rom 10:13, Matt. 16:25, Mark 8:38, John 3:15-16)
- We believe that salvation is by grace through faith, not by any works or good deeds of men. (Rom. 3:21-26, Rom 5:8, Gal 3:22)
- We believe in the present ministry of the Holy Spirit who lives in the believer and enables him to lead a godly life. (Matt. 3:11, Acts 2:4, Acts 2:39)
- We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of eternal life and they that are not saved unto the resurrection of eternal separation from God. (Rom 6:6,8)

Administrators

Pastor Cal and Barbara Lorts founded FCA in 2005 along with Matt and Keather Healy. Pastor Cal and Barbara pioneered five churches and Christian schools dating back to 1975.

Pastor Ben and Cassie Koshatka were given full Pastorship of New Creation Fellowship in 2014 and leadership of FCA in 2016, operating both ministries under All For Jesus, Inc, a non-profit organization. They have been married for over 10 years and have 3 children, Grace and twin boys Levi & Zeke.

Though not original founders, Pastor Ben and Cassie Koshatka came from TX to complete their ministry internship here at Freedom Christian Academy during the 2006-2007 school year. Pastor Ben served as Assistant Pastor under Pastor Cal Lorts and Mrs. Koshatka was the Kindergarten teacher. Their hearts are to minister to the families at New Creation Fellowship and FCA as the Lord leads. The school is a precious outlet to share Jesus while providing a solid, Christ—centered education.

Pastor Ben is the primary administrator at FCA, overseeing the Academic Directors and Staff, as well as the Head Pastor of New Creation Fellowship. He was an associate Pastor for 7 years in TX before returning to us here in AZ. He graduated from Accelerated Christian Training School in 2003 and has been preaching, teaching, and sharing the Love of Christ for over 10 years. Cassie Koshatka serves as the School Advisor and Finance Supervisor for both New Creation Fellowship and FCA. She is also the Children's Church Coordinator at NCF. She graduated from Texas Bible Institute in 2001 and Accelerated Christian Training School in 2005 and has 20 years of combined Child Care Classroom and Administration experience in addition to her 3 years of teaching Kindergarten. She is a Jesus-loving Texas brought to Arizona by the Lord and believes that Christ should be established in children from a very early age.

Kaleen Porras serves as the Academic Director for Pre-K through 5th Grade and has been at FCA since 2005. Aimee Hunter serves as the Academic Director for 6th through 12th Grade and has been with FCA since 2013.

Discipline Policies

We want our students to feel happy, safe and secure, and have a maximum opportunity to learn. FCA implements positives rewards for good behavior and excellent achievement or behavioral consequences when necessary.

Classroom Discipline Policy:

Teachers will implement a class/individual behavior management system emphasizing positive behavior and good study habits. Teachers will have classroom consequences for negative behavior and unacceptable study habits. Teachers will abide by Christian values and morals as they implement programs.

Administration Action:

If student behavior/action needs further attention, a behavior referral may be issued by any staff member to students who have not complied with rules/policies. Consequences will be handled by the administration/pastor on an individual basis with parent notification and conference.

Cause for Possible Student Suspension or Dismissal:

- Verbal or physical abuse of student/teacher or other adult in authority
- Leaving campus without permission
- Any type of weapon on campus
- Any action deemed inappropriate by the Administrator

Ungodly communication or inappropriate language will not be tolerated by any older students. Administration will apply the consequences as deems necessary.

Dress Code Violation:

First Warning: A note will be sent home. Parents must sign the note and return it the following day.

Second Warning: Parents will be called and a note sent home for appropriate attire. The note must be signed by the parent and returned the following day.

Third Warning: Parents will be called to pick up their child. If parents cannot be reached to pick-up their child, the student will be in in-school suspension to sit in the office for the day to complete schoolwork.

Discipline Policies

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

The responsibility for parents to discipline their children comes from God. Our desire is that Christian love be at the heart of our disciplinary actions and attitudes. Our philosophy of discipline is based on the Word of God and we are trusting parents to be obedient to God's Word and allowing FCA to parallel your disciplinary outlook. The following characteristics are traits that all students are accountable to follow at FCA:

1. I am a citizen of the Truth.
I follow God's Word by obeying my parents and those in authority. I share Christ with others as I learn more about Christ. I show God's love in all I do and say.
2. I am a respectful citizen.
I am truthful and honest with my classmates and teachers. I am responsible and prompt in class work and attendance. I am careful with FCA's property. I follow all directions and rules.
3. I am a considerate citizen.
I help my classmates and am giving. I keep my hands to myself. I esteem my classmates higher than myself.

When a student deviates in these areas, it is the responsibility of the home and the school to help by both correction and guidance. While the discipline of the child is the parent's responsibility, parents and teachers must cooperate fully with one another.

School Activities: Students must maintain a 2.0 C average or higher in order to participate in any athletic sport or school activity that requires them to miss a class session for drama or musical rehearsals.

Admission Policies

Admissions to Freedom Christian Academy is by written application, a personal interview and testing to determine grade placement. The Enrollment Application Packet contains forms that must be completed and returned to the school office with the registration fee. Parents must read and sign the commitment form stating that they understand and support the mission, vision, faith statement and policies of Freedom Christian Academy as presented in the Handbook.

Freedom Christian Academy strives to meet the diverse needs of all students in each classroom. However, FCA may not be able to meet special needs/accommodations for some children. An interview with the administrator will be necessary to begin the process to determine if the needs of an individual child can be met. A probationary letter with time and expectations will be included in the packet.

Students and parents are expected to fully cooperate with the policies/principles and their enforcement with an attitude of humility and understanding. The Administration shall make the determination as to what constitutes adherence to and violation of school policy and principles. As a private school, FCA reserves the right to refuse admittance, suspend or expel any student who violates the Discipline Policy, Dress Code, or any other school policy.

A birth certificate must be presented at the time of registration and an up-to-date immunization form must be submitted upon admission. All students are requested to have completed immunization records when they first enter FCA in compliance with the Arizona State Department of Health regulations. Report cards and other school records are required from all previous schools for elementary grades. A School Release Form must be signed by parent to receive information from previous school.

Admissions Policies

All new students/parents will complete an admission interview with the administration to determine admission, grade placement and the needs of individual students. All students will be given assessment tests within the first two weeks of school to ensure appropriate grade placement. Admission to each grade is on an individual basis, determined by the student's previous records, parents and administration and based on the social, behavioral and academic abilities of the student. FCA is not responsible for academic/social/behavioral deficits from prior learning. However, we will strive to see every student perform on grade level and above grade level if possible.

Office Hours

7:30a.m. - 4:00 p.m.

School Hours

8:30a.m. - 3:00 p.m.**

** Students arrive no earlier than 8:15 a.m. and must be picked up by 3:15 p.m.

PARENTS: PLEASE BE ADVISED THERE IS A LATE CHARGE OF \$1.00 PER MINUTE PER CHILD IF PICKED UP AFTER 3:15 p.m. CLOSING TIME

EXTENDED CARE HOURS

7:30 a.m. to 5:00 p.m.- Contact the Office

Closed Campus

All students are required to remain on campus.

Visitor Policy

FCA has an open door policy. This is your school. You are always welcome here. For security reasons, we ask all non-staff to check-in and check-out at the office before observing or volunteering in a classroom. You will receive a visitor's badge to wear while you are on campus. Thank you for your cooperation.

Pre-School through Pre-Kindergarten

**ALL CHILDREN OF PRE-SCHOOL AGE
MUST BE COMPLETELY TOILET TRAINED
TO BE ADMITTED.**

Standard of Dress (cont.)

Free dress day is LIMITED to: any color pants/shorts/skorts/skirts, no ripped/torn pants, same length apply.

Due to different interpretations of what is allowed and acceptable, the following specific guidelines must be adhered to.

PANTS-No's NO INAPPROPRIATE WRITING, EMBLEMS, DESIGNS, OR ANY EXTRAS.

- No excessive "baggie pants" or bagginess worn below the waist. ** Must be plain.
- Athletic wear—basketball shorts, sweatpants, etc. for P.E. only.

SHIRTS:

- Under shirt colors may be the same colors as the uniform: red, white, or navy blue- short/long sleeve undershirt with no collar— only crew neck and must be tucked in and not seen below school uniform shirt.

OUTERWEAR/ JACKETS IN/ OUT OF CLASSROOM

- School sweatshirts or plain color zip-up sweat jackets may be worn in classroom.
- Outerwear during cold weather must be a **plain, solid color** jacket or coat.

Plain Solid Color is no prints, logo, words, pictures, or any emblems or writing.

HAIR AND JEWELERY

Girls and Boys Hair:

- Must not hang in eyes at anytime. Must be able to see eyes at all times.
- Boys hair no longer than shoulder length and well-groomed (by FCA's discretion)
- No piercings on boys.
- No gauges!
- Only 2 inches or less dangle on girl's earrings.
- No other body piercings or fake piercings anywhere on face, tongue, or where it can be seen on the body.
- No tattoos for all students.
- No excessively long fake or "put-on" fake nails. Modest fingernail polish for girls only.
- Modest make-up for girls.

Standard of Dress

In our efforts to encourage students to achieve high levels of academic performance, high standards of behavior, and a positive image, we have developed specific standard of dress for our students. We want our students to dress appropriately, modestly and in a way that honors the Lord. We believe that our appearance says something about our character and attitude and we want to present a positive outlook to others. It is the parent's responsibility to see that their student is dressed appropriately, according to the following standards:

- Modesty is to be maintained at all times. This includes classroom activities, outdoor activities, P.E. class and athletic competition. Clothing will not reveal undergarments, midriff (stomach), or cleavage during any school event.
- Acceptable shirts: FCA's logo shirt provided by the school at the parent's expense.
- Acceptable pants: solid dark navy, black, dark brown, gray or tan pants, blue denim or black jeans (no ripped, torn, or jeans with holes). Pants or shorts may have cargo pockets on the side. Pants must be worn around the waist and if needed with a belt.
- Belts: Belts are only worn through loops of pants and must be black, blue, or brown.
- Acceptable skirts/skort: Skirts must be no more than 2" above the middle of knee, skorts must be "fingertip" length, solid dark navy, tan, dark brown, black, or blue denim jeans.
- Acceptable shorts: solid dark navy, tan, dark brown, gray, black or jean shorts must be "fingertip" length for boys and girls. Shorts with cargo pockets on the sides are acceptable.
- Acceptable shoes: gym shoes, dress shoes, and shoes with backs or straps must be worn at all times. High heels and any type of flip-flops are not permitted.
- **Gym shoes must be worn on the playground.**
- Sunglasses and hats may not be worn indoors at anytime. Caps with brims must face forward when worn outside. Dew rags/ bandannas are not acceptable.

If a student comes to school dressed inappropriately, parents will be notified and action may be taken at administration's discretion.

Attendance/Tardiness

Regular attendance is absolutely essential for successful school-work. Absences create hardships on everyone involved—parents, students and teachers, and should be avoided except for illness and emergencies. Educational research shows that academic achievement is negatively impacted when a child is absent or tardy. It becomes necessary for the student to complete not only the missed work, but also the current work of the class upon returning. A written notice of an upcoming absence with explanation is recommended. If the office does not have prior notice, the student will need a note or a phone call explaining the cause of the absence which must be received in the school office in order for the student to be admitted to class. Consequently, if a child is absent for more than 4 days, a doctor's note must be turned in to return to class.

****If neither is provided, the absence is unexcused and work missed during the absence may not be made up.**** Work missed during excused absences may be made up at the rate equal to the number of days missed, i.e. for a one day absence, work must be made up within one day of the student's return to school. Exception to missed days policy can be modified at the administration's discretion.

TARDY PROCEDURE: Tardiness to class should be avoided as it is a disruption to the class. Please abide by school hours. Excessive tardiness will be addressed by administration on an individual basis.

School begins promptly at 8:30am. If you arrive later than 8:30am, you will need to:

- 1) Park your vehicle in the parking lot.
- 2) Bring your child into the school office and sign the tardy book and fill out a tardy slip with the arrival time, date and signature of the parent.
- 3) You **MAY NOT** park outside the front door and drop off your child as this is a safety issue and we want to ensure the safety of all our students.
- 4) You **MAY NOT** allow your child to sign-in without a parent signature. You **MAY NOT** ask the high school students to sign-in for you, or take your child to class as their class time starts at 8:30 as well.
- 5) If tardiness exceeds 3 tardies in one quarter, administration will have a parent meeting to discuss concerns **BEFORE** your child is admitted to class on the following day.

Academics

Freedom Christian Academy will uphold the Word of God as the foundation of all knowledge and understanding. The fear of the Lord is the beginning of knowledge; this is the mantle by which our curriculum is chosen. Content areas are studied, understood and integrated with the revelation truth of God's Word.

Emphasis is placed on the basic core areas of reading, writing and mathematics using direct instruction and research based strategies for learning. Other core areas include Bible, Science, Social Studies, Spelling and Language. History, Math and Science are taught from a scriptural point of view. We offer a strong phonics based reading program for grades K-3. For grades 4-8, literature based programs are used which incorporate reading, writing, language skills and spelling into each series.

We encourage strong study habits in all grades which are designed to teach skills necessary for life. In order to maintain the high academic standards of FCA, students are expected to maintain an average grade of 70% or better in core subjects per quarter. If the grade falls below this standard, a plan of action will be developed and implemented by the administration, classroom teacher, parent and student. After a probationary period on this plan and the grade does not improve, parents will convene with teacher and administration to discuss further action.

FCA strives to see every student working at his/her full potential academically and spiritually. We recognize the different learning styles of each student and make every effort to incorporate many different teaching techniques to meet the needs of each student.

Achievement Tests

Every year, academic achievement or assessment tests will be administered to students in Kindergarten and up to evaluate their academic growth. The purpose of this testing is to maintain high academic standards and to ensure proper placement of the student according to his/her achievement. Notification will be sent home concerning the times and dates of achievement tests to be administered.

Report Cards

Report cards are issued three times during the school year. At the end of the trimester, a conference with at least one parent is required so that the teacher may present the report card and discuss the student's progress. We encourage you to discuss the progress and potential needs shown on the report card with your child. *End of year report cards will not be issued if Tuition, Extended Care, or any other charges more than \$20.00 remains outstanding at the end of the school year. Grading System is as follows:*

100-90 = A

89-80 = B

79-70 = C

Any grade below a C is considered Incomplete and a conference will be held to discuss further action. Good, positive communication between home and school enhances each students' learning experience.

Progress Reports will be sent home through your child's correspondence book to promote parent interaction. You may call your teacher with any concerns you have noted. Progress Reports will also indicate grade for effort and progress in non-core areas as well as class behaviors.

Bible Memorization

All students are required (except Preschool) to memorize monthly scriptures. They will be recited every morning when class begins. Each student will be expected to quote from memory the scripture to the teacher by the last day of the month. An award is given if said by the end of the month. If it is not memorized, the student must stay in in-school suspension and write it out for the duration of the recess. Parent participation is essential in helping each student memorize their monthly scripture, please read the monthly scripture with them nightly.

PERSONAL ITEMS NOT ALLOWED AT SCHOOL

Toys, trading cards, radios, CD players, iPods, Nintendo DS, Game Boy, and any other type of electronic equipment are not allowed on campus. Cell Phones must be kept off at all times and in the students locker or backpack. Should you need to contact your child, please call the school directly. These items will be taken from students and will be kept by the principal until a parent conference is held. Any type of weapon or item that could be used to cause physical harm is not allowed.