

# Welcome!

We begin this new school year with anticipation of watching God do great things in the lives of our students. The staff of Freedom Christian Academy has committed this year to lead our students to live by the words of Psalm 19:14:

*“May the words of my mouth and the meditation of my heart be pleasing in Your sight, O Lord, my Rock and my Redeemer.”*

Pleasing words...

Pleasing thoughts...

Pleasing hearts...

That is our goal for 2014-15! We yearn to equip our students to live for God with hearts that are fixed on pleasing Him. So, please join us in praying for the hearts of our students to be pure and holy. Our hearts determine who we are and what we do, as well as how we love God and others. Because everything we do begins in the heart (Proverbs 4:23), our teachers discipline students with the goal of heart change, not behavior change. We're training students to be champions for Christ from the inside out.

Please carefully review the important policies and procedures in this handbook, and keep it on hand for reference throughout the year.

Thank you for partnering with us to provide a Christ-centered education for your child. We look forward to watching your child grow spiritually, academically, socially, and physically this year.

**This handbook and the policies contained within are subject to revision at any time during the school year.**

## **Mission Statement**

Freedom Christian Academy partners with parents to train students to love God and others, to serve, and to excel.

Revised 6/18/13

## **Beliefs**

- Each child is created in the image of God and is therefore unique and has value and worth.
- Each student will grow in understanding of God's will for his/her life through Christian leadership and the teaching of Biblical standards.
- High expectations for both the teachers and students will result in a greater level of achievement, bringing glory to God.
- Behavior is changed when the heart of a child is changed.
- Christian education is most effective when there is a unified partnership.
- A more positive atmosphere is cultivated when parents, teachers and students all work as for the Lord, not for men. (Colossians 3:23)
- Teachers should identify and nurture each student's individual strength.
- Our leaders must seek God's will for our school when making decisions.
- Education involves the whole child - spiritual, physical, intellectual and emotional.

Revised 2/21/11

## **Theme Scripture**

*"You shall know the truth and the truth shall set you free." John 8:32*

## **Motto**

"Distinctively Christian—Academically Excellent"

## **Goals**

It is the goal of Freedom Christian Academy to:

1. nurture spiritual growth and understanding.
2. equip students with the knowledge and skills necessary to achieve academic excellence.
3. encourage personal growth, responsibility, and accountability.
4. develop Godly relationships.
5. impact our world for Christ.

## **Philosophy and Purpose**

Freedom Christian Academy partners with parents and the church to provide quality Christian education from a Christian worldview. We can best fulfill our mission when we cooperate with Godly parents to provide a consistently Christ-centered environment for children. Since Jesus Christ is not separate from any area of life, all coursework is centered on Christ and students are brought face to face with Him in all studies and activities. By maintaining a distinctively Christian atmosphere and approach to education, we teach each child to function as a Christian in a post-Christian world. We emphasize the Biblical truth that God has a special plan for every child, and it is our goal to develop the whole person—spiritually, academically, emotionally, socially, and physically.

Freedom Christian Academy is a private Christian school that is distinctively Christian and academically excellent in its atmosphere and approach to education. Jesus Christ is the center of learning; therefore, it is our desire that our students come to a personal knowledge of Christ as Savior and Lord.

## Vision

When students graduate from FCA, we expect them to:

- have the knowledge and skills necessary to excel in future academic endeavors.
- have a personal relationship with Jesus Christ.
- confidently and comfortably share the gospel.
- show respect to those in authority.
- show compassion toward others.
- live responsible, disciplined, and orderly lives that cultivate personal growth and honor Christ.
- understand that they have great value in God's eyes.
- seek to fulfill God's plan for their lives.

## Mascot

Flames

## Colors

Red, White, and Navy

## Admissions

All families wishing to enroll in Freedom Christian Academy must agree with and actively support the school's Mission Statement, Philosophy of Christian Education, and Statement of Faith as these will be the basis for all Biblical instruction and integration.

Students are admitted on the basis of previous school records, personal family interview, and testing when deemed necessary.

FCA admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of its educational policies, admissions policies, or other school-administered programs.

***FCA will only enroll those students whose academic, physical, and emotional needs can be met. FCA has the right to positively affect the school climate by refusing admission to or removing from the school any student or family whose influence would be detrimental to the goals of the school.***

K3 students must be three years old on or before August 15<sup>th</sup> of the entering school year. K4 students must be four years old on or before August 15<sup>th</sup> of the entering school year. K5 students must be five years old on or before August 15<sup>th</sup> of the entering school year. First graders must be six years old on or before August 30<sup>th</sup>, 2014.

FCA will not receive students or families who have an outstanding debt at another private or Christian school.

### **Admission Procedures**

1. An application for admission must be completed in full and submitted with the non-refundable registration fee. A copy of the student's most recent grade card and T-CAP or SAT scores must be attached to the application.
2. Families are interviewed by a member of the administrative team to determine admission feasibility and grade placement. An admissions test may be administered to determine admission feasibility and/or grade placement.
3. Students enrolling for the first time must have: an official copy of their birth certificate (not the mother's copy), a complete medical examination form, proof of required immunizations, and social security number. Upon acceptance, all these types of information must be on file **prior** to the student's first day of school.
4. Parents will be notified of acceptance, non-acceptance, probationary placement, or waiting list by phone and/or mail.

If space becomes an issue, registration priority is as follows:

1. Current students and siblings
2. Chilhowee Hills Baptist Church members
3. New families

### **Lifestyle Agreement**

Freedom Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school endorses. This includes, but not necessarily limited to, participation in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

### **Re-enrollment Procedures**

Returning students must re-apply for each new school year and will only be re-enrolled provided they remain in good standing with respect to behavior, academics and financial obligations. Students who meet these conditions must submit a re-enrollment application with the non-refundable registration fee and will be guaranteed placement until January 31<sup>st</sup>. After that date, enrollment will be open to new families, and placement cannot be guaranteed.

### **Fees and Tuition**

A non-refundable registration fee must be paid each year in order to reserve a position at Freedom Christian Academy. Fees and tuition rates will be determined by the Administration and School Board each year and will be made available before re-enrollment begins. Child care and lunches are not included in yearly tuition.

Tuition may be paid annually, biannually, or monthly. Monthly tuition is due on the first of each month, beginning September 1<sup>st</sup>. **If tuition has not been paid by the third of each month, a**

**\$60 late fee will be charged.** Future payments will be applied to the delinquent balance before they are applied to current charges. Any student whose tuition account falls a month behind will be suspended and will not be allowed to return to class until payment has been made in full. A charge of \$25.00 will be assessed for all returned checks.

An activity fee is **due by July 1** and covers field trips, art supplies, music supplies, testing fees, supplemental materials, etc. A textbook fee is also **due by July 1** and covers textbook rental, all workbooks, and library fees. ***These fees must be paid before students can attend Freedom Christian Academy.***

**Student records will not be forwarded to another school until all financial obligations to Freedom Christian Academy have been satisfied. In the event that a delinquent account is turned over to an agency for collection, a 30% service charge will be added.**

If a student withdraws during the school year, tuition will be prorated based on the number of days the student attended FCA. The family will be responsible for the difference in the amount paid and the balance owed for actual days attended.

**Fee Schedule for the 2014-2015 School Year:**

Tuition for K3 and K4: \$478 per month for 12 mos.  
(\$5,736.00 per year)

\*Active CHBC members: \$383 per month for 12 mos.  
(\$4,596 per year)

Tuition for K5 through sixth grade: \$411.00 per month for 12 mos.  
(\$4,932 per year)

\*Active CHBC members: \$329 per month for 12 mos.  
(\$3,948 per year)

Registration Fee (non-refundable): \$125.00 per student

Activity Fee: \$100.00 per student

Book Fee: \$200.00 per student

Growth and Development Fee \$250.00 per student/\$500 max per family

**Note: Students may not attend until these fees are paid.**

*\*In order to receive this discount the family must be active members of CHBC (attending and supporting) prior to the beginning of each semester—as evidenced by Bible Fellowship attendance. **Attendance at Bible Fellowship will be reviewed at the end of each semester (two grading periods) to determine if the family still qualifies as active.** If church members letter out during the semester, the membership discount will apply until the end of that semester only. All subsequent semesters will be at non-member rates listed above.*

## **School Management**

### **School Hours**

The school day will begin at 8:00 a.m. and end at 3:00 p.m. The school building will be open at 7:30 each morning. Students arriving prior to 8:00 a.m. are required to remain in the gym under staff supervision until the school day begins. No one will be allowed to enter the building prior to 7:30 a.m., and Freedom is not responsible for the supervision of students before 7:30 a.m. and after 3:00 p.m. **Any student not picked up by 3:10 will be sent to our after school care, and parents will be billed for after school care fees—no exceptions!**

### **Arrival Procedures**

Students should sit in their assigned areas of the Cruze Center. They may talk quietly, but they should keep their hands to themselves and not take unnecessary things out of their backpacks or lunches. Teachers will help supervise as they arrive. An administrator or teacher will lead pledges to the flags, and a teacher or a student will pray. Any Accelerated Reader rewards will be given, Christlikeness will be recognized, and announcements will be made. Students will be dismissed quietly by grade level to go with their teachers to the classrooms.

### **Tardiness**

All students are expected to be punctual. Beginning the school day on time is essential to the learning process and helps to teach our children responsibility. Any student arriving after 8:00 a.m. is tardy and must be signed in by a parent at the Freedom Academy office to obtain a tardy excuse and admission slip before the student can report to class. Three tardies will equal one absence. A pattern of chronic tardiness may impact the student's grade(s) due to time missed in class(es).

### **After School Care**

After school care is provided from 3:00 until 6:00 p.m. for a nominal fee. **All students not picked up by 3:10 will be sent to after school care and their accounts will be billed.** Students not picked up by 6:05 p.m. will be assessed a late charge of \$25 for each ten minutes thereafter.

Payment for after school care is expected weekly. If a family falls a month behind, the child(ren) will not be allowed to attend until payment is made in full.

### **Absences**

A quality education requires that students be in regular attendance. Irregular attendance deprives the student of the opportunity to effectively learn. FCA is required to report chronic absenteeism. The names of students who are absent five days without adequate excuse will be submitted to the superintendent of Knox County Schools; each subsequent accumulation of five absences will also be reported.

Upon returning to school after an absence, a written note signed by the parent stating the dates and reason for the absence is required. Any illness extending beyond five days will require a doctor's excuse.

One pre-arranged family trip (vacation or mission trip) will also be excused, but permission must be given by the administration prior to the absences. Parents must give written notice of the upcoming trip to the principal at least two weeks in advance. All work is due upon return to the classroom, and any tests missed will be made up after the student returns to school.

### **Make-up Work**

Testing and other work missed during an absence must be made up. Students who have missed class must make arrangements with the teacher to complete all work within a reasonable amount of time. In general, make-up work should be completed within the same number of days as the absence, plus one day. If parents want to pick up work on the day of an absence, the school must be notified no later than 9:00 a.m., and the work may be picked up after 3:00 p.m.

### **Planet K8/Planet HS**

All students and families need to register at [www.PlanetK8.com](http://www.PlanetK8.com) and create a user profile. Upon creating a working profile you will need to follow all classes and clubs in which your child participates. The faculty and staff of Freedom Christian Academy will utilize Planet K8 as an additional source of communication.

### **School Performances**

Students are expected to attend all performances, which will be part of their music grade (and could also count in other subjects as well). A written explanation must be submitted in advance and the absence excused by the principal, or the student will receive a zero for the missed performance. Students may also be excused for sickness with a doctor's note.

### **Early Dismissal**

When early dismissal is necessary, a note from the parent stating the time of dismissal should be given to the child's teacher in the morning. The parent must sign out the child at the academy office, and a staff member will summon the student to the office. Parents are asked not to go directly to the classroom to pick up their child for an early dismissal. To avoid interrupting the educational process, early dismissals must be kept to a minimum.

### **Cell Phones**

Students are not permitted to use cell phones at any time during the day, including after school care. If a cell phone is seen or heard, it will be confiscated and kept in the academy office until a parent can pick it up.

Teachers will have their cell phones turned off during school hours. **Please do not call or text your child's teacher during school!** Teachers will not accept calls or respond to texts while they have students. You may call the academy office at 525-7807 and leave a message, and the teacher will return your call.

### **Social Media**

Please do not use social media (i.e. facebook) to contact your child's teacher(s) regarding school issues. Teachers will communicate through emails, telephone, and/or in person.

Students need to be cautious about what they post on facebook and other Internet sites. This is not a place to criticize authority, policies, or other students. Students who post inappropriate comments, content, pictures, or videos will be subject to disciplinary action. Parents, as well, should refrain from posting disparaging comments about Freedom Christian Academy, its staff, and/or its students on social media. Doing so violates your signed Declaration of Agreement and Commitment and can result in dismissal.

### **Transportation and Parking**

Freedom does not provide daily transportation for students; however, transportation for field trips is provided. All vehicles must travel slowly while on campus. Anyone needing to enter the

school building must park in a parking space so as not to disrupt the flow of traffic. Do not leave your car parked at the sidewalk leading to the academy office; that is a road and must be kept clear.

If anyone other than a parent needs to pick up a student, the teacher must have a written statement with the date and name of the person responsible for picking up your child. **Students will not be released without this signed permission.**

#### **Inclement Weather**

Freedom Christian Academy will make its own announcement regarding school closings or late schedules for inclement weather. These announcements will be made on WNOX, WIVK, and all three network television stations. Note: Freedom Christian will NOT follow the Knox County schedule for school closings.

#### **Volunteers**

Freedom Christian Academy understands that parental involvement is key to the success of our students. Volunteers will be needed in a variety of capacities throughout the school year. Because we have certain dress requirements for our students, all volunteers are asked to dress in a professional manner when volunteering at the school or at any school-sponsored trip or activity. Materials and a designated work area will be provided for all volunteers.

#### **Hours of Christian Service**

Each family is asked to give 20 hours of service to your school each year. There are many opportunities to earn this time, including volunteering in the library and/or classroom and participating in fundraisers. Please be sure to document your time in the volunteer notebook every time you serve. This is our only means of tracking your service hours. Each family has a page where you will list your service and how long you volunteered in that particular activity. The pages are alphabetical order and have the name of the oldest child at the top. Be sure to sign on your family's page!

#### **Visitors to Freedom**

Parents are welcome to visit Freedom Christian Academy throughout the school day. Anyone wishing to visit the classroom must schedule an appropriate time with the teacher so as not to disrupt instruction, testing, or other activities. All visitors must check in at the academy office upon arrival and wear a visitor's badge while in the building. Guests are asked to be appropriately dressed when visiting the school.

#### **Lunch Program**

Freedom Christian Academy offers a hot lunch each day. White or chocolate milk or orange juice will be served with the meal. No other drinks will be provided, as balanced nutrition is important for your child. Students may purchase school lunch or they may bring lunch from home. **Students may not have lunch from restaurants brought to them.** When sending lunch from home, please keep good nutrition in mind, and do not send foods or drinks with caffeine or high sugar content. Also, do not send foods that need to be heated as the students do not have access to a microwave. Milk and orange juice may be purchased for 50¢, an extra entrée may be purchased for \$1.00, and ice cream may be purchased for 75¢.

Lunches must be purchased in quantities of ten or twenty. **We do not sell individual lunches, so please do not send money for just one day.**

The cost of lunch is as follows:

K3-K4	10 lunches	\$40.00
	20 lunches	\$50.00
K-2	10 lunches	\$45.00
	20 lunches	\$60.00
3-6	10 lunches	\$50.00
	20 lunches	\$70.00
6th only	salad bar	\$4.00 each (paid on the day of)

### **Withdrawals**

In the event that a parent finds it necessary to withdraw a student from Freedom Christian Academy, the following procedure must be followed:

- Parents will submit written notice of the withdrawal, the reason(s) for withdrawal, and the last day the student will be in attendance.
- All hardcover books must be returned in good condition. The teacher will assess damage fees.
- Registration and activity fees are non-refundable.
- Tuition will be prorated based on the number of days the student attended FCA. The family will be responsible for the difference in the amount paid and the balance owed for actual days attended. Yearly tuition paid in advance will be refunded on the same prorated basis.
- **Grades and records will not be released until all financial obligations have been met. If a delinquent account is turned over to our collection agency, a 30% service charge will be added to the unpaid balance.**

### **DCS Investigations**

In the event that Freedom Christian Academy is contacted by the Department of Children's Services or a comparable agency of the state for the purpose of arranging a DCS social worker to interview an FCA student, Freedom will require presentation of a court order by the social worker before making the student available. An administrator will be present during the interview.

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Health**

### **Communicable Diseases**

Please notify the office in the case of chicken pox, hepatitis A and B, meningitis, rubella, measles, HIV, AIDS, or other communicable diseases. Students with such diseases will not be

allowed to enroll or attend classes while they are contagious. A doctor's written notification will be required before the student can attend classes.

**Students are expected to stay at home when they exhibit any of the following symptoms:**

- Any communicable disease – including, but not limited to, chicken pox, strep throat, pink eye, lice, ringworm, or scabies. Freedom has a “no nit” policy; students who have contracted head lice will not be admitted back to class until all nits have been removed.
- A fever of 100 degrees or higher. The student's temperature should be normal for 24 hours before the student returns to class.
- Vomiting and/or diarrhea within the past 24 hours.

A student who becomes ill at school should notify his/her teacher. If necessary, the parent will be notified to pick up the child. It is imperative that all emergency information be kept current in order for the proper adults to be notified quickly.

**Medication**

No medication, including aspirin or Tylenol, is to be kept in the child's possession or belongings. **No medications of any kind will be disbursed by Freedom Christian Academy.**

**Accidents**

Any accident in the school building, on the school property, or at any event sponsored by the school will be reported immediately to the person in charge and to the Administration. Accident reports will be filed and medical assistance obtained if necessary. The school will not be held legally or financially liable for accidents.

In the event a child becomes ill or is injured while under the supervision of Freedom Christian Academy, the school authorities will take the following steps:

1. Contact the parent and follow his/her instructions.
2. In the event neither parent can be contacted, contact the child's physician and follow his/her instructions.
3. If the situation is deemed an emergency, contact emergency personnel and transport the child to the nearest hospital.

**Academic Program**

**The Faculty**

The administration and faculty of Freedom Christian Academy profess Jesus Christ as their Lord and Savior and are active members of Bible-believing churches. Every faculty member holds at least a bachelor's degree from a recognized institution. In addition, teachers must meet the requirements of the State Department of Education for their assigned teaching areas. The administrator and many faculty members hold advanced degrees in education.

**Professional Affiliation**

Freedom Christian Academy is a member of ACSI (Association of Christian Schools International) and is approved by the Tennessee Department of Education as a Category 4 school. We are accredited by ACSI and AdvancED (previously known as SACS).

**Classes and Curriculum**

Most of our classes are self-contained, with one teacher providing the instruction on the core content areas in a challenging academic atmosphere. Daily Bible instruction is provided, and all

subjects are taught from a Christian world-view. Students attend music and p.e. classes twice a week and they visit the media center once a week.

Freedom Christian Academy uses a broad range of curricula and teaching strategies. Our textbook selections are made by the administration with the approval of the FCA school board. All selections are made with the careful consideration of all materials fitting within the framework of our Mission Statement, Philosophy of Christian Education, and Statement of Faith. All students will need a New International Version of the Bible for use in the classroom and for memorization purposes.

### **Homework**

Homework is a learning tool that reinforces knowledge introduced in the classroom, teaches students to develop good study habits, teaches students to work independently, and helps students to develop the right attitudes about self-discipline, obedience, punctuality, and responsibility.

Homework is assigned for the following purposes:

1. To provide further practice for skills and information presented in class.
2. To provide opportunities for extension and enrichment.
3. To individualize assignments in order to meet the needs, abilities, and interests of diverse groups of students.
4. To complete work begun in class.
5. To prepare students for new classroom instruction.

Homework is valuable for a variety of reasons:

- Homework builds responsibility.
- Homework can help build character.
- Homework helps students develop good study habits.
- Homework can help students become independent learners.
- Homework serves as an academic link between the home and the school.

Homework should not be overbearing but should be complementary to the class. Homework is not given on Wednesday evenings in order for families to worship together at mid-week services. The following is a guideline for the amount of time that should be spent on homework each night, excluding time spent studying for tests. *Please note this is a guideline and may vary from time to time.*

Kindergarten:	15 minutes
Grade one:	30 minutes
Grade two:	30 minutes
Grade three:	45 minutes
Grade four:	45 minutes
Grade five:	60 minutes
Grade six:	60 minutes

The amount of homework will vary according to a student's ability to use class time efficiently. However, if a child is consistently requiring more time than the expected amount for his/her grade level, the homeroom teacher should be informed.

Parents should provide guidance with homework in these ways:

- ◆ Provide a set place to work with good light and necessary supplies that is away from television and distractions.
- ◆ Set a definite time for study or reading.
- ◆ Provide help with oral drill, especially in spelling and math facts.
- ◆ Be available to answer questions, keeping in mind that the students have already received instruction and guided practice.
- ◆ Monitor the student's use of time to complete projects and assignments that require more than one evening's work.
- ◆ Contact the teacher immediately if the student is unsure of directions, procedures, or answers.

Homework is ultimately the responsibility of the student, not the parent. It is expected that all work will be the child's own work.

### **Progress Reporting**

Parents are expected to be aware of their child's progress and areas to be strengthened. Therefore, "Freedom folders" containing the child's class work and tests from the previous week, a grade report, the class newsletter, and announcements, will be sent home each Friday. Parents will review the contents with their children, sign all documents as requested, and return the folder to the teacher the following school day. **A charge of \$5 will be assessed to replace a lost Freedom folder.**

Students will keep daily assignment sheets, which parents should review and sign each evening. This will keep parents informed of upcoming tests, projects, etc., as well as any work that needs to be completed at home. All assignments not finished during class time become homework unless otherwise directed by the teacher.

### **Parent-Teacher Conferences**

Teachers will be available for conferences with parents regarding their students. **One conference for each student will be required in the fall** as close to the beginning of school as possible. Furthermore, all teachers will be available for parent conferences on Monday, February 16, 2015. Other conferences can be scheduled as deemed necessary by the teacher or the parent.

Freedom Christian Academy staff members will only discuss student affairs with the child's legal guardian(s).

### **The Matthew 18 Principle for Handling Concerns**

*Adapted from an article by Dr. Paul A. Kienel, former president, Association of Christian Schools International*

Because a Christian school is made up of human beings—parents, students, teachers, and administrators—the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. However, it is God's will for us to live and work together in harmony, and He has given us His formula for solving person-to-person problems in His Word. The following is what Jesus says in Matthew 18:15-17:

*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuse to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.*

From Jesus' teaching, we can discern several clear principles for solving people-to-people problems:

1. Keep the matter confidential. Share the problem only with those directly involved.
2. Keep the circle small. Usually the first and only step needed is for one of the people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.
3. Be straightforward. Jesus teaches us to be forthright and to love honestly. Sometimes it is difficult to be direct and tell someone the very heart of the matter, but restoration and resolution can only come when the issues are lovingly, yet clearly, presented.
4. Be forgiving. Once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us.

The Matthew 18 principle requires that parents talk to teachers about student problems before they talk to the administrator. If the situation is not resolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

Freedom Christian Academy is a ministry in Christ's name. Everything that is done in the context of the academy must be done Christ's way. Therefore, based on the Matthew 18 principle, the FCA School Board has established the following series of steps for parents or teachers who need to officially voice their concerns:

1. If a parent has a concern, he/she will first contact the child's TEACHER.
2. If extensive discussion and follow-up action does not solve the problem, the parents should consult the PRINCIPAL.
3. If the problem cannot be worked out at that level, the parent should contact the FCA School Board with a written request detailing the nature of the grievance.

### Grading Periods

- Grade cards are issued every nine weeks.
- Progress reports are issued each Friday in the Freedom Folders.

All grade cards and progress reports should be signed by the parent and returned to the child's teacher the following school day. **A charge of \$25 will be assessed to replace a lost report card.** If a student's report card is not returned within 5 days after receipt, it will be assumed lost and the fee of \$25 will be assessed.

### Grading Scale

A= 100-93

B= 85-92

C= 77-84

D= 70-76

F= 69 and below

Elective Subjects

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

Teacher comments may be used to communicate the child's participation, attitude, and effort.

### **Testing**

A nationally normed standardized test is administered to all students each spring and is used as one measure of academic achievement. The STAR reading assessment is given during the first week of school and at the end of every grading period to measure reading achievement.

All kindergarten students are given the Brigance Assessment prior to entering kindergarten and at the end of their kindergarten year. All first grade students are given the Brigance Assessment prior to entering first grade.

### **Honor Roll**

At the end of each grading period those students who have excelled academically will be recognized. Honor rolls will be awarded as follows:

Blue Honor Roll: All "A's" (includes behavior)

Red Honor Roll: All "A's" and "B's" (includes behavior)

### **Pastor's Partners**

The Pastor's Partners award is designed to recognize students who have displayed outstanding Christian character. These honors are awarded each grading period to one student in each class (K5-8<sup>th</sup> grade); however, teachers may choose not to make a recommendation if no students merit the award. These students must also have excellent conduct and an "A" or "B" in Bible.

### **Promotion and/or Retention**

A student with passing grades in all academic subjects, including Bible, will be promoted at the end of the year. If a student receives any failing grades in any nine weeks' grading period, he or she may be required to attend independent tutoring and may be retained if sufficient progress is not made. Kindergarten students who show continuous difficulty in reading and/or phonics will be subject to retention.

### **Chapel**

Freedom to Worship...

A time of praise and worship will be set aside for students at least once a week as part of the students' overall Christian training. We do not hold a chapel service each week just because we are a "Christian" school, but because chapel is a vital part of a distinctively Christian education. Our desire is that chapel will teach our students the priority of private and corporate worship in the life of the believer and fellow believers. Chapel will let our students have a vibrant worship experience with their peers so that they can see that worship is normal and expected among God's children, and they can worship without fear among peers and elders. Chapel will provide Freedom students an interaction with the faculty, administration, and church leadership that will keep us focused on what is really important and why we do what we do.

### **Dress Code**

Students who attend Freedom Christian Academy must present a neat, attractive appearance as a testimony to our Lord. The safety of our students was also taken into account in the establishment of this dress code. The following rules will govern the appearance of our students:

All students will wear solid khaki or navy (twill or corduroy) pants. Knit pants are not permissible. No jeans of any color are allowed. Pants are to be neat and presentable, exhibiting a normal degree of wear. They must be worn properly around the waist, not extending below the shoes. Pants with frays, tears, ragged edges, patches, holes, any type of hand-printed markings, or extreme styles are not permitted.

Solid khaki or navy shorts may be worn in warm weather but must be no shorter than three inches above the knee. Girls may also choose to wear skorts, which may be no shorter than the top of the knee when standing.

Each student will wear a Freedom polo shirt available for purchase from the school office, and the shirt must be tucked in. An FCA sweatshirt may be worn over an FCA polo shirt in cold weather; the collar must be outside of the sweatshirt. **Only Freedom shirts and sweatshirts may be worn**, and no outerwear may be worn in the building. Students aren't permitted to wear jackets or coats in the classroom.

As an option to pants, girls may wear solid navy or khaki skirts or jumpers. They are to be no shorter than the top of the knee when standing. Girls may wear neutral-colored tights and socks, but not leggings, with skirts and jumpers.

Shoes must have toes, sides, and heel enclosed. Sneakers or athletic shoes are preferable. White, khaki, or navy socks are to be worn. Girls may wear pantyhose in navy, white, or neutral tones. No sandals, flip-flops, or boots are allowed.

With the exception of students in K3 and K4, belts are required for boys and girls when pants have belt loops.

Jewelry must be kept to a minimum and must not be a distraction. (For reasons of safety, please avoid loose jewelry). Earrings are acceptable only for girls.

Hairstyles should be neat and tidy. Boys' hair should not touch their eyebrows or extend past the top of the collar. Extreme hairstyles (such as mohawks, bright hair colors, and feather extensions) are not permissible.

***Please note that any clothing bearing the Freedom logo must be purchased through the academy.***

### **Wear What You Want**

Throughout the year, special incentives may be offered that allow students to wear what they want to school. However, students are still expected to present a neat, attractive appearance as a testimony to our Lord. Therefore, shirts with spaghetti straps and inappropriate sayings must be avoided along with any bottoms with holes. Shorts must still maintain an appropriate length of no shorter than 3 inches above the knee. Pajama pants/shorts are not allowed.

## **Conduct and Discipline**

Discipline and self-discipline are major aspects of an individual's education. Students are expected to behave appropriately at school so that teaching and learning can take place. We teach them to obey without challenge, without excuse, and without delay. Disciplinary action is administered when necessary to protect students, school employees, and school property; to maintain essential order; to correct misconduct of the individual student; and to promote compliance of all students with the school's established rules and guidelines. Students shall be treated fairly and equitably. Disciplinary actions shall be based upon a careful assessment of the circumstances, the seriousness of the offense, the student's attitude, and the potential effect of the misconduct upon the school and social environment.

**Freedom Christian Academy holds the following expectations of its students:**

- Be Christ-like (Ephesians 5:1).
- Obey the first request of those in authority (Ephesians 6:5-7).
- Show respect (John 15:12).
- Be honest (Romans 13:13).
- Be prepared (2 Timothy 2:15).
- Strive for excellence (1 Corinthians 10:31).

It is our belief that Christian education is most successful when the home, church, and school all work closely together. Cooperation between the home and school is of utmost importance. Teachers will communicate with parents frequently about discipline, and it is expected that parents will support the teacher and the school and vice-versa.

**When students do not exhibit the expected behaviors, they will be subject to the following consequences:**

First infraction: One verbal warning

Second infraction: Loss of privileges (determined at the individual teacher's discretion)

Third infraction: Loss of privileges and a Misconduct Report will be sent to parents

If misbehavior continues or is deemed of a serious nature, the student will be sent to the principal's office and parents will be contacted.

After three Misconduct Reports have been issued, the student's parents will be asked to come to the academy for a conference to develop an individualized plan for behavior improvement. A parent-teacher conference may be called at any time that a student's behavior warrants such action.

*Attendance at FCA is a privilege and not a right. Each person is expected to comply with the rules in a spirit of cooperation. Students or families who choose not to comply with the rules of FCA will be asked to leave and/or refused re-enrollment.*

**Students involved in serious offenses may be subject to immediate suspension, restitution, or other appropriate consequences. Serious offenses include, but are not limited to, the following:**

- Fighting
- Cheating
- Profane language
- Disrespect to academy staff or other students
- Intentional disobedience
- Non-compliance with school rules or policies
- Threats to harm other students, staff members, or the school
- Bullying

**An expulsion may occur after a student has shown that he/she will not comply with the school policies. The following infractions will warrant an expulsion on the first offense: (This is not an exhaustive list.)**

- Possession and/or use of controlled or illegal items or substances such as
  - \*Drugs
  - \*Alcohol
  - \*Tobacco
  - \*Firearms
  - \*Weapons of any kind
  - \*Fireworks
- Threats to cause major harm to a staff member, other student, or the school at large
- Assault
- Profanity or verbal abuse of others
- Immorality, pornography, gambling
- Arson
- Stealing, cheating, vandalism

In the event a student commits an offense that is illegal in nature, the academy will contact law enforcement officials.

Expelled students have a right to appeal this decision to the school's board during its monthly meeting. Notification of appeals must be given through the academy office in writing prior to the scheduled meeting. Results of the appeal shall be conveyed to the administration as a recommendation only; the administrative team shall make the final decision.

#### **Etiquette**

All students must address each teacher as "Mr.," "Mrs.," or "Miss". Boys should open the doors for girls, and girls should be allowed to enter and leave first as well. Students are to be encouraged to show respect for the school property, other students and their property, and those in authority over them. Students are also expected to use good table manners when in the lunchroom.

**This handbook and the policies contained within are subject to revision at any time during the school year.**

## **Statement of Faith**

### **I. The Scriptures**

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man.

### **II. God**

There is one and only one living and true God. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

#### **A. God the Father**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all-powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

#### **B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

#### **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

### **III. Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherits a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in

that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

#### **IV. Salvation**

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith in Jesus Christ as Lord. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

#### **V. God's Purpose of Grace**

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

#### **VI. Last Things**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

#### **VII. Education**

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

### **VIII. Cooperation**

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

### **IX. Religious Liberty**

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

### **X. The Family**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

## Declaration of Agreement and Commitment

- We have read and understand the school's Statement of Faith, Philosophy of Christian Education and Mission Statement, and we agree with the purpose of Freedom Christian Academy.
- We, as parents, accept the challenge to "train up a child in the way he should go" (Proverbs 22:6), and we do state that this training will be carried out at home. We place our trust in Freedom Christian Academy to extend the training more completely.
- We, as parents, agree to participate in the Christian education of our child by regularly attending a Bible-believing church as a family and by exemplifying Christian principles in our home.
- We do hereby state that we have made a thorough investigation of the school's program, curriculum, discipline, and dress code; and we agree to make them our choice while enrolled at Freedom Christian Academy.
- We understand that we have an obligation to be actively involved in the education of our child. We agree to uphold and support the high academic standards of this school by providing a place at home for our child to study and to give our child encouragement in the completion of school assignments.
- We understand that parental involvement in our child's education is pivotal to his/her success and agree to attend all parent meetings and lend support to the program of Christian education.
- We will willingly give hours of Christian service to Freedom Christian Academy in order to be a positive factor in our child's Christian education and to enrich his/her experience at FCA.
- We will faithfully support the school through our prayers and a positive attitude. In keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain of command.
- We understand that the standards of Freedom Christian Academy do not tolerate profanity, obscenity in work or action, lying, cheating, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
- We understand that Freedom Christian Academy forbids the possession of tobacco, alcoholic beverages, non-prescription controlled substances, firearms, and weapons; and that the violation of any criminal or civil law shall be construed as a violation of Freedom Academy policy.
- We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce regulations in accordance with the school's core beliefs and Statement of Faith.
- We understand that the standards of Freedom Christian Academy apply both on and off campus and that FCA students are expected to uphold these standards at all times.
- We understand that falsification, withholding pertinent information, or failure to comply with Freedom Christian Academy policies may result in denial of admission or immediate dismissal.
- **We understand that FCA is under no obligation to admit any student and has the right to accept or reject a student, as it deems advisable.**

## Community Resources Available for Parents

Your pediatrician can be your best advisor when you have concerns about your child.

Other resources:

Cover Kids TN- free health insurance ages 0-18 [http://www.covertn.gov/web/cover\\_kids.html](http://www.covertn.gov/web/cover_kids.html)

Knox County Health Department <http://www.knoxcounty.org/health/index.php>

Cherokee Health Systems <http://www.cherokeehealth.com/>

Knox County Schools Special Education

[http://se.knoxschools.org/modules/groups/integrated\\_home.phtml?gid=503638&sessionid=12709d99ac6e3d382e862de9cdb736e0](http://se.knoxschools.org/modules/groups/integrated_home.phtml?gid=503638&sessionid=12709d99ac6e3d382e862de9cdb736e0)

Birth to Kindergarten

[http://birthtok.knoxschools.org/modules/groups/integrated\\_home.phtml?sessionid=94a13f7112ee431ccf02127d78bfb465&gid=513123&sessionid=](http://birthtok.knoxschools.org/modules/groups/integrated_home.phtml?sessionid=94a13f7112ee431ccf02127d78bfb465&gid=513123&sessionid=)

Hearing Services

[http://hearingservices.knoxschools.org/modules/groups/integrated\\_home.phtml?gid=521679&sessionid=3a59546036fb4dd80ca712a62acd424e](http://hearingservices.knoxschools.org/modules/groups/integrated_home.phtml?gid=521679&sessionid=3a59546036fb4dd80ca712a62acd424e)

Vision Services

[http://se.vision.knoxschools.org/modules/groups/integrated\\_home.phtml?gid=514582&sessionid=6535f0ce08356eac436d5b18fbe99624](http://se.vision.knoxschools.org/modules/groups/integrated_home.phtml?gid=514582&sessionid=6535f0ce08356eac436d5b18fbe99624)

Speech and Language Services

[http://sespeech.language.knoxschools.org/modules/groups/integrated\\_home.phtml?gid=514583&sessionid=bebfa43889e885f92e1ccd1d76dc7c2e](http://sespeech.language.knoxschools.org/modules/groups/integrated_home.phtml?gid=514583&sessionid=bebfa43889e885f92e1ccd1d76dc7c2e)

EMERGENCY 9-1-1

Poison Control 1-800-222-1222

Non-Emergency

Knoxville Police 865-215-7268

Animal Control 865-215-8639

To report abuse or neglect: 1.877.237.0004

Child and Family of Tennessee <http://www.child-family.org/>

Child Help- Prevention and Treatment of Child Abuse

<http://www.childhelp.org/programs/entry/childhelp-childrens-center-of-east-tennessee/>

National Child Abuse Hotline: 1-800-4-A-CHILD (1-800-422-4453)