



**2022-2023 Parent & Student Handbook**

***F.C.A ~ Bible-centered School***

*505 Ward Ave, Erskine, MN 56535*

*Dean of Students: Bo Buehler*

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## ***Faculty and Staff***

Dean of Students- Bo Buehler  
Teacher/5th & 6th- Bo Buehler  
Teacher/PreK & K- Cayla Blackburn

### **Board of Directors:**

Vanessa Jodock  
Shannon Johnson  
Chris Conger  
Jim Binder  
Jason Breckel

### ***History and Mission***

**History:** Our first school year started in the fall of 2022.

**Our mission:** We are an Inter-denominational Christian school giving children the opportunity to learn in an environment where their education is based upon strong, biblical values and concepts.

### ***General Information***

FCA is incorporated in the state of Minnesota as a not-for-profit educational institution. It is governed by a Board of Directors appointed by members of the corporation (See **Board** information that follows.)

We offer classes for students in Pre-K - 6th Grade.

*Our campus is located at 505 Ward Ave, Erskine, MN 56535*

*Phone number is 218-687-3733.*

Classes for students are held on Monday through Friday from 8:20 a.m. to 2:45 p.m. Because parents may use the same bus service as Erskine Public Schools, our school calendar is somewhat similar to Win-E-Mac Public School's calendar. A school calendar is available from the FCA upon request.

### ***Daily Schedule***

Regular school hours are 8:20 a.m. to 2:45 p.m.

Doors are open to students at 7:30. Buses drop off students at 8:20 and promptly pick them up from FCA at 2:45. The school day starts at 8:20 a.m. and ends at 2:45 p.m.

Parents are strongly encouraged to pick up their students after school no later than 2:45 p.m. Unless the student is participating in a supervised program or activity after school.

If a parent is going to be late in picking up their student, prior arrangements must be made with the school regarding their late arrival.

## ***Calendar***

Each family will receive a school calendar for the current year. This calendar will provide families with the school's annual activities and events. Teachers may send monthly newsletters identifying school activities and events with students or mailed to families in certain instances. FCA has a public FB page for general announcements and events.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

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

## **Our Faith Statement**

Our beliefs are equal to churches that honor Christ

We believe that the Bible is God's perfect word, with sound doctrine and divine inspiration. Ps. 18:30 Prov. 30:5

We believe the Bible to be the only authoritative word of God, without error and unable to fail. II Tim. 3:16

We believe in the Trinity, that God exists as a three-in-one being as the Father, Son and Holy Spirit. Matt. 28:19

We believe that God created the world and everything in it in six evening-and-morning days as stated in Genesis 1. Gen. 1:1-2:3

We believe Jesus Christ is the eternal Son of God, that He was born of a virgin, that He lived a sinless life, that He was buried and rose again on the third day, and that He will return in power and glory and every knee shall bow down and declare Him Lord. 1 Jn. 5:20; Mt. 1:23-24; 1 Peter 1:19; Rom. 3:25; 1 Cor. 15

We believe that in order to be saved, one is to accept Jesus Christ as his/her savior, the one who lived and died for us. Lk. 1:76-77; 1 Thes. 5:9.

We believe that we are saved by grace, through faith alone. Tit. 2:11-14

We believe that faith, with the absence of action, is dead. Jam. 2:14-22

We believe that the Holy Spirit is a gift from the Lord after receiving Jesus Christ as our Lord and Savior, to enable us to live a Christ-centered life. 2 Tim. 1:14; Heb.2:4

We believe that we have all sinned and fallen short of the glory of God, that we are all made in the image of our creator and that we all have equal opportunity to accept Him as our Savior. Rom. 3:23; Gen. 1:27; Rom. 10:13

We believe all believers are united spiritually in our Lord Jesus Christ. Jn. 17:20-23; Eph. 4:4-6

### ***Philosophy of Education***

*Our philosophy of education enables students to learn that all truth stems from God. Subjects are taught from the perspective that God is the center of all things and that academics must include God if a student is to know the complete truth in any area of study.*

We believe:

1. The Bible is the guide to truth and life.
2. Each child is a unique creation of God with individual and special talents, and every child can learn.
3. Parents have the primary responsibility for educating their children. Our school exists to aid parents in performing this responsibility.
4. The primary purpose of the school is to assist parents in bringing their children to a personal relationship with Jesus Christ, helping their children develop biblical character, and instilling in their children a desire to live in obedience to God's Word.
5. The secondary purpose of the school is to assist parents in equipping their children with the basic knowledge and skills to serve God and others in the world, by educating them with a Bible-centered curriculum.
6. Our school's testimony and reputation should bring glory to God.

Our goals are to:

- Integrate the Bible in each subject area.
- Guide each child in coming to a personal relationship with Jesus Christ.
- Promote parent-school communication.
- Enlist direct parent involvement through prayer, time, and money.
- Offer Bible study which promotes the development of biblical character.
- Promote respect for authority in the home, school, church, and state.
- Give opportunity for daily prayer and praise.
- Help each child develop good study habits.
- Help each child develop the ability and desire to continue learning throughout life.
- Help each child develop basic knowledge and skills in an orderly fashion.
- Identify each child's individual needs and encourage their special talents.
- Allow for each child's uniqueness in the educational process.
- Evaluate each child's progress on a regular basis.
- Maintain a sound fiscal policy.
- Maintain plans for tuition assistance and fundraising.
- Ensure that enrollment and hiring policies are racially non-discriminatory.
- Bring glory to God through community service.
- Care for the physical plant and property of the school.

## ***Admission Policy***

FCA seeks to admit students and families who desire a born-again experience through Jesus Christ and are interested in a relationship with Him. These are guidelines to be followed by the administration of FCA when a family enrolls their students. If any variance from these guidelines is necessary, the board will determine what steps are to be taken in regard to the particular situation.

### ***I. Admission Procedures:***

1. A completed student application form along must be submitted for every new student.
2. Upon receipt of the application, if that family has not already been accepted for admission, an interview will be arranged and held between the parents, the student, administration and possibly a board member.
3. The administration and board member will make the decision to accept or reject the application.
5. The family will be contacted by the administration of FCA.
6. If the student is accepted for enrollment, arrangements will be made to obtain the student's previous academic records, if applicable.

### ***II. Admission Requirements for the Student:***

1. A student should reach the age of four years by September 1st of the fall in which he/she is to enter pre-kindergarten.
2. If a student is to be enrolled in the school after successfully completing the previous year in any other school, the student will be placed in the next grade upon entering FCA. However, if testing and/or classroom performance reveals a definite lack of capability at that level, the student will, with parental consent, be moved back a grade level. If parental consent cannot be obtained, the matter will be referred to the board.
3. The student should understand that he/she is subject to the discipline of his/her teacher and principal. This discipline may include punishment, suspension, or expulsion when deemed necessary. In all circumstances, the student should be willing to abide by the rules of the school.

### ***III. Admission Requirements for the Parents:***

1. Parents should have a clear understanding of the philosophy and functioning of the school. This should be made clear during the interview.
2. Parents should be willing to cooperate with the policies of the school.
3. The financial arrangements between the school and the parents should be understood by both sides prior to final admission of the student.

### ***IV. Re-admission Requirements:***

When a student who voluntarily withdrew from FCA desires to re-apply for admission, the student must submit a new application. The board will decide whether another interview needs to be conducted.

## **Tuition**

Christian financial stewardship is essential in order for FCA to operate successfully.

Children enrolled	12 payments (begin in June)	9 payments (begin in Sept.)	1 annual payment. (By Sept.1st)
1	\$334.	\$445.	\$4,000.
2	\$625.	\$834.	\$7,500.
3	\$834.	\$1112.	\$10,000.
4	\$1000.	\$1334.	\$12,000.
5	\$1167.	\$1556.	\$14,000.

Same figures - Break down per child:

	12 payments	9 payments	Annual
1st child	\$334.	\$445.	\$4000.
2nd child	\$292.	\$389.	\$3500.
3rd child	\$209.	\$278.	\$2500.
4th child	\$167.	\$223.	\$2000.
5th child	\$167.	\$223.	\$2000.

Tuition payments should be made on time or paid ahead of time (the first of each month.) If at any time a tuition payment cannot be made on time, the administrator of FCA must be contacted and acceptable payment arrangements made. Tuition from the previous school year must be paid in full by the first day of the new school year. A child will not be admitted to FCA until outstanding tuition is paid in full.

## **Curriculum and Activities**

In an age of compromised academic standards, FCA seeks to instill in each student a desire to learn and fulfill his/her potential for learning. By setting high standards and encouraging students in their successes and failures, teachers at FCA successfully prepare students for the next step in their schooling.

## ***Bible***

Daily chapel services are held for all FCA students and staff (and any interested parents) where the Godly character theme and Scripture are emphasized. Our students and staff focus mainly on God's sovereignty over all creation and accompanying Scriptures, plus memorize Scripture and study the Bible. Each teacher will host a Bible study in conjunction with a Bible class.

## ***Language & Grammar***

***Pre-K through first grades:*** BJU Press phonics and handwriting techniques are used to lay the foundations of writing for our youngest students. Personal writing is emphasized by using daily journals. Students are also frequently asked to orally share their journal writings.

***Second through fourth grades:*** Students review phonics concepts through the use of BJU Press curriculum. They also learn and practice cursive handwriting. Language concepts are also taught using the BJU Press grammar series, composition workbooks, and daily oral language drills. Personal writing is emphasized using daily journals. Students also gain experience in written and spoken communication through creative writing assignments, oral reports, and research papers.

***Fifth through sixth Grade:*** Students continue in a BJU Press curriculum, along with other challenging curriculum supplements, to learn strong writing, reading and communication skills.

***Pre- K through first grades:*** Students get a solid foundation in the use of phonics while being taught Christian principles through the BJU Press reading series for Christian schools.

***Second through fourth grades:*** Students use a Christian reading curriculum from BJU Press to develop fluency and comprehension while being exposed to a variety of literature types and styles that appeal to young people. Selected novels and related curricula are also used at these grade levels.

***Fifth through sixth grades:*** Students continue in the BJU Press curriculum, along with other challenging curriculum supplements.

## ***Math***

The aggressive BJU Press series is used in all grades. BJU Press finds its strength in using a manipulative approach in the lower grades and building concepts in small increments. In grades 4-11.

## ***Social Studies and Science***

***Pre-Kindergarten through second grades:*** Students use BJU Press curriculum and a variety of teacher-developed resources and activities, many of which are hands-on for maximum learning and enjoyment.



**Third through sixth grade:** Students use materials from BJU Press with a Biblical worldview. Teachers also incorporate topic-specific resources and hands-on materials into the curriculum.

\*F.C.A. students will become involved in at least one community project each year.

### ***Health and Physical Education***

Physical education is an important part of our curriculum. Physical education and recess are held outside or in our inside playroom.

### ***Fine Arts***

Classroom art and music is taught at all grade levels using materials and activities primarily developed and/or chosen by the teachers. Resources from BJU Press may be used as part of each classroom curriculum.

F.C.A. will offer music classes/lessons when available for students based-off of community support and interest.

F.C.A. will host a music/drama event at least once a year, to demonstrate the importance of the fine arts to broaden our students. This event will also serve as a fundraiser.

## ***Student Policies and Rules of Conduct***

These are the guidelines to be followed by the students of F.C.A. Students and parents should regularly review and refer to these policies and rules. Any additions or revisions to these policies and rules will be communicated either orally or in written form by the staff or board members of F.C.A.

### **BASIC RULES:**

1. Students are expected to follow Biblical standards for conduct and conversation at all times.
2. Students are expected to treat teachers and other staff members with respect. Talking back and arguing are unacceptable. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. Student complaints and disputes with teachers, students, or others are to be handled as privately as possible with the goal of restoration following the principles found in Matthew 18. (See ***Communication Policy***.)
4. Students should walk at all times in the hallways.
5. Students will remain in the classroom unless given permission to leave by their teacher.
6. Students are expected to follow rules that are posted for classrooms, lunchroom, restrooms, chapel and any other area of the school.
7. Students are not allowed to chew gum in the school building or on school grounds.
8. Students are expected to treat all of the school's materials and facilities with respect and proper care.

**ALCOHOL AND DRUGS** The consumption of alcoholic beverages or use of illegal drugs by students is against the law and prohibited. Students found to be in violation of this policy will be suspended from school and prevented from participating in all extra-curricular activities. The board will determine conditions of the student's return to school and resumption of activities on an individual basis.

### **TOBACCO PRODUCTS**

The use of tobacco products by students is against the law and prohibited. No student is allowed to smoke or have tobacco products in his/her possession during the normal school day and during any school function. Students found to be in violation of this policy will be suspended from school and prevented from participating in all extra-curricular activities. The board will determine conditions of the student's return to school and resumption of activities on an individual basis.

### **WEAPONS/LOOK-ALIKES**

No weapons/look-alikes should be brought to school. For purposes of this handbook, a weapon/look-alike shall include, but not be limited to, knives, guns and firearms, explosives and slingshots. Students found to be in violation of this policy will be subject to suspension from school. For the first offense, the suspension shall not be less than three days nor more than five days. The second offense will mean permanent expulsion.

### **ATTENDANCE/ABSENCE**

1. Parents are asked to call or email before 8:00 a.m. on the day their student is absent and report the reason for the absence. The message will be delivered to the student's teacher, and a record will be made of the day's assignments. It is helpful if another student in the classroom or a sibling is designated to bring home any assignments missed that day.
2. If a student goes home sick before lunch a full day absence will be recorded. If a student goes home after lunch a half day absence will be recorded. All other partial absences, such as doctor or dental appointments, shall be recorded as half day absences.
3. If a child is absent for a considerable length of time, it would be helpful for the parent to arrange for missing work to be sent home for their child. Each student is responsible for announcements and assignments that may have been made in the school during his/her absence.
5. Daily work, long-range subjects, and tests that were scheduled in advance of the student's absence will be due upon their return. For assignments given while the student was absent, the student has two days (including weekends) to make up his/her work for each day of school missed. Late work receives 50% off the assignment(s) if one day late, 100% off if two days late. Allowance is made at the teacher's discretion.
6. A note, email, or call requesting permission for dismissal during the day for dentist, doctor, or lunch appointments, etc. must be given. No child is permitted to leave the school building without the parent's request. This is for your child's protection as well as the school's protection. It is the school's recommendation that such appointments be

scheduled before or after school hours. All absences for dentist or doctor appointments will be tracked as half day absences.

### ***BICYCLES, SCOOTERS, AND ROLLER BLADES/SKATES***

Students who ride their bicycles, scooters, or roller blades/skates are encouraged to wear helmets. Students must keep their bicycles, scooters, or roller blades/skates parked in designated area(s) from the time school starts until school dismisses for the day. Once school is dismissed, the student only is allowed to ride their bicycle, scooter, or roller blades/skates directly to their home, unless the parent directs otherwise. The school is not responsible for lost or stolen bicycles, scooters, or roller blades/skates.

### ***BUS SAFETY***

Minnesota law requires that all students receive annual instruction in bus safety procedures for riding, loading, unloading, traffic lane crossing, and emergency evacuation of school buses. The time and place for this instruction will be determined and arranged by the principal and/or his/her designee and the public school district bus service.

### ***DRESS CODE***

*\* All students must have at least one FCA t-shirt for all school outings. These can be ordered from the school.*

Clothing and accessories appropriate for school wear, as determined by teachers or the principal, should be clean, neat, and modest in style and appearance. Students are not to wear clothing or accessories that promote ideas or practices not in keeping with our school's philosophy, including, but not limited to, clothing that falls above the knee such as shorts, skirts, or dresses, and/or spaghetti strap tops, open back tops, or low neckline tops. All leggings must be worn with a dress or other top that is at least mid-thigh.

Jackets, hats, and caps are to be left in the student's locker.

**Clothing for field trips, special events and fundraisers:** Students are required to wear an FCA shirt.

**Shoes:** Because of possible injury to the students and damage to floors and walls, shoes that contain wheels are not permitted at FCA Academy.

Gym shoes are required for all physical education classes.

**Physical Education Dress:** Students can bring clothes to change into for Physical Education classes but must still follow the guidelines of cleanliness and modesty.

### ***ELECTRONIC DEVICES***

During school hours, students are not allowed to use personal cell phones, musical, or recreational devices in the school building or on school grounds unless permission is obtained from the teacher. If a student carries a cell phone to school, it is the responsibility of the student to store it with the teacher or in a locker.

### ***HOMEWORK POLICY***

**K4 through fourth grade:** We pursue academic excellence at FCA, which may involve minimal to no homework for FCA students. We follow studies that have shown

homework is not beneficial to students and FCA believes that when students get home from school, family time should not be cut short with more schoolwork. Activities and experiences with the family, as well as being assigned daily chores at home are invaluable teaching tools and will enhance the child's academic achievement in all subject matters.

**Fifth through eleventh grade:** These grade levels will have reasonable amounts of homework to teach the habit of responsibility, as well as the skills of creating positive study habits.

### ***INTERNET POLICY***

There are risks involved in providing internet access to students. Violations of this policy may lead to revocation of internet privileges and/or disciplinary action. (See *DISCIPLINE GUIDELINES*.) The internet connection provided by FCA is to be used for school purposes only and not for personal purposes. Viewing, downloading, displaying, and/or distributing indecent, obscene, or defamatory information or images is strictly prohibited.

All information taken off the internet should be considered suspect until confirmed by separate information from another source. There is no quality control process on the internet and a considerable amount of internet information is outdated, inaccurate, or deliberately misleading. Students are not to release any information about themselves, their family, or their friends while using the internet at school. Students are also not to release any information about F.C.A. unless approved by a teacher. Anything sent over the internet is to be considered "public information". The information could be intercepted by a third party and used. Students are not allowed to download Apps or extensions from the internet. These could contain a type of virus which ultimately could damage the school's system.

Written attacks and sexual, ethnic or racial slurs, or harassment are strictly prohibited. Students are not to speak ill of or defame any products or persons while communicating on the internet.

### ***DISCIPLINE GUIDELINES***

The kind and amount of discipline administered will be determined by the principal and teachers and will depend on the individual student's problem and personality. Most discipline problems will be handled at the classroom level through means of in-school or after-school detention, or time taken away from recess. Parents will be asked to be actively involved in the discipline process. Our purpose is to work with the parents in developing the child's personality; therefore, in an attempt to solve the problem as soon as possible, different kinds of correction will be administered as a behavioral problem develops.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the classroom is essential to the learning process; therefore, these policies must be upheld. As in all other areas of the education process, love and forgiveness will be an integral part of the discipline of the child.

***I. Misconduct and Suspension:*** There are five behaviors that will automatically necessitate discipline from the principal or teacher and a notation will be made and kept for two school years in the student's school records. These behaviors are:

A. Disrespect shown to any staff member or student.

B. Lying or cheating in any situation while at school. This includes, but is not limited to, cheating in the form of copying, plagiarizing, and providing or receiving answers to schoolwork or projects.

C. Rebellion (i.e., outright disobedience in response to instructions).

D. Fighting.

E. Inappropriate actions or oral or written language, including taking the Lord's name in vain. This includes, but is not limited to, initiating and/or viewing obscene gestures, signs, pictures, publications, or internet websites.

If for any of the above or other reasons a teacher deems it necessary for a student to receive discipline, the following steps will be observed within any school year, or at the Administrator's discretion:

1. The first two times a student is disciplined by the teacher or sent to the principal for discipline, the student's parents will be contacted and given the details of the interaction. The parents' assistance in averting more problems will be encouraged and expected.

2. Should a student require discipline by the teacher or principal a third time, a meeting with the student's parents will be held.

3. Should a student require discipline by the teacher or principal a fourth time, a two-day suspension will be imposed on the student. All work missed must be made up, but there will be no credit given. A marked improvement in behavior should be noticeable upon the student's return. If there is an ultimate discipline problem, short of expulsion, the parents will be summoned to the school as soon as possible. The child will not be allowed to re-enter school until the parents come into the school to meet with the principal and/or teacher. The parent shall administer punishment. If the parents do not desire to do so, the staff shall do so, with the parents' permission.

4. Should a student require discipline by the teacher or principal a fifth time, the parents will be immediately notified, and expulsion of the student will occur.

***II. Corporal Punishment:*** Corporal punishment shall not be administered by any staff member, administrator, or representative of FCA (such as parent volunteers). While our school recognizes that corporal punishment is Biblically based, it is our position that parents should employ this method of discipline rather than the school.

***III. Probation:*** Students can be placed on a probationary status for academic, behavioral, or financial purposes. The duration and conditions of the probation will vary depending upon the student's offenses and will be determined by the board and members of the staff or administration.

***IV. Expulsion:*** The school board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student or his parents be unable or not desire to reconcile any problems that the student is causing, the board will begin the process of expulsion as follows:

1. The board will determine if the discipline guidelines have been fairly and completely administered in this student's situation. If not, any discrepancy will be determined and corrected.
2. If the guidelines have been used properly, the school board will notify the parents of the board's decision.

**V. Re-admittance:** Should the family of an expelled student desire the student to be re-admitted to the school at a later date, the board will make a decision based on the student's current attitude and circumstances.

### ***DRILLS: Evacuation, Fire, Tornado***

Every precaution is taken to ensure the safety of students and staff during normal school hours. Periodic evacuation, fire, and tornado drills will be executed by staff members to make certain students learn proper safety procedures and follow all safety guidelines in the event of an actual fire, tornado, or crisis situation. Students are expected to follow directions for evacuation in a safe and orderly manner.

### ***SCHOOL CLOSINGS***

Generally, the school will close or start late for bad weather when Win-E-Mac Schools closes or starts late. The announcement of school closings or late starts will be made if there is a storm where travel is not advised; we will make every effort to ensure that your child is sent to the home you have designated.

In the event of extreme weather conditions or emergency circumstances, FCA may close school. FCA will make every effort to contact parents individually as well as announcements made on FB, Valley News Live, Bemidji Radio Stations; KBHP (FM 101.1/FM 95.5), KKBJ (FM 103.7/FM 98.3), KBUN (AM 1450) and Bagley/Fosston Radio Station FM 96.7 and FM 107.1. It is essential that you discuss with your children what they should do in the event school is closed early.

FCA may not always follow Win-E-Mac School District and reserves the right to cancel school when conditions are not conducive to learning.

### ***FIELD TRIPS***

Field trips are encouraged as additional educational experiences for students. A generic field trip permission slip is sent home at the beginning of the year to cover all local field trips. During the year, teachers will request permission from the Administrator to take their students on a field trip. After approval is obtained, teachers will inform parents of the date and purpose of the trip. Parents will be contacted for chaperoning for the field trip. Costs for field trips are generally covered by parents.

In the event that a bus is not available parents will be contacted to drive. Parents interested in driving for field trips are required to pass a background check. Please contact the school for details.

#### ***Parent /Driver Responsibilities:***

1. If a parent volunteers and/or is asked to drive for a field trip, they must have a current driver's license and current vehicle insurance.
2. Parent drivers are responsible for ensuring that all students in their vehicle are wearing safety belts at all times.

3. Parents must obey all Minnesota State Traffic Laws which state “**It is illegal for drivers of all ages to compose, read, or send electronic messages or access the Internet on a wireless device when the vehicle is in motion or part of traffic. This includes being stopped in traffic or at a light.**” Update: “In 2019, the Minnesota Legislature passed a “hands free” law making it illegal for drivers to use hand-held cell phones while driving. While it was previously illegal to text while driving, the new law also increased restrictions on using all electronic communication devices.”
4. Students 12 years of age and under should not ride in the front passenger seat if that vehicle has airbags on the passenger side.
5. Field trips are for the benefit and enjoyment of FCA students. Therefore, no younger or older siblings of the parent driver and/or helper, or any children from outside the classroom, should be brought on the field trip unless prior approval is obtained from the field trip coordinator (presently classroom teacher or school administrator).

### **CHAPEL**

One of the academic and faith-enriching highlights at FCA is chapel. All students are required to attend chapel, which will be held daily. Parents are invited to attend chapel.

### **CHURCH AFFILIATION**

Parents and students are advised to regularly attend a Bible-believing church.

### **CLASSROOM VISITATIONS**

Parents are encouraged to visit and observe the school and/or their child’s classroom anytime. We do encourage parents to inform the staff ahead of time when they wish to visit the school. All parents and visitors must report to the school office before entering the classrooms during school hours.

### **CLOSED CAMPUS**

FCA is a closed campus. Any student leaving the school premises alone or with someone other than a parent must have written parental permission or verified communication with the office, classroom teacher, or a confirmed email. This includes off-campus class activities. (See **FIELD TRIPS** policy.) All visitors must report to the school office or obtain permission from another staff member before being admitted to school premises. High school students are not permitted to leave during lunch break or study hall.

### **COMMUNICATION**

Open communication at FCA is vital as we seek to accomplish our mission and goals. To ensure that everyone is fully aware of the proper order of communication, the following policy has been established with the principles of Matthew 18 in mind and should be used by all persons within our school.

**As a parent:** If you have concerns about your child’s spiritual, academic or social growth or safety, first speak with your child’s teacher. If you do not obtain results, then speak with the administrator.

**As a teacher's assistant or classroom volunteer:** If you have concerns about what is going on in class, if you are unsure of how things should be done, if you have questions about classroom schedule, etc., first speak with the teacher of the class. If you do not obtain results, then speak to the administrator.

### **COMPUTER USE**

Computer activities are part of the curriculum at FCA. Use of school computers is both a taught skill and a privilege. Students are responsible to use the computers correctly and only with permission or instruction from the teacher. Students should not use computers to create or display images or messages that violate any school rules or policies or that conflict with Biblical standards for conduct and communication. Students found to be in violation of this policy will receive discipline as the teacher and/or principal deems appropriate. (Also see **INTERNET** policy.)

### **LOST AND FOUND**

Lost and found articles are to be taken to the designated area where they may be claimed and identified by the proper owners. Lost and found articles unclaimed at approximately mid-year and at the end of the school year will either be donated or discarded.

### **FOOD PROGRAM**

Monday - Friday: FCA students should eat breakfast before school and are responsible for bringing their own lunch to school. Students will be able to use the school's refrigerator and microwaves.

### **PERSONAL PROPERTY**

Students are cautioned not to bring large amounts of money or valuables to school. The school does not assume responsibility for any personal items or property belonging to students.

### **MEDICAL**

General: Parents are required to complete the medical information form and a student health form at the beginning of each school year. Names and addresses of relatives or friends will be required on the form in the event parents cannot be reached in an emergency and someone else must then be contacted. If at any time during the school year the emergency medical information changes, parents are asked to immediately notify the school.

A locked medical cabinet is located in the administrator's office with basic supplies. Any special medications that are provided for students by parents will also be locked in this cabinet. Parents will complete a form giving permission to FCA staff to administer basic medical care in case of emergencies.

**I. Illness:** If a child becomes ill at school, the parents will be called to inform them of the child's illness and to request that the child be taken home. No child will be sent home without a parent first being contacted.



**II. Immunizations:** FCA complies with all State of Minnesota immunization laws and requires each of its students to be up to date on their vaccination information. Parents will be asked to provide immunization records for their student before admission to the school is allowed. If parents choose not to have immunizations for their child a waiver must be on file.

**III. Injuries and First Aid:** If a child is injured on the way to school, or at school, we will make every effort to notify the parents immediately. In the event we cannot contact the parents and emergency treatment is needed, we will use the permission given on the student's emergency form as our authority to call a doctor/dentist. The costs of any emergency treatment will be at the parents' expense. For minor injuries sustained by students at school, a staff member will administer general first aid as necessary. First aid supplies are kept in the office and classrooms. All medications are kept in a locked cabinet accessible only by staff members.

**IV. Records:** The school keeps health records for each student. This is a state requirement. Any disease or immunization that the child has had during the summer or during the school year should be reported and updated on the child's health record.

**V. Appointments:** If at all possible, parents are encouraged to schedule medical or dental appointments for their child after school to avoid loss of school time.

**VI. Medications:** Medications, including over the counter medications, cannot be administered or taken by the child at school without written parental permission. All medications will be kept in a locked cabinet at school accessible only by staff members. If a parent sends medication to school, it must be accompanied by a completed medication form in order for the school to administer the medication. By law the teacher or other staff member has the right to refuse to administer certain medications. In this event, the parent will be asked to either administer the medication at home prior to or after school hours or come to school to administer the medication to the student.

**VII. Communicable Diseases:** To prevent the spreading of disease and ensure proper recovery, parents are asked not to send their children to school when they are sick. Parents are asked to notify the teacher or principal immediately of the child's illness. Parents should follow these guidelines for keeping their child home from school because of illness:

1. Fever of 100 degrees or more within 24 hours.
2. Pink eye until receiving treatment for 12 hours.
3. Chicken pox until no less than 7 days after the appearance of blisters.
4. Impetigo until treated by a nurse or physician.
5. Scabies until treated.
6. Ringworm until treated.
7. Lice until treated.
8. Strep Throat until treated with antibiotics for 48 hours.
9. Vomiting until the child has not vomited for 24 hours.

**VIII. Vision and Auditory Screenings:** Vision and auditory screenings are done for students beginning in the fall by our school nurse and parent volunteers. Re-checks for students with questionable vision or hearing are performed with a follow-up note sent to the parents.

## ***PARENTAL INVOLVEMENT AND VOLUNTEERISM***

Parents are encouraged to be involved in all aspects of the school. We especially desire parents to help in the classroom as teachers' assistants and to chair student activity events. Our students can obtain a higher degree of academic excellence and F.C.A. can offer more academic and athletic extracurricular activities when we have consistent parental involvement and volunteerism.

FCA requires all volunteers who work outside of direct teacher supervision (including driving for field trips) to have a criminal background check on file in the school office. Feedback from parents is always welcome!

## ***PROGRESS REPORTING***

Student progress will be reported to the parents throughout the year by means of report cards, notes, calls and parent-teacher conferences. Written report cards will be sent home to parents four times per year. Parents should help their children understand that their teachers and other staff members are ready to help them when they need it.

Teachers and parents are encouraged to hold additional conferences at any time during the year when there are questions or concerns about a student's progress or behavior in school.

The current grading system being used by FCA staff varies for the different grade levels, but parents may request a copy from their child's teacher or the principal.

## ***SCHOOL RECORDS***

Confidential files for each student are kept in the school office and include the following records: attendance, tardiness, health, special abilities, scholastic achievement, character development and various test results. Parents and/or guardians who are listed on the student's application for enrollment form may view these records upon request. Staff members are not to release any school record information about any student to anyone other than the parents or guardians, except in the case where written permission is given by the parents or guardians. If at any time the parents' or guardians' status changes, the school office should be notified immediately.

## ***SCHOOL SUPPLIES***

School supply lists will be furnished to parents at the start of the new school year. From time to time, students may need to restock their school supplies.

## ***WITHDRAWAL***

The following procedures must be followed if a parent withdraws their student from FCA:

1. Notify the school office and teacher or principal of the date and reason the student will be leaving.
2. Return all books, equipment or other materials belonging to the school to the school office.
3. Pay all tuition and other school-related fees in full through the end of the quarter in which the student is being withdrawn.

Before or at the time the student is enrolled at a new school, the parent will need to sign a release of information form provided by the new school requesting FCA to transfer copies of the student's records. FCA will not forward these records until all the above conditions have been met by the parents.

**AGREEMENT OF COOPERATION**

We have completely read this FCA Parent and Student Handbook and hereby pledge our full cooperation in all areas of philosophy, policies and procedures contained herein. We also agree to bring any and all concerns to the proper school administration staff in an intelligent, gracious, and Christ-like manner. If we become dissatisfied with the school in any respect, we will seek to resolve the matter with the person(s) involved, rather than begin to spread criticism or hold a negative attitude in our hearts. In the event that the problem is not resolved to our satisfaction, we will not try to change the school but will withdraw our child(ren) quietly.

\_\_\_\_\_  
Parent (Printed) Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student (printed) (Grades 3-6) Date

\_\_\_\_\_  
Student Signature (Grades 3-6) Date

***Parents: Please sign, date and return this Agreement of Cooperation to the school office as soon as possible (one form per family).***

**NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

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