

FIRM FOUNDATIONS **CHRISTIAN ACADEMY**



*A Ministry of First Baptist Church Arnold
Pastor Kenny Qualls, Senior Pastor
2012 Missouri State Road
Arnold, MO 63010
(636) 296-7729
Shelly Straher, School Administrator
www.fbcarnold.org*

Partnering with parents to build a “firm foundation”.....for life!

Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.

Isaiah 40:30-31

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A message from our Administrator:

We are grateful to the Lord for His continued blessing upon the school ministry of First Baptist Church Arnold. Established in 2001, we provide service to Arnold and the surrounding areas.

Firm Foundations is first and foremost dedicated to preparing the next generation to serve in God's Kingdom. We are partnering with parents to provide the spiritual, social, academic, physical and emotional ingredients necessary to form a "firm foundation" for life.

We offer ABEKA curriculum. This is educational material from a Christian perspective based on the inerrant Word of God. Your child will learn the necessary skills to succeed in his/her future academic and vocational experience.

Please read through the following booklet as you will find valuable information that will help answer any questions you might have. We are looking forward to being a part of your child's life and sharing the love of God with your family. Please feel free to contact me anytime.

*God Bless You,
Shelly Straher*

Office Hours: 7:30am-4:00pm

School Session: 8:00am– 3:30pm

Main Phone Number: (636)296-7729 ext. 123

Fax Number: (636) 296-1386

Administrator: ext. 118 email: shelly.straher@fbca.us

Billing inquiries: ext. 165 email: chyrle.walls@fbca.us

FCA Mission Statement

***Our Mission** is to develop students with Christian character and a Biblical worldview, who achieve their highest potential.*

***Our foundation** is the Word of God and its teaching.*

***The Cornerstone** of Firm Foundations Christian Academy is its commitment to the Lordship of Jesus Christ. It is truly our desire that “in everything He might come to have the supremacy” (Colossians 1:18).*

***Our Goal** is that each student would be equipped to pursue God’s plan for his/her life while being salt and light in a decaying and lost world.*

***Our Prayer** for our students is “...that the God of our Lord Jesus Christ, the glorious Father, may give (them) the Spirit of wisdom and revelation, so that (they) may know Him better... and that the eyes of (their) hearts may be enlightened...” (Ephesians 1:17-18a)*

Statement of Faith, Marriage and Sexuality

This statement is taken from the First Baptist Church of Arnold bylaws. The school, Firm Foundations Christian Academy, is a ministry of FBCA and abides by the bylaws set forth by the church.

“Article IX of these Bylaws sets forth a summary of the Church’s religious beliefs concerning the subjects of marriage and sexuality. This Article IX is not intended to be an exhaustive statement of the Church’s religious beliefs regarding marriage and sexuality. Those religious beliefs are further spelled out in Scripture, the Baptist Faith and Message, and under the guidance of the Pastor.

This Church, as its official position and religious belief, believes that the term “marriage” has only one meaning, and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. Any Church ceremony, activity, membership issue, employment requirement, volunteer service requirement or other official Church policy shall be construed in accordance with this definition of “marriage” set forth in this Article IX.

The Church, as its official position and religious belief, believes that in order to preserve the function of the Church as the local body of Christ, and in order to conduct itself in accordance with the mandates of Scripture, all persons employed by the Church in any capacity, or who serve as volunteers, shall agree to this Statement of Religious Beliefs

The Church, as its official position and religious belief, believes that every person must be shown compassion, love, kindness, respect and dignity, regardless of their beliefs concerning marriage and/or sexuality, as dictated by Scripture. Hateful and harassing behavior or attitudes directed toward any individual on the basis of his or her beliefs or practices regarding marriage and/or sexuality will not be tolerated, and are not in accord with Scripture or the beliefs of this Church.”

Admission Policies

1. Non-Discrimination Statement

FFCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students of the school.

2. Admittance Policy

Each new family will have a tour with the Administrator which will cover all of the school procedures.

Registration begins in February of each year. It is open to current students for the first two weeks then it will be opened up to the public for enrollment. At this point, enrollment will be on a first come, first serve basis until a class is filled.

3. Admission Procedure

A registration packet needs to be filled out for each student. You may obtain this from the school office. Along with the registration papers you will need a certified copy of the student's birth certificate, a current shot record, and if transferring, a permission to transfer records from the previous school, along with the registration fee to complete enrollment.

All registration fees and paperwork are required before a student may attend classes.

Registration fees are non-refundable. All books and related material are the property of this facility.

4. Age Requirements

FFCA does require that the age of the student be appropriate to the grade placement. A kindergarten student should turn five years old before July 31 to be accepted into school the following August. On occasion, students with birthdays as late as the start date of school may be considered for enrollment. A parent should contact us to meet with and evaluate the student. A teacher recommendation is required. Elementary students who are two years or more above normal age for a particular grade will generally not be considered.

Financial Policies

Late Fees, Delinquent Accounts and Procedures

A late fee of \$25.00 will be assessed accordingly: Monthly installments made after the 10th of the month. Weekly or bi-weekly installments if not paid by Friday of the prior week of service by 6pm. On any returned or declined payment, an additional return check fee of \$25.00 will be assessed.

Payments will first be credited to the most outstanding balance. Late fees and additional return check fees must be paid no later than the next payment due or additional late fees will accrue at the same rate of \$25.00.

Accounts over 30 days' delinquent will result in the suspension of the student(s) from classes until the balance is brought up to date. Continuous delinquency may result in expulsion.

Any balance at the end of the school year must be paid by May 10th. This includes lunch, late fees, library books etc. You must have all accounts paid in full to ensure enrollment for the following year.

If a student is withdrawn or expelled, all financial obligation according to our financial agreement must be met. Any other consideration must be made in writing and submitted to the Administrator.

If a family has any outstanding balance at another private school, the student will not be admitted to FFCA. Confirmation of debt resolution will be required from the previous school's administration before enrollment can be completed at FFCA.

Report cards and transcript information will not be released until all accounts are paid in full, and all school property is accounted for.

2020-2021 Firm Foundations Christian Academy Family Contract

Program	Dates/Times	Registration Cost <i>All fees are non-deductible</i>	Tuition Rates	Comments
Kindergarten (636) 296-7729 x118	Aug- May 8:00-12:00	\$400	\$2000 per year \$200 per month August-May	Extended School Day 12:00-3:30 \$60 per week <i>for scheduled school days</i> Lunch <i>not included</i> See Eagle's Landing for additional AM&PM care rates
First – Fourth Grades (636) 296-7729 x118	Aug- May 8:00-3:30	\$400	\$2800 per year \$280 per month August-May	Sibling Discount of \$150 per year
Fifth – Eighth Grades (636) 296-7729 x118	Aug- May 8:00-3:30	\$450	\$3200 per year \$320 per month August-May	Sibling Discount of \$150 per year
Eagle's Landing (Latchkey) Completed Kindergarten – Fifth Grade (636)296-7729 x165	Aug- May 6:00-6:00 See Calendar for additional days of care	\$60 (\$85 per family)	AM only \$60 wkly PM only \$60 wkly Both \$85 wkly \$12 per single session	FFCA/Sherwood Limited extra days offered Care reserved by contract Half Days \$20/Full Days \$25 Snow Day care offered No discount for closures No sibling discount
Summer Eagle's Landing (Full Day School-Age Care) (636)296-7729 x165	May 26 – Aug. 14 12 weeks of care 6:00am-6:00pm Closed July 3rd	First and last weeks tuition paid to register <i>Additional supply fee varies per week.</i>	\$155 per week Includes meal plan (\$35 per day w/meals) \$125 per week w/out meal plan (\$30 per day w/out meals) An additional \$25 supply & travel fee will be added each week.	Registration: Contact Chyrle Walls To make an appointment Spots are limited. Attendance weeks must Be chosen at this time No sibling discount

Orientation Guide

All registration fees must be paid in full and all paperwork updated to be considered enrolled with a secure spot.

Student Name (Printed)	Grade	FFCA Reg	Shot Record	Handbook Page	Birth Certificate	SAT	Chromebook

2020-20021 Tuition Payment Options

I understand that by selecting the following payment plan it is my responsibility to follow it according to my contract. Payment not made on my chosen dates will result in a \$25 late fee. We accept cash, check, credit card (additional fees apply), or automatic withdrawal through the parent portal. Returned checks are considered late payments and are subject to a \$35 return fee plus a \$25 late fee. Additional late fees will accrue as long as the account remains in arrears. Physical payments can be made in the school office, at the secured box located near the first floor office, or by mail:

FFCA- School Office
2012 Missouri State Rd
Arnold MO 63010

A student whose account is delinquent will be suspended from classes until the account is brought up to date.

All documents, including report cards will be withheld until accounts are paid in full. Consistent delinquency may result in expulsion.

Initial _____

0	Annually (no discount applies) Payment due in full by Orientation	Total	
0	Bi-Annually (no discount applies) Installment one due by Orientation/Installment two due by January 10	Total	I
0	Monthly 10 equal installments due August-May on the 1 st of each month and delinquent by the 10 th of the month (if the 10 th falls on a weekend or closure it is due on the last day open) First payment due by Orientation/Last payment due by May 1st	Total	mo
0	Weekly 40 equal installments due each Friday by 6 pm	Total	wk
0	Bi-Weekly 20 equal installments due every other Friday by 6pm according to our billing schedule	Total	bi-wk

This is an agreement for the entire school year between Firm Foundations Christian Academy, a ministry of First Baptist Church Arnold, and the undersigned parents, legal guardians, or parties financially responsible for the student(s) named in the agreement (hereafter referred to as "parents"), wherein the parents agree to the tuition schedule for the academic year _____. A parent must sign this agreement and return it to the School along with the Registration/Enrollment fee for each student when enrolling new students or re-enrolling returning students. No student will be allowed to begin classes until this form is signed and on file with the School.

Acceptance- In consideration of the Schools acceptance of this Registration and Enrollment Agreement and the Registration Fee, we agree to support the policies of the school and to pay when due the required charges for Tuition and fees as indicated herein. Because the School must make year-long financial commitments to faculty, staff, facilities, vendors, and others on behalf of the student(s), the following agreement is accepted by each parent through their signatures. **I UNDERSTAND THAT IF I WITHDRAW MY CHILD/CHILDREN FROM THE SCHOOL, I AM STILL OBLIGATED TO PAY THE FULL YEAR'S TUITION AND FEES, WHETHER OR NOT MY STUDENT(S) ATTEND FOR THE FULL YEAR. Additionally, a Request for Withdrawal in writing from the parents must be submitted and ALL FEES PAID before the student's records will be sent to a new school. Although we may be permitted to pay our obligation for the full year in more than one payment, we fully understand that this is not a fractional agreement, and should we choose to withdraw from the school for whatever reason before the end of the school year, we are still obligated for the full Academic year's tuition.**

Registration- I understand that a non-refundable registration fee payable at the time of registration is required to secure my child's position in his/her respective grade. *I will not be allowed to enroll any child into any program at FBCCA with an unpaid balance.*

You will need to provide one cell phone number as a source of contact with text receiving capability

Contact Name _____ Phone Number _____ Service Provider _____

Account Guarantor Signature _____ Date _____

Account Guarantor Name Printed _____ Date _____



Eagle's Landing Pricing and Contract Information

Hours of Operation: August-May 6:00am-6:00pm Monday-Friday

School Year Registration: Individual Student \$60
Family \$85

School Pricing (Aug-May)

Kindergarten School Day	Extended Care 12-3:30	\$60 per week (lunch not included)
AM Care Only	6:00am-8:00am	\$60 per wk/\$15 per day
PM Care Only	3:30pm-6:00pm	\$60 per wk/\$15 per day
AM+PM Care	6:00am-6:00pm	\$85 per wk/\$20 per day

Can't find a schedule to fit your needs...ask us!

There is no reduction in fees or credits applied for closures. Your weekly rate is the same for the 40 weeks of school.

Add-On Prices:

Full Day	\$25 (includes lunch) *
Half Day	\$20 (includes lunch) *

**Add-On prices are based on full-time enrollment. If not enrolled as your regular day, cost will be \$45. Enrollment fee will apply if you are not a regular attendee.*

Additional Care Dates Offered:

Nov 12	Dec 21	Dec 22	Dec 23
Dec 28	Dec 29	Dec 30	Apr 6

If our school, listed on Channel 4 as FFC Academy is closed on the same day as your school and the Learning Center (Firm Foundations on Channel 4) is open, you are welcome to join us for the day!

Snow Day Prices:

Full Day	\$25(includes lunch) *
Half Day	\$20(includes lunch) *

**Snow day prices are based on full-time enrollment. If not enrolled as your regular day, cost will be \$45. Enrollment fee will apply if you are not a regular attendee.*

2020-2021 Eagle's Landing Family Care Contract

Student Name (Printed)	Grade	School	Mon	Tue	Wed	Thur	Fri

*This scheduled will be adhered to for the dates and times that you have selected. You cannot trade sessions.
You may call to add-on a session to your base schedule, contingent on our availability.*

There is no discount for scheduled or weather related closures.

2020-2021 Additional Care Dates

I understand that by selecting these dates I will be charged the per session amounts the Friday prior to the occurrence, and there will be no reduction in charges if I choose to cancel. The deadline to sign-up for these additional days is October 16, 2020. If Firm Foundations closes any of these dates due to lack of participation, the additional charges will not be incurred. Notification of such closures will be made promptly after the registration deadline. **(Initial_____)**

0 Nov 12	0 Dec 21	0 Dec 22	0 Dec 23
0 Dec 28	0 Dec 29	0 Dec 30	0 April 6

Snow Day Care

Care will be offered on days that FFCA is closed due to weather conditions if the Learning Center is open. Closures for the Learning Center are posted on KMOV Channel 4 and their website as Firm Foundations. The cost is \$25 if it is a regularly scheduled Latchkey day for you. If it is not a scheduled attendance day for you or you do not regularly attend Eagle's Landing, the cost is \$45 and registration fees apply.

Registration Fee(s)_____

Total Paid Today_____

Weekly Total to be Billed_____

*Full tuition is due regardless of attendance or facility schedule. If payment is not made by 6:00pm on Friday, the week before care, a \$25 late fee will be assessed and your position will be considered abandoned.
You will not be allowed to drop-off again until payment is made in full*

You will need to provide one cell phone number as a source of contact with text receiving capability

Contact Name_____Phone Number_____Service Provider_____

Account Guarantor Name Signature_____Date_____

Account Guarantor Name Printed_____Date_____

Attendance, Absence, Tardy and Drop-off/Pick-Up Policies

1. School Day Schedule

Students may arrive as early as 7:45am. School begins at 8:00 am. Students must be present in the classroom by this time or they will be counted tardy. (See Tardy Policy) Students are dismissed from our church lobby area at 3:30 pm. All students should be picked up by 3:40 pm or late arrival fees will apply. (See Late Pick-Up Policy)

2. Excused and Unexcused Absences

The classroom experience and interacting with the teacher and other students is a very important aspect of the educational experience. All students are required to arrive to school on time and attend class if at all possible. All absenteeism is strongly discouraged except for genuine illness, death in the family, or other extreme situations. Taking students out of school for vacation is discouraged because of the poor effects an extended absence has on the student's progress and grades. Absences, tardiness and late arrivals or pickups also create many inconveniences for the teacher.

For every absence, the parent must notify the school in writing or by phone the date and the reason for the absence. When 2 or more consecutive days are missed, a doctor's note, **with a diagnosis and the date the child may return to school is required.**

Any explanation for an absence for which the school does not receive in writing or by phone is considered unexcused. Any work a student has missed on an unexcused absence will not receive credit but will be completed by the student. (See Homework and Make-up Work for further explanation.)

3. Excessive Absences

Firm Foundations Christian Academy students cannot have more than ten absences (excused or unexcused) during a single semester or twenty absences over the entire school year. A student cannot miss more than 70 hours of class time during a single semester or 140 hours of class time over the entire school year. A student who exceeds the policy limit per semester will be reviewed for retention in the current grade level the following year.

Should a student exceed these limits, the parents must submit in writing an explanation why the absences were "justified" or "unavoidable" to the administration at least two weeks before the last day of the semester. This submission should contain official documentation such as doctor's notes, including dates and reasons for the absence.

Attendance, Absence, Tardy and Drop-off/Pick-Up Policies - Con't.

4. Tardiness

Any arrival after 8:00 am, according to our clock, is considered tardy. Parents need to bring students to the office to be signed in. Do not go to the classroom first. The first 4 tardies in each semester, children will miss recess to make up any missed work. The 5th tardy and any subsequent tardies will require an after school detention. Missed class work will be done at this time. There will be a \$25.00 charge for each detention starting with the 6th tardy. This fee will be due the day of the detention, payable in the office. If you do not pay the fee, we reserve the right to dismiss your child from our program. All financial obligations, according to our financial policy will still be the responsibility of the parents for the remainder of the school year.

5. Early Drop Off/Late Pick-Up

Children may not be dropped off any earlier than 7:45 am for school. Children must be picked up no later than 3:40 pm. There will be a \$25.00 late fee plus \$1.00 per minute, per child, fee assessed for failure to follow either of these policies. All fees will be paid at time of pick up on the same day.

If a student needs to leave during the school day, the office should be given a note from the parent before school to excuse the student from class. All person who are eligible for pick up must be on the parent approved pick up list. Phone requests for pick up additions will not be allowed for safety precautions. All persons are required to show a valid ID in order to allow the student to leave with them. We will refuse pick up of any student where policy is not followed.

The school reserves the right to suspend the student from school for continued tardiness or absenteeism. All financial obligations according to our policy will still be the responsibility of the parents for the remainder of the school year. By Missouri law we are obligated to report excessive truancy to the Child Protective Services Department of the state of Missouri.

Latchkey Services

This service is available to families who have schedules that extend from the normal school day. We offer before and after school care. The morning session begins at 6am to the start of school. It also includes breakfast. The afternoon session is from the end of school until 6pm. The afternoon session includes a snack.

We also offer a limited schedule of school days off. There is no provision for snow days. Please check the calendar provided in Latchkey for these specific days.

This is not intended as a “drop in service”. You must register each student and choose a schedule of days that will be adhered to for staffing purposes.

Health

It is our desire to keep your child and our staff as healthy as possible. We are counting on you to help us maintain this standard. If symptoms of illness arise while at school, parents will be notified and an immediate pick-up by either you or someone on your authorized list will be required. If simple symptoms (other than fever) that require Tylenol or Motrin arise, the office staff can administer these medications with parental consent already on file. You will be notified in writing that they have done so.

Since most common ailments are contagious even before symptoms clearly manifest, we do all that we can to clean and sanitize everything that our students come in contact with. Please be proactive during cold and flu seasons.

Please use the following guidelines which are established by the Missouri State Health Department when children are exhibiting the following illness:

<u>Disease</u>	<u>Child May Return</u>
Strep Throat	24 hours after antibiotic treatment begins as long as there is no fever present
Head Lice	When all nits have been removed. Must be inspected by Administration before re-entering. The presence of any nit on the hair will not be allowed.
Chicken Pox	When all pox are scabbed over
Conjunctivitis	24 hours of antibiotics and no secretions from the eye
Diarrhea	24 hours after the last loose movement
Fever of 100	24 hours fever free
Vomiting	24 hours without vomiting
Rash of Unknown Origin	Requires a doctor's diagnosis; return at the Administrator's discretion
Non-clear Nasal Discharge	May require a doctor's visit and diagnosis at the Administrator's discretion

*If absences due to illness exceed 3 days, a doctor's diagnosis and date of release for such illness will be required.

**We may at our own discretion extend time away from attending class for certain illnesses.

**FIRM FOUNDATIONS CHRISTIAN ACADEMY
IMPORTANT MESSAGE
TO ALL PARENTS/GUARDIANS
IMMUNIZATION SCHEDULE**

Shots



+

Physical



=

School Ready



IMMUNIZATIONS

Missouri State Law requires all children attending public, private, parochial daycare centers, preschools and schools to be adequately immunized. Valid immunization records and proof of physical evaluation prior to enrollment is mandatory. This applies to all children infant through twelfth grade. Copies of the required physical form are provided.

Health Examinations

Missouri Law also requires all students enrolling in this facility for the first time, to provide documentation of a student health examination performed within the 12 months prior to initial entry. A student health examination form is provided by the school in your student packet. This form must be completed and signed by a licensed practicing healthcare provider and presented to the school at time of registration.

Safety Form

Emergency information must be completed and signed by each child's parent or guardian every year. Please notify our school office with any address or telephone changes that may occur throughout the year so that our records will remain current.

IMMUNIZATION REQUIREMENTS FOR THIS SCHOOL YEAR

Age Group: Birth –Kindergarten Entry

0-2 months	1 HB
3-4 months	1DTa/DT, 1 Polio, 1 Hib, 1 or 2 HB
5-6 months	2 DTa/DT, 2 Polio, 1+ Hib, 2 or 3 HB
7-18 months	3 DTa/DT, 2 Polio, 1+ Hib, 2 or 3 HB
19 months-Kdg. entry	4 DTa/DT, 3 Polio, at least 1 Hib after 12 months of age, 1 MMR, 3 HB, 1 Varicella (chicken pox) or date in which child had disease

Age Group: Kindergarten through Twelfth Grade

DTP/DT/TD/DTaP: 4 doses with the last dose on or after fourth birthday and the last pertussis before the 7th birthday. A Td booster is recommended if at least 5 years have elapsed since the last dose. A TD booster is required every 10 years after the last dose for school attendance. Tdap (2) - 8th-12 grade

Polio: 3 doses if doses are all of IPV or OPV is used.

MMR: 2 doses on or after the first birthday.

Hepatitis B: 3 doses required in grades k-11.

Varivax– Kindergarten and first grade students must have proof of vaccination.

**Written documentation by parent or physician must be on file for any
alteration to the immunization schedule**



Dear Parents,

This letter is to inform you that Firm Foundations Christian Academy is a “NUT FREE” school. We ask that you assist us in providing our students with a safe school environment. It is important that there is strict avoidance to all nuts and nut containing products (including tree nuts) to avoid a life-threatening allergic reaction. To reduce the chance of this occurring, please be mindful of the following:

1. If your child has eaten peanuts/tree nuts before coming to school, please be sure your child’s hands and face have been thoroughly washed before entering the school.
2. Please do not allow your child to bring any food items containing peanuts or tree nut products into the school or store them in their locker for after school consumption. This includes snack and items for class parties.

Please complete and return this form to confirm you have received this information.

Thank you for helping us to provide a “NUT FREE” school.

I have read and understand the peanut/tree nut free procedures.

Child’s Name _____ Date _____

Parent’s Signature _____ Date _____

Medications

Over the counter medications such as Tylenol or Motrin require a parent signature before we can administer. A release form is provided in your orientation packet.

Inhalers for asthmatics are required to be turned into the office. A prescription drug form will need to be filled out by parents. **Absolutely no inhalers are to be kept by the student while in school.** If you need the inhaler sent home daily, please give us that instruction when filling out the prescription drug form.

All prescribed medication will need to be in their original packaging with the child's name and instructions on the label. A prescription drug form will need to be filled out with the amount to be taken and time of day to be administered. A staff person is required to sign that the dosage has been given. We do provide refrigeration for medication, as necessary.

Injury During School Hours

Emergency information is vital for the school to do all we can to get your child taken care of if an accident occurs during school hours. This information is included in your admissions information. Updates are the responsibility of the parents. It is as easy as stopping by the office and having us update it immediately.

If a life threatening illness/injury occurs at school, 911 will be called, then parents notified. All other injuries, parents will be notified according to the emergency list in each child's file.

Lunches

All food is prepared by our cooking staff on the premises. Each child is provided the same foods. Lunch costs will be announced each school year. Extra items may be purchased at an additional fee per item. No soft drinks or glass containers allowed in sack lunches.

If a student brings a lunch from home, there is no refrigeration provided. Please pack appropriate items. Drinks can be purchased through the lunch program. No microwaves are available.

Lunch money should be sent with your child in advance. You may apply lunch money to your students account by sending it into the office or adding funds through the parent portal. You will be notified if your account has reached a negative balance. If your account reaches as much as \$10.00 in arrears, your student will not be allowed to order lunches or extra items until there is sufficient money in the account to cover the cost. As in the case of withdrawal/graduation, all money remaining in your lunch account will be refunded. Conversely, if your lunch account is not current, student records will be withheld until all financial obligations have been fulfilled.

Field Trips

Field trips are planned by the teachers and may be scheduled throughout the school year. Most field trips are extensions of the classroom into the community and intended for educational purposes. Occasionally field trips are planned for pleasure. The purpose of the field trip is determined by the teacher. Parents who are invited to drive or supervise a field trip are under the direction of the teacher. The school may lease transportation from local companies. Teachers will provide expectations for the field trips and permission slips signed by parents will be required for each student.

Parents are expected to follow school rules in all instances while supervising children. Supervision of students on a trip is a fulltime responsibility. Firm Foundations requires:

- All drivers have a valid driver's license and current insurance information on file with the office.
- Vehicle in good operating condition– tires, brakes, horn, lights, wipers, seat belts, etc.
- All drivers/chaperones have appropriate material from the teacher including emergency information.
- All students are secured in a seat belt when in a private vehicle and in a designated seating position in compliance with manufacturer's rated seating capacity and air bag regulations. All drivers must follow Missouri law by using booster seats for children up to age 7 unless they are 80 pounds or 49" tall.
- Distractions such as cell phone usage be for emergencies only.
- All drivers follow the teacher designated plan and the same route to and from the destination.

Locker Usage (Grades 4-8)

Lockers should be kept organized and clean at all times. Periodic locker inspections will be done by the Administrator. No stickers, decals or writing inside or outside of lockers. Magnetic decals and locker shelves may be used on the inside of lockers only.

All items that you would normally keep in your desk will now be kept in your lockers. Please have appropriate items for storage and easy access. There will be 5 minutes between classes. This is plenty of time to get to your locker, use the restroom and get back to class. *Tardiness will not be acceptable.*

Combinations to each lock should be given to your teacher at orientation; they will keep it on record for you in case it is needed. Please do not give out your combination. Lockers should be locked at all times when not in use.

Locks can be removed without a combination at the student's expense when necessary.

Library

The use of the library is the student's privilege as long as the student exercises common courtesies and uses the room for intended purposes. The library hours may vary. Teachers do arrange a special library time during classes, but it is the parents' responsibility to arrange for a library card for your family. This is simply done by filling out a short form. Parents are also responsible for the return and condition of the books checked out. No food or drink is allowed in the library at any time. All library items must be turned in or a charge will be put on the families account. No records will be released from the school until all accounts are in good standing including library charges.

Outside Play

Children will have a specific time of outdoor play. Please dress your child appropriately. We are not staffed to allow for children to remain indoors while others are outside. We will follow the Children's Hospital Guidelines when determining whether or not the students will go to recess outside. **(Temperatures include wind chill)**

32-90 degrees	Children can stay out for an unlimited amount of time
20-32 degrees	Children can stay out for 10-15 minutes
10-20 degrees	Children can stay out for 5 minutes
10 degrees or below	Children will not go outside

Posters/Announcements

Posters may be displayed only in connection with the school activities and groups. Parents and students must obtain approval from the Administrator to hang posters anywhere in the building. Posters can only be hung on bulletin boards, not windows, doors or painted surfaces. We will not display home-based business cards, brochures or advertise for any business on school property.

Snow Announcements

When inclement weather arises, we will act in the best interest of our students. We will alter our schedule in the following ways:

1. Snow Schedule: School will begin at 9:30 am and will end at its normal time.
2. Half Day: School will begin at its normal time and end at noon. No lunch will be served.
3. Snow Day: School will not be in session at all.

Any changes in our schedule will be posted on our website @ fbcarnold.org. We will text parents through the portal. You must have your cell phone carrier put on your account to receive this type of message. We will also announce our schedule changes on channels 2, 4, and 5. Our school will be listed as FFC Academy. On rare occasions the weather may turn poor during the school day. The school will monitor the development of the weather and will dismiss school early if it is in the best interest of the students. We will notify parents via text and email and channels 2, 4, and 5 for early closings.

Use of Office Phone and Cell Phones

Students will not be called to the school telephone except in the case of an emergency. Please let the secretary know what the need is and we will relay the information as time is allowed according to class schedules. Students may use the office phone with permission.

Student cell phones must be turned off during the school day and kept out of sight in a backpack or locker, and not brought into the classroom. Student use of a cell phone in violation of this policy will result in the phone being taken away and returned at the end of the day. Repeat violations will require a parent to pick up the phone in the school office.

Visitors on Campus

All visitors must check in at the school office upon arrival. Anyone who will be visiting a class to read or attend fieldtrips must have a current background check on file. (Refer to Field Trips)

Visitors on Campus – Con't.

Any parent wishing to visit the classroom should notify the teacher at least one day in advance. An impromptu meeting with a teacher before or after school without setting up a time with them is not allowed. We do not want to prevent school from starting on time. Teachers will make themselves available within reason at your request.

Standard of Conduct

All students, volunteers and staff are expected to abide by the conduct and spirit expressed within our Statement of Faith. Violations of the Statement of Faith's positions, or it's spirit, or violation of any other church or school policies will result in dismissal or expulsion. This includes any form of sexually deviant behavior or action, a change in gender identity from their God given gender. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess.4:1-8; Heb. 13:4)

A high standard of conduct is expected of staff and students alike. Professing to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions and in our attitudes toward each other. As the Bible instructs us, "If we live in the Spirit, let us walk in the Spirit." Galatians 5:25.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the statement of faith, the spirit, or the policies of the school whether on or off property as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

Students are expected:

- To exhibit a desire to be Christ-like in conduct
- To be punctual, responsible, and ready to learn
- To bring all necessary supplies to class
- To show respect to the teacher and other school authorities

On the other hand, the following acts or attitudes are unacceptable at any time and will be issued discipline according to the school's policy:

- Foul language, harsh language, frequent put-downs of others, physical bullying, and other forms of harassment
- Disrespect to teachers, the principal, parent helpers, or others in authority
- Improper displays of affection
- Irresponsibility in completing assignments, getting papers signed, copying other student's work, cheating, not bringing proper items to class
- The use of electronic devices without the proper permission of the teacher
- Possession and/or use of alcoholic beverages, illegal drugs, tobacco products, weapons, or pornographic material (students caught with any of these at school will be automatically suspended pending a decision on final dismissal)
- Vandalism of any school/church property; forgery of a signature on a note, pass, or other school communication; fighting or causing intentional injury to another student; stealing or deliberate damage to school/church property

Disciplinary Procedures

While discipline can be unpleasant, it gives students needed correction and redirection for behavior and attitudes. We will discipline students within a spirit of love and hope so that the process can establish an atmosphere of mutual trust, respect and cooperation with the students. Corporal punishment in the form of paddling or spanking will not be utilized by school personnel as part of the school's disciplinary policy or procedures.

Each classroom has a system to track behavior daily. Teachers will share their rules of the classroom at Orientation. When the system in the classroom is not enough, the student will be sent to the office. The following will be administered:

1. Counsel and verbal reprimands, to include a written Discipline Report
2. Loss of privileges
3. Detention (see definitions)
4. Suspension or removal from programming
(All financial obligations to this facility will still be the responsibility of the parents.
Refer to our financial policy)

Please note that disciplinary action does not have to follow this order. Parents may be called to the facility for disciplinary action.

Definitions:

Disciplinary Notice: teacher may communicate with parents in a variety of ways. However, when a Disciplinary Notice is sent home, this is a serious matter. This becomes part of the student's permanent file. This notice will report information and advise parents of the school's intended course of action. This must be signed and returned the following day. If not returned, the student may be held out of classes until the parent has been contacted.

Detention

- Detention starts at 3:30 and ends at 4:30 pm. Students must pay a \$5.00 fee to the detention supervisor in order to serve the detention.
- Students are not allowed to use the restroom during this time and they are not allowed to leave until the supervisor dismisses them.
- Students must be on time to detention and be picked up promptly by parents at 4:30pm.
- Students will be required to work on schoolwork during detention. They must bring enough work to fill the hour. Students will not receive tutoring during this time and are not to ask questions or talk. Students may read textbooks, study notes, or work on classroom assignments. Magazines, electronic devices, writing letters/notes, drawing pictures or doodling are not allowed.
- Students are not talking during this time for any reason. They are not allowed to lay their head down or sleep.
- If the student breaks any rule during detention, they will not be given credit for the detention and serve an additional detention and pay the detention fee again.

Serving a detention due to tardiness, the fee is \$25.00 beginning with the 6th tardy.

(Refer to tardy policy for details)

Out of School Suspension (OSS)

An out of school suspension requires that the student be deprived of all privileges of attending school for a specified number of days. A student receiving an OSS is expected to remain current with assignments, but no credit will be received for that work. A student is limited to serving one OSS session per school year. Expulsion will be the only other course of action if negative behavior persists.

Expulsion

Expulsion is the removal of a student from school by the action of the Administration and the Pastoral Staff of First Baptist Church of Arnold.

Conflict Resolution Policy

School parents and teachers are expected to honor the Lord by using a Biblical method of conflict resolution. Matthew 18:15-17 gives a model for this resolution. The principles are:

1. You should take your complaint to the person who has offended you privately, (whether it is a school parent, teacher or staff), without gossiping or slandering the person to others beforehand;
2. If the conflict is still not resolved, you should take it to the next level of authority, which in the school would be the teacher (if the problem is with a parent), and the principal (if the problem is with a teacher or staff member) for them to bring resolution.

When problems are solved in a way that honors God, we immunize ourselves and our children from bitterness. Please note: If you first approach a teacher or the principal before talking to the necessary people, you will be directed back to the first steps of the conflict resolution process before that school authority will get involved.

Dress Code

Please dress children in modest apparel. Shorts underneath girls' dresses are recommended because of active play and modesty. Shorts and dresses must be worn at mid-thigh or longer. No halter or mid-drift tops. No alcohol or tobacco products or offensive language to be advertised on clothing. Administration reserves the right to inspect and add to dress code policy as needed. Written warning will be sent home in the form of a Disciplinary Notice.

Tennis shoes are encouraged daily as this is the only shoe type allowed on the gymnasium floor. If a child wears sandals, we do have mulch on our playground and it may cause discomfort.

Academics

Teacher qualifications: Our teachers are certified in the state of Missouri. All teachers are encouraged to continue education and expected to maintain certification in the state of Missouri.

Curriculum: The following subjects are taught in our school using ABEKA curriculum:

Elementary: Bible/Memory Work, Phonics Based Reading, Spelling, English, Math, Poetry, Handwriting,

Academics - Cont.

Science, History (All of these subjects can be viewed on ABEKA.com). Gym class is attended twice a week. Music class is attended twice a week. Art class is attended once a week. The computer lab is used by students and teachers for research and keyboard introduction.

Middle School: Bible/Memory, Language Arts, Math, Science, Health, History, Literature, Gym class is attended twice a week. Music class is attended twice a week. Art class is attended once a week. Computer labs used in the classrooms for research and keyboard introduction.

All textbooks, including the art books, are the property of Firm Foundations Christian Academy. The students are responsible for the care of these books and will be charged the replacement cost for any which are lost or willfully damaged.

Grading Scale

Grade	Percent Range
A	100-90
B	89- 80
C	79-70
D	69- 61
F	60 and below

Students with a grade average less than a “C” will be placed on academic supervision. Any student on academic supervision may have his or her involvement in extracurricular activities limited, including after school clubs and student council.

Homework

An important aspect of any elementary educational program is to have students develop good study habits and to develop a sense of responsibility. One method of achieving these ends is through the assigning of homework. As students’ progress through the grades, you can anticipate schoolwork may require additional time and effort outside of school hours.

The faculty intends that homework, written work, artwork, and projects be done to the best of the student’s ability. Our expectation is that the work be the student’s own work. We see the parent’s role as supportive, and if necessary, supervisory, of homework, written work, artwork, and projects. Written work must be done in the student’s handwriting unless the teacher permits the use of a computer. Work that is exceptionally above grade level or above the student’s ability level as demonstrated in the classroom setting may lead the teacher to question the genuine quality of the work as being the student’s own work.

Teachers at the various grade levels have adopted specific procedures for the handling of incomplete homework. If a student has three consecutive incomplete assignments in a quarter, a Disciplinary Notice will be sent home. This notice is to be signed and returned to school the following school day. The Disciplinary Notice informs the parent that there is a problem. It is a warning. If the student receives a fourth incomplete for missing schoolwork, he/she receives a detention. The student receives an additional detention for each

Homework - Con't.

incomplete assignment, once the student has accumulated four incomplete assignments in one quarter. However, if the student accrues more than six incomplete assignments in one quarter, the consequences change. On the seventh incomplete assignment, the student will serve a School Detention. A conference is scheduled between the student, parent(s), teacher and administrator prior to returning to the classroom.

Parents are encouraged to provide a proper setting and schedule for the child to complete their schoolwork. If your child is spending an excessive amount of time on homework, please consult with the child's teacher. School planners are a great tool to provide for organization of student's daily homework, long-term projects, and can serve as a means to communicate information between student, parent, and teacher. The faculty encourages the students to use their planners daily.

Any work missed during an absence will be made up. Any work missed as a result of an unexcused absence will not receive credit but will be completed by the student.

Families who give permission to their students to be absent for a family trip, extra-curricular activities etc., must make arrangements at least 2 weeks prior to the absence with the administration and the teachers to make up work missed. The anticipated school work must be completed before or during the trip, with arrangements having been made with the teacher to take tests that might be missed.

If a student has an excused absence, the make-up work is required to be done upon return within as many days as the student has been absent, unless other arrangements have been made with the teacher. Being absent does not extend preparation time for any examination.

Academic Fail Policy

Students failing two or more subjects at the end of the year will be considered for retention at their present grade level. The administrator will also evaluate students who receive low grades, (D's) in three or more subjects at the end of the year concerning retention. Parents of students being retained will be notified with explanation in writing. After notification, parents may ask for a conference with the administrator and the teacher to discuss retention. A student who has been previously retained in two or more grade levels at any school will not be admitted into FFCA.

Report Cards /Parent Conferences

Our academic year is divided into two semesters, and each semester is divided into two quarters. Report cards will be issued 4 times per year at the end of each quarter. The 1st and 3rd quarter report cards will be issued at mandatory parent conferences. The school sets aside these conference dates which allows a one on one time with the teacher. This is not a time to schedule a "vacation" time or time away. These conferences are essential to building bridges of communication with your child's teacher.

Withdrawal of Students

Withdrawals must be conducted through the school office. All text books, library books and other school articles must be turned in at the time of withdrawal. Parents will be billed for any items that are not turned in at replacement cost. Student records may be held until the family's financial accounts are paid in full.

Student Records

Student records are available for review by parents. In order to view a child's records or request to send official transcripts to another school, a parent must sign our records release form or have the requesting school send us a release form signed by a parent. All requests must be signed by the administrator. In the event that we receive conflicting instructions from a parent concerning the release of student records we will require both parent signatures before the records will be sent.

School Property, Text Books and Supplies

God has provided the school property and equipment through faithful members giving and registrations. Students should consider the school and its facilities a blessing from Him and do all in their power to be good stewards of them. Any student known to deface or destroy school/church property will be assessed the full cost of the repairs and will be subject to disciplinary action at the discretion of the administrator.

All textbooks are the property of Firm Foundations Christian Academy. The students are responsible for the care of these books and will be charged the replacement cost for any which are lost or willfully damaged.

Some classes may require certain supplies which should be provided by the parents. At the beginning of the school year a graded supply list will be given to each student. Special materials may be requested in advance when necessary.

Reserved Rights

Firm Foundations Christian Academy reserves the right to make, amend, or prescribe rules and policies for dress, appearance, conduct or any and all other unforeseen problems that may arise at any time during the school year. We also expect full cooperation from students and parents regarding adherence to all school plans, policies and regulations.

Firm Foundations Christian Academy

A Ministry of First Baptist Church Arnold

Student Handbook Signature Page

Child's Name(s) _____

Parent's Names _____

As a family, we have fully read the Firm Foundations Christian Academy Handbook. And understand that these are the policies and procedures of this ministry and they will be adhered to. I acknowledge that it is my responsibility to ask questions regarding those things I do not understand.

By signing this form, I am agreeing to the policies and procedures outlined in this handbook.

Parent Signature _____ Date _____

Parent Signature _____ Date _____