

FREEDOM CHRISTIAN ACADEMY  
SCHOOL HANDBOOK

Education on the Right Foundation



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

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### **Mission Statement**

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

### **Vision**

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

### **Our Commitment to You**

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

## **Statement of Faith**

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

## **Founders**

### Cal Lorts—Pastor

After attending Bible School in Tulsa, OK, Pastor Cal entered the ministry in 1975, having been ordained and licensed. Pastor Cal has pioneered several churches nationally and internationally. He has supported Christian education in spiritual and logistical areas since 1976 when he and his wife started their first Christian school. He is currently the co-pastor of Freedom Life Fellowship, an inter-denominational church and is dedicated to seeing today's children realize their potential in Christ. Pastor Cal will serve as our spiritual administrator at FCA.

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### Barbara Lorts—Master Teacher/Curriculum Director

Mrs. Lorts has been part of Christian education since 1976. She has helped establish two private Christian schools and administered in both. She has received her Masters Degree in Educational Leadership and completed her certificate as a Reading Specialist. She taught in the public school system for 8 years and worked with the Arizona Reading Initiative. She has been trained as a Reading Assessment Specialist and a Mentor Reading Coach for other teachers. Mrs. Lorts has three daughters who have become certified teachers and blessed her with seven grandchildren. She has been married for over 37 years.

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### Keather Healy—Principal

Mrs. Healy is an Arizona native from Casa Grande and the East Valley. She attended a private Christian school her entire grade school career. She attended MCC and then went on to ASU to complete her BA in Special Education. She continued her education at NAU where she received her MA in Educational Leadership and Principalship Certification. She married Matthew Healy in 1995 and has 2 children, Brianna and Joshua.

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**We will work together to set the highest of Christian and academic standards for our future generations with over forty-five years of combined educational background.**

## **Admission Policies**

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

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

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

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

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## **Admissions Policies**

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

### **Office Hours**

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

### **School Hours**

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

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

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

### **Closed Campus**

All students are required to remain on campus.

### **Visitor Policy**

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

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

## **Attendance/Tardiness**

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

**\*\*If neither is provided, the absence is unexcused and work missed during the absence may not be made up.\*\***

Work missed during excused absences may be made up at the rate equal to the number of days missed, i.e. for a one day absence, work must be made up within one day of the student's return to school. Exception to missed days policy can be modified at the administration's discretion.

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

School begins promptly at 8:30am. If you arrive later than 8:30am, you will need to park your vehicle in the parking lot, bring your child into the school building, sign him/her in with arrival time, date and signature of parent and escort him/her to class. You **MAY NOT** park outside the front door and drop off your child as this is a safety issue and we want to ensure the safety of all our students. You **MAY NOT** allow your child to sign-in without a parent signature. You **MAY NOT** ask the high school students to sign-in for you, or take your child to class as their class time starts at 8:30 as well. If tardiness exceeds 3 tardies in one quarter, administration will have a parent meeting to discuss concerns **BEFORE** your child is admitted to class on the following day.

## **Academics**

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

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

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

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

## **Achievement Tests**

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

### **Report Cards**

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

100-90 = A

89-80 = B

79-70 = C

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

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

### **Bible Memorization**

All students are required (except Preschool) to memorize monthly scriptures. They will be recited every morning when class begins. Each student will be expected to quote from memory the scripture to the teacher by the end of each month. If monthly scripture is said within the 1st 15 days of the month, the student may receive a trophy at the end of the year. Parent participation is essential in helping each student memorize their monthly scripture, please read the monthly scripture with them nightly. If a student has not quoted the scripture by the end of the month, the student will stay in from all recesses and write it out for the duration of the recess. Additionally, the student will have nightly written homework assignments; the monthly scripture will be written out 2 times the first night, increasing by 1 for each additional night.

### **PERSONAL ITEMS NOT ALLOWED AT SCHOOL**

Toys, trading cards, radios, CD players, iPods, Nintendo DS, Game Boy, cell phones, and **any other** type of electronic equipment are not allowed on campus. These items will be taken from students and will be kept by the principal until a parent conference is held. Any type of weapon or item that could be used to cause physical harm is **not allowed.**

## **Standard of Dress**

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

- Modesty is to be maintained at all times. This includes classroom activities, outdoor activities, physical education class and athletic competition. Clothing will not reveal undergarments, midriff (stomach), or cleavage by any form external or see-through during any school activity (field trips, free dress days, etc.)
- Acceptable shirts: FCA's logo shirt provided by the school at the parent's expense.
- Acceptable pants: solid dark navy or tan pants, blue denim jeans (no ripped, torn, or jeans with holes), tan pants. Pants must be worn around the waist and if needed with a belt.
- Acceptable skirts/skorts: Skirts must be no more than 2" above the middle of knee, skorts must be "fingertip" length, solid dark navy, tan or jean in color
- Acceptable shorts: solid dark navy, tan or jean shorts must be "fingertip" length for boys and girls
- Acceptable shoes: gym shoes, dress shoes, and shoes with backs or straps must be worn at all times. High heels and any type of flip-flops are not permitted.
- Sunglasses and hats may not be worn indoors at anytime. Caps with brims must face forward. Dew rags/bandannas are not acceptable.

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

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

### **Standard of Dress (con't.)**

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

#### **PANTS**

##### **NO's:**

- No writing, emblems, designs, embroidery, or any “extras.”
- No excessive “baggie pants” or bagginess worn below the waist. \*\* Must be plain.
- Athletic wear—basketball shorts, sweatpants, etc. for P.E. only.

#### **SHIRTS**

##### **NO's:**

- No shirts under uniform shirts unless it follows these guidelines:
- Only wear white, short/long sleeve undershirt with no collar— only crew neck and must be tucked in and not seen below school uniform shirt.

#### **OUTERWEAR/ JACKETS IN/ OUT OF CLASSROOM**

- Only school sweatshirts may be worn in classroom as jackets.
- Outerwear during cold weather must be a **plain, solid color** jacket or coat.

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

#### **HAIR AND JEWELERY**

Girls and Boys Hair:

- Must not hang in eyes at anytime. Must be able to see eyes at all times.
- Boys hair no longer than shoulder length and well-groomed (by FCA's discretion)
- No piercings on boys.
- Girls may have only 3 earlobe earring pieces.
- No other body piercings or fake piercings anywhere on face, tongue, or where it can be seen on the body.
- No tattoos for all students.
- No fake or “put-on” fake nails. Modest fingernail polish for girls only.
- Modest make-up for girls.

## **Discipline Policies**

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

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

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

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

## **Discipline Policies**

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

### **Classroom Discipline Policy:**

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

### **Administration Action:**

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

### **Cause for Possible Student Suspension or Dismissal:**

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

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

### **Dress Code Violation:**

**First Warning:** note sent home to parents, note signed and must be returned the following day.

**Second Warning:** parents called and sent home for appropriate attire. If parents cannot be reached to pick-up child, he/she will be in in- school suspension to sit in the office for the day completing schoolwork.

**Enrollment and Tuition Fees\***

<b>CLASS</b>	<b>NON-REFUNDABLE REGISTRATION FEE</b>	<b>TUITION YEARLY</b>	<b>TUITION MONTHLY</b>
Preschool:			
2 day (T/TH)	\$150.00	\$2,000.00	\$200.00
3 day (M/W/ F)	\$150.00	\$2,750.00	\$275.00
5 day (M-F)	\$150.00	\$4,000.00	\$400.00
Kindergarten	\$150.00	\$3,500.00	\$350.00
Grades 1 & up	\$150.00	\$3,500.00	\$350.00
Curriculum Fee	Pre-K- \$50.00 Kindergarten-\$100 1st grade & up-\$200		

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

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

**Thank you for your support in this matter.**

**Meals:**

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

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## **Financial Statement**

### **Enrollment:**

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

### **Tuition Payments:**

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

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

### **Curriculum Fee:**

Pre-Kindergarten & Kindergarten curriculum fee is due June 15th.

1st Grade and up: Curriculum fee can be divided into 3 installments: 1st payment due June 15, 2nd payment due July 1st, and 3rd payment due September 1st.

### **Withdrawal Procedures:**

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

**Refund Policy:**

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

**Donations:**

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

**Scholarships:**

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

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

**FREEDOM CHRISTIAN ACADEMY**  
**Education on the Right Foundation**



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