

**FREEDOM LIFE ACADEMY**

**PARENT-STUDENT HANDBOOK**

477 North Hickory Street

Angier, NC 27501

(919) 741-2159

***Mission Statement of Freedom Life Academy***

The mission of Freedom Life Academy is to provide a positive educational experience that is individually tailored to the specific needs of the student through a technology and faith-based learning program that fosters the development of Christian values and character.

“Train up a child in the way he should go:

and when he is old, he will not depart from it.”

(Proverbs 22:6)

Freedom Life Academy does not discriminate based on race, color, national origin, or ethnicity. All the rights privileges, programs, and activities of the school are made available to all enrolled students.

**STATEMENT OF FAITH**

***We believe the Bible is divinely inspired by the Holy Spirit, the infallible revelation of God to man, the infallible authoritative rule of faith and conduct.*** *{Rom. 15:4, 1 Thess. 2:13, 2 Tim. 3:16-17, 2 Pet. 1:20-21}*

***We believe there is only one true, eternal God revealed in three persons: Father, Son, and Holy Spirit.*** *{Gen. 1:1, 26, Deut. 6:4, Isa. 43:10-11, Mt. 28:19, Lk. 3:22, 1 John 5:7}*

***We believe in the deity and humanity of Jesus Christ, His virgin birth, sinless life, miracles, sacrificial death to save us from our sins, and His resurrection and ascension to heaven.***

*{Mt. 1:21, 23, John 1:1-2, 14, 3:16, Acts 1:2-3, 9, 2:22}*

***We believe in the sinfulness of all mankind and the need of salvation, available only through the blood of Jesus Christ to all who believe and receive Him as Savior.*** *{Rom. 3:23, 6:23, 10:13, Ephesians 2:8-9, Titus 3:4-7}*

***We believe the finished work of Christ on the cross provides healing for the human body.***

*{Isa. 53:4-5, Mt. 8:16-17, I pet 2:24, James 5:14-15}*

***We believe in the sanctifying power of the Holy Spirit by whose indwelling the believer is enabled to live a holy life. Sanctification is the process of being separated from sin and dedicated to God, which begins at salvation and continues throughout the lifetime of the believer.*** *{Gal. 5:22-23, I Thess. 4:3-5, 5:23, II Pet. 3:18}*

***We believe in the baptism of the Holy Spirit which is promised to all believers subsequent to salvation as the entrance into a Spirit-filled life including: a prayer language (speaking in tongues), gifts of the Holy Spirit, and power to be a witness and anointed servant of God.***

*{Joel 2:28-29, Lk. 3:16, Acts 1:4-5, 8, 2:4, 38-39, 10:44-47, I Cor. 12:4-11}*

***We believe in the personal, imminent return of Jesus Christ.*** *{Acts 1:11, 1 Thess. 4:17-18, Titus 2:13}*

***We believe in the bodily resurrection of both the saved and the lost; they that are saved to everlasting resurrection life and they that are lost to everlasting damnation****. {Acts 24:15, I Cor. 15:20-23, Rev. 20:4-6, 12-15}*

***We believe in the Spiritual unity of believers in our Lord Jesus Christ****. {Rom. 15:5, Eph. 4:3, 11-13, Phil. 2:1-5, 1 Cor. 12:14-27, John 17:22-29, Col. 3:12-15, Heb. 10:23-25}*

***We believe in the responsibility of every believer to reach the world with the gospel of Jesus Christ.*** *{Mt. 28:19-20, Mk. 16:15-20, Acts 1:8, 2:40-41, 47}*

**Educational Goals**

To lead children to Christ

1. All students will be taught that the Bible is the inspired, inerrant Word of God and that it is the only source for truth.
2. All students will have an opportunity to hear the Gospel through Bible classes, chapels, and special meetings.
3. Students shall understand the importance of living an exemplary life before others that Christ might be magnified and that others might come to a saving knowledge of Jesus Christ.

To build children up in Christ

1. Students will be provided Biblical standards that are conducive to wholesome Christian living.
2. Students will be provided an atmosphere that punctuates and encourages Christian growth.
3. Students will be taught the importance of making life choices and decisions in accordance with Biblical principles.
4. Students will hear the relevance of God’s Word as it pertains to every subject.
5. Being that the education of children belongs to the parents and that FLA, under the direction of FLC, simply has the role of assisting them, FLA shall make communication to them an essential part of the teaching process.

To equip children to serve Christ

1. All students will be taught the importance and necessity of performing the Will of God in their lives.
2. All students will have an opportunity for physical, social, and intellectual activities that assist in their development as children of God.
3. An academic program that will be offered that stimulates the intellect of each student that will meet or exceed state requirements.
4. Through academia, FLA students will develop character-building habits such as determination, hard work, self-discipline, and preparation.
5. Through Biblical integration in every class, chapels, and Bible classes, students will learn the important of scrutinizing the current culture and world events through the eyes of Scripture.

**ADMISSIONS**

**Requirements**

Student applications may be obtained in the school office. An interview with the prospective student and the parents and administrative approval are necessary prior to acceptance.

**Procedures**

An application may be obtained in the school office. Parents and students must have an interview with the administrator. Items that should be submitted for an interview with the administrator should include the following: 1) application, 2) copy of student’s birth certificate, 3) copy of immunizations, 4) medical report, 5) photo release, 6) statement of cooperation, 7) statement of faith, 8) transcript request form (if applicable).

When a parent completes and submits the items listed above, the student is considered enrolled. However, administrative approval will then need to be given. A letter of acceptance will be sent to the parents when their application has been approved. This letter may take up to two weeks from the date of submission depending on the next scheduled administrative meeting date. We accept students regardless of race, creed, or color if we are convinced the parents are seeking a Christian education for their child(ren).

**Kindergarten Enrollment**

A child enrolling in FLA K5’s program must be 5 years old by October 15th. Parents with children in K-5 must bring their children’s immunization card (or a copy) to the school office by October 15th.

**Re-Enrollment Procedures**

During the first week of March, parents are encouraged to re-enroll for the fall. By re-enrolling, parents will be assured of having a place reserved for the fall of next year. We allow new families to enroll in February for the fall.

**Transfer Student Policies**

When a new student enrolls in FLA and is transferring from another school, a Request for Records form must be signed by a parent. The school will send this form to the school last attended. A student’s cumulative folder contains information regarding academic progress, attendance, health, achievement tests, and special remarks. A parent may see the contents of his child’s folder only by contacting the principal. All information is regarded as confidential.

**Withdrawal Policy**

School records will be released after FLA accounts are paid in full. For any student withdrawing after school begins, parents are responsible for the tuition for the month of departure, along with a $500 withdrawal fee per family.

**FINANCES**

**Tuition and Fees**

A Financial Information Chart for each program is available upon request.

**Financial Policies**

An annual registration fee must be paid for each family for which applications are being submitted. The fee is non-refundable.

A resource and technology fee is due each year for FLA On-Campus students. This resource fee covers the cost of your child’s curriculum.

Tuition is due on the 15th of each month and will be marked late after the 20th of each month. Late charges at a rate of $25 will be applied to each child. If all delinquent accounts have not been paid and brought up-to-date after a total of 30 days have lapsed from the due date, the student will be suspended until payment is made in full. Any returned checks carry a $30 charge (plus current fees). If two checks are returned for insufficient funds within one school year, future payments must be made in cash or money order.

In addition, parents will be responsible for the cost of re-ordering any PACEs that their child needs to retake. This cost is $5 per PACE. Lastly, parents will be responsible for the cost of their child’s end-of-the-year standardized testing, which totals $35. The cost of PACEs and standardized testing will be billed at the appropriate time during the year.

Monthly invoices will be sent out via email at the end of each school month.

 **ATTENDANCE**

**Absences**

Regular attendance is essential for successful classwork. A pupil who is absent must bring a written excuse to his teacher the day he returns to school. Excused absences will only be given for the following:

1. Sickness
2. Medical, Dental, or Optometric Appointments
3. Bereavements

A student’s academic progress will be evaluated after twenty absences in a school year. A student missing more than twenty-five days of school will be retained.

**Tardy Policy**

A tardy is recorded for students arriving to school after 8:30 a.m. School begins at 8:30 a.m. with Opening Exercises. Any students that arrive after 8:30 a.m. ten times will result in a parent-teacher conference.

**Sick Policy**

Students having a verified illness during the school day will be asked to leave school. Parents will be called to pick up their child. It is the policy of FLA that a child may return to school having been without fever for 24 hours without the aid of medication.

**BEHAVIOR**

**Philosophy of Discipline**

Discipline and order are necessary to the Christian, traditional educational process. The faculty strives to provide love and special attention to each individual student. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions. It is our philosophy that if a teacher is to be respected by his/her students, the teacher must have the authority to handle matters of discipline. FLA does not believe that God’s Word gives the church (including the school as a ministry) the authority for physical discipline of children. That authority belongs to the parents.

**Discipline System**

It is the policy of this school to notify parents whenever parental discipline is necessary. It is the philosophy of the school that if a teacher is to be respected by his/her students, he/she must have the authority to handle matters of discipline. When it is determined that parental discipline is needed for misbehavior, a parent will be called to come in and administer that discipline within one hour of the phone call. If the parent does not come in, the student will be suspended from school until a parent comes in and resolves the problem.

All parental discipline will take place in the privacy of an office or secluded area – not in the classrooms, hallways, or restrooms. There are four reasons in which the academy will require parents to come in to discipline their child for the first occurrence. They are as follows:

1. Fighting, hitting, or other aggressive behavior toward another student.
2. Willfully being disrespectful, defiant, or continually disobedient to the teacher.
3. Willfully being destructive of the school’s property or another child’s property.
4. Cursing or using language in such a way that it is off-color or suggestive.

In the event that a parent is needed for a second discipline occurrence within the same day, the administration reserves the right to suspend the student.

Love is the basis for all discipline at Freedom Life Academy. It is our aim not only to bring each child to his/her full potential academically, but also to teach our children the meaning of good character and responsibility. Our discipline may include, but not be limited to the following: counsel by the teacher, warnings, loss of certain privileges, change of seating, report to parents, written work, detention hall, suspension, and other means as deemed necessary. If, in the opinion of the administration all reasonable disciplinary actions are exhausted, and the student continues the unacceptable behavior, the student will be expelled. We ask our parents to exercise confidence in the judgment of the teachers in the matter of discipline. We look for full support from all our parents. When that support is not given, it is the right of FLA to expel the student from this church school.

**General Policies and Regulations**

1. Students should have concern about the maintenance and upkeep of their school. Any student who defaces or destroys property, even through negligence, must replace or repair the property and receive disciplinary measures deemed necessary by the administration.
2. Electronic devices (such as MP3 players, CD players, cell phones, hand-held electronic game), magazines, playing cards, toys, etc., should not be brought to school without permission of the principal or teacher.
3. Students may not bring guns, pocketknives, slingshots, or any other potential weapon to school. Nothing that even has the appearance of a weapon should be brought to school.
4. Coat racks should be used only for jackets, coats, and umbrellas.
5. Laser lights are not to be brought to school or school activities.
6. Behavior at assemblies is to reflect a genuine respect for the event that is taking place. Talking, whispering, note-writing, and other forms of communication are not to take place. Disrespectful behavior will be dealt with in a firm manner.
7. Gum and candy are forbidden in school or on school grounds.

**Snacks**

Students in all grades may send a morning snack with their student. Please be sure these snacks are healthy. Please do not send candy, desserts, or drinks for morning snack.

In addition, please be sure to send a bottle of water or a refillable water bottle with your child each day.

**Lunch**

All students are required to bring their lunch. Lunches must be healthy and will not be shared with one another. Lunches that need to be warmed or kept cold can be.

**Class Parties**

Birthday parties for students are welcomed. These parties may be planned for lunch time or another time that is allowed by the schedule. Parents are asked to give several days’ notice to their child’s teacher of their intentions of having a special party.

**Philosophy of Dress**

All clothing must be school appropriate as deemed fitting by the principal. No clothing (especially jeans) must contain holes. Skirts and/or shorts must be knee length when sitting. Females must not wear low-cut blouses, tops with spaghetti straps, or shirts with no back. Leggings/tights/jeggings are allowed if under a dress or skirt only!

Tennis shoes are encouraged. Boots and sandals with back straps are allowed. Crocs, slides, and flip-flops are not allowed at all.

Boys and girls should wear only those things that are indicative of their gender at birth. In addition, apparel that is political, controversial, or displays skulls, skeletons, and other “gothic” symbols are not allowed. A good rule of thumb is to remember is if it is questionable, refrain from wearing it.

Earrings are not allowed for boys. Excessive jewelry is not allowed for girls. Hair must be kept clean and neat. Facial hair is not allowed.

Students coming to school improperly dressed are sent to the principal’s office or home immediately. They will not be admitted to classes until they conform to the above standards. Students may return to class the same day if they are properly attired.

**ACADEMICS**

**CURRICULUM**

Freedom Life Academy uses a self-pace, individual approach to education. This is accomplished by education using A.C.E. curriculum (Accelerated Christian Education). This program is geared for the average child. Children enrolled in K4 will generally be reading words by mid-year and K5 students will be reading complete sentences by mid-year. FLA teaches reading by the phonetic method. Each subject of the A.C.E. curriculum is taught in light of God’s Word.

Freedom Life Academy holds that the classroom has two immediate authorities – the teacher and the textbooks. Both must be God-centered and challenge the mental and spiritual capabilities of the child. FLA does not believe that the Bible *contains* truth; the Bible *is the truth*. Therefore, every subject is taught from a Christian perspective, in light of God’s Word. This does not mean that the academy school is a “Vacation Bible School.” Academic standards are high. FLA students are the product of a Christian education that meets the needs of the whole individual without sacrificing the fundamental skills of reading, writing, and arithmetic.

**Achievement Testing**

Each spring, Freedom Life Academy administers a battery of achievement tests for those in grades 1-12. We use the nationally recognized Iowa Achievement Test. This testing period lasts three to four school days. Parents will be sent information on their student’s scores. It is suggested that parents set up a conference with the teacher to better understand how to interpret the test.

Test results are kept in each student’s cumulative folder. Parents should not overstress the test to the student; this may cause anxiety and poor scores. Parents should see that students get a good night’s rest and a good breakfast.

**Report Cards**

Report cards are issued at the end of each quarter. The school calendar notes the days that report cards are to be issued. Grades will be based on PACE test averages. Grades will be designated as numerical averages on the report cards.

It should be stressed that a child does his best work; however, an over-emphasis of achieving high grades often places a child under pressure. Questions concerning the child’s progress should be made in an appointment with the teacher at a mutually convenient time.

**Homework**

We value the time of childhood! We believe that children should be allowed to be children for as long as possible. With this in mind, homework is limited to what students are not able to finish in class.

If you child does have homework, here are some ways you can help your child with his studies:

1. Be sure your child is provided with a quiet, secluded study place.
2. Keep distractions to a minimum (especially television and other media).
3. Schedule homework hours and keep them as consistent as possible.
4. Check from time to time to see how much and what kind of work is being done. Showing this interest can be an encouragement in itself. The child should, however, be working independently.

**Field Trips**

Occasionally classes will have special days for educational field trips. Some trips will be used to reinforce relevant classroom teaching in a specific subject area, while other trips are planned for the enjoyment of the activity.

Oftentimes, classroom teachers need a few parents to serve as helpers for these days. Announcements for class field trips will be made using class newsletters, class emails, and class announcements posted at the classroom door. Parents are encouraged to notify the teacher if they are interested in being involved as a field trip helper.

Special days involving parent helpers are also conducted at school. Check class newsletters for information concerning these days.

**EMERGENCIES**

**School Closings**

On days of heavy snowfall or other hazardous weather conditions, the administration will make a decision regarding the closing of school. If it is determined that school will be closed, the announcement will be made via FA’s Facebook, Instagram accounts, and texts to parents. Delayed openings will be announced in the same manner. Make-up days will follow a schedule prescribed by the administration. Holidays, breaks, and summer vacation are indicated on the school calendar.

**Medication Administration**

It is FLA’s policy not to administer medication to students on behalf of parents due to the potential for legal issues. However, it is recognized that there are cases in which medication administration by school personnel may be necessary. Therefore, the following specific guidelines will be observed:

1. All medications (prescription and over-the-counter) administered by school personnel during school hours must be prescribed by a physician or dentist. The school shall receive a written prescription signed or co-signed by a physician or dentist.
2. In addition to the prescription, all medications (prescription and over-the-counter) administered by school personnel must have a written request/permission signed by the parent or legal guardian.
3. School administrative personnel will determine the feasibility and necessity of administering the medication during school hours and the school administration shall provide final authorization, taking into account at least the following:
4. All documentation authorizing medication administration is complete;
5. Medication administration during school hours is necessary in order to support the student’s continued presence in school;
6. The parents cannot in any way administer the medication themselves during school hours;
7. Withholding medicine for a prolonged (e.g., while waiting for a parent to arrive to give medicine) would be detrimental to the student’s well-being;
8. School personnel can administer the medication in a safe and prudent manner.

**Arrival/Departure**

School begins promptly at 8:30 a.m. and ends at 3:00 p.m. Students arriving after 8:30 a.m. will be marked tardy. Students are allowed to be dropped off starting at 8:15 a.m.

It is important that students learn good character traits. One important trait is promptness in coming to school. Regular and prompt attendance to class is vital.

**Traffic Flow**

Parents are asked to use the front entrance of the building for drop-offs and pick-ups. Please enter via the drive closest to Wimberly Street and exit via the drive on Hickory. It is imperative that parents do not get out of their vehicles to go into the building if they use these drop-off areas. Please park in a space if you have business inside the school.

Parents must not leave unattended vehicles unless they are in a parking space. Park only in marked parking spaces. Please be respectful of other parents by not holding up traffic while waiting for your child to exit the building.

At dismissal, students will be brought into the Sanctuary of the building. They will be dismissed from this area either by a parent pulling up to the front door or by a parent parking and walking in.

**Visitors**

Parents, friends, and relatives are welcome to come and observe classes. Simply call at least one day prior to your planned visit for approval. Visitors are also welcome to the academy. All visitors must come to the school office to obtain a visitor’s badge. This includes parents visiting with their child during lunch.

Parents who come to pick up their child early are also asked to report directly to the school office. This will help keep classroom disruptions to a minimum. Parents are asked not to go to their child’s room unless they have first checked in at the school office.

**PARENT/SCHOOL COMMUNICATION**

**Parent-Teacher Conferences**

Good communication between parents and teachers is an integral part of the educational process at Freedom Life Academy. Parents are encouraged to call teachers with their questions and concerns. Because of their responsibilities in the classroom during the day, parents are asked to be sensitive to the teacher’s schedule and his/her need to be with the students. Each teacher has email. Parents may also leave message for any teacher when a conference is needed by leaving a message at the front office. Periodically, teachers may request a conference to apprise parents of student progress. Conferences are normally held after school when other teacher related responsibilities have concluded. Parents also have the option to phone teachers in the evenings.

**Parent Concerns**

Scripture teaches that the best way to resolve a conflict with another individual is to go directly to him. Parents are asked to take their problems and concerns directly to the teacher. Going to other parents and airing one’s grievances is profitable for neither the parent nor the teacher. The teacher deserves an opportunity to correct the situation or give an explanation for the cause of concern. If a parent does not feel that a satisfactory resolution has been reached after going directly to the teacher, a meeting with the supervisor or principal may be arranged. A final recourse would include a meeting with the administrator of the school to assist the parent and find a solution to the problem.