



Foundation Academy Montessori Ministries, Inc.

Building education upon a firm foundation

STUDENT/PARENT HANDBOOK

(Toddlers House, E1, E2, Middle School)

18891 Harrell Averett Lane

Livingston, Louisiana 70754

(High School on New Campus)

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www.famoaks.com

225.328.0170

Foundation Academy Montessori Ministries, Inc. admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities accorded or made available at the school. Foundation Academy does not discriminate based on race, color, gender, national, or ethnic origin in the administration of educational policies, athletics, admissions procedures, and other school-administered programs.

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LETTER FROM THE PRINCIPAL

Then Christ will make His home in your hearts as you trust in Him. Your roots will grow down into God's love and keep you strong.
Ephesians 3:17

Welcome to Foundation Academy Montessori Ministries, Inc.!

We are thrilled to have you join Foundation Academy Montessori, Inc. We are looking forward to another year of growing together.

We have prepared an environment that will inspire your children to explore the world around them all while teaching them the fundamentals of Math, Language, Science, Culture, Sensorial and Practical Life skills.

STATEMENT OF FAITH

Foundation Academy Montessori Ministries, Inc. believes the Bible to be the divinely inspired, infallible, inerrant, and authoritative Word of God. We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

MISSION AND VISION STATEMENT

Mission Statement: Foundation Academy Montessori Ministries, Inc. will provide a safe, uplifting, inspiring, enriching Christian educational environments for all students.

CODE OF CONDUCT

- The education of a child is the shared responsibility of parents, teachers, and the child.
- Children learn best in a positive, safe, and inviting atmosphere.
- Parents and staff share in the task of encouraging the development of academic skills, social and emotional growth, and creativity in our students.
- Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- There is no place at our school for insults or acts which disrupt our environment.
- Excellence in education is our goal, and we have high expectations for every student.
- Effective communication between home and school is essential.

Vision Statement: Foundation Academy Montessori Ministries, Inc. is rooted and grounded in the Word of God and will achieve academic excellence by following a curriculum that will enable students to use their God given abilities to make their world a better place. We commit to uncover each student's strengths and abilities and allow opportunities for students to grow in their relationship with God and others in love and the perfect bond of peace.

FOUNDERS

Kevin and Kelli Brock founded Foundation Academy Montessori Ministries, Inc. in 2020 to meet the needs of 8th grade students that were struggling to thrive in the public or homeschool setting. Kelli is an educator and a Montessori-trained teacher. Their mission was to provide a safe environment that would encourage self-discipline, independence, and respect for others while also bringing a biblical worldview.

In 2020, the school opened its doors with 8, eighth grade students seated at the kitchen table. This was made possible by a student's prayers as well as the prayers of many parents. Kelli called on her friend, Lisa Michelli, an engineer, and a Montessori-trained teacher, to help start the school.

We now provide a toddler environment for 0–2-year-olds, a primary environment 3-6-year-olds, lower elementary 6-9, upper elementary 9-12, middle school environment 12-14, as well as high school 14–18-year-olds.

Our school is a private school not seeking approval by the state. We are completely funded by parent tuition. Our teachers are Montessori training and there are at least two teachers in every room.

We are excited and blessed to be a part of this wonderful educational journey.

BOARD OF DIRECTORS

A Board of Directors oversees the spiritual, educational, and operational aspects of Foundation Academy Montessori Ministries, Inc.

EDUCATIONAL OVERVIEW

Curriculum

At Foundation Academy Montessori Ministries, Inc., we incorporate a specialized Christian Curriculum which uses the Montessori Method and meets each learner on their specific level. It is a challenging and enriching program for students from 3-18 years old. The student-centered classrooms are specially prepared, multi-age settings with Montessori methods that teach care of self and environment, math, including their own economics within the community, language, Bible, music, art, science, social studies, geography, and personal enrichment. Teachers inspire and equip the adolescent student to own and care for his/her learning and their learning environment, as well as electives.

Our students will also engage in many out of school experiences that enable them to develop on many diverse levels. Core principles include freedom of choice, learning by doing, time to concentrate uninterrupted, clean prepared environments, habits of self-regulation, movement, and plenty of outdoor time.

What is the Montessori Method?

Maria Montessori was the first female doctor in Italy, who later became an educator. She began her project in 1907, which transpired into the first Casa de Bambini (Children's House) which grew into a worldwide educational movement. "I have studied the child. I have taken what the child has given me and expressed it and that is what is called the Montessori Method." Dr. Maria Montessori.

The Montessori Method is a way of thinking about who children are. It is a philosophy that respects the unique individuality of each student. Dr. Montessori believed in the worthiness, value, and importance of children. Her method does not compare a child/student to norms or standards that are measured by traditional educational systems. It is founded on the belief that children/students should be free to succeed and learn without restriction or criticism.

It is an approach to education that takes to heart the needs, talents, gifts, and special individuality of each student. It is a process that helps students learn in their own way at their own pace. The main concept of the Montessori Method is to promote the joy of learning. This joy of learning develops a well-adjusted person who has a purpose and direction in his or her life. Adolescents, who experience the joy of learning, are happy, confident, fulfilled young people. The Montessori Method helps to bring forth the gift that God has given each student.

A Montessori teacher observes each student like a scientist, providing each one with an individual program for learning. Phoebe Child (Head of the Montessori Trust in London) said, "We must be prepared to wait patiently like a servant, to watch carefully like a scientist, and to understand through love and wonder like a saint."

Most of all, Dr. Montessori wanted to help free a student's mind to be unfettered to learn without any negative input. It is success oriented in that almost everything is self-teaching and self-correcting. The students learn by doing and by experimentation, which is how God created them to learn.

An understanding parent or teacher is a large part of this student's world. The result is to encourage lifelong learning, the joy of learning, and happiness about one's path and purpose in life.

Academic Learning

Students have studies in all core subjects as well as many elective courses including Bible. Students will receive both individual and small-group lessons and will be expected to manage their learning plans. Assessments will be given with mastery as the goal.

Educational Philosophy

Foundation Academy Montessori Ministries, Inc. believes that education should always be given through a biblical worldview. God has given us the instruction book, the Bible, and has given us the perfect example, Jesus, to which all things learned should be measured up to. He is the standard by which we govern ourselves. He has created the world around us and has given us wisdom on how to live. With all this in mind, we will:

- ❖ Assist parents/guardians in educating their children.
- ❖ Implement a curriculum that is shaped and governed by God's Word.
- ❖ Guide students in the path of wisdom as well as of knowledge.

OFFICE HOURS

If you need information or need to talk at length regarding your student, access the website and schedule a meeting. You can call or email and make an appointment **in advance**. The teachers and office will have their phones on to receive calls. If it is urgent, please call. If necessary, send the Office Administrator a text message at 225-323-4224, email the school at **FAM@famoaks.com**, or email the principal directly at **Kelli@famoaks.com**. Non-urgent messages and emails received after 5:00 PM will be answered the following school day.

All parents/guardians and visitors are required to call our Assistant Principal Josie Brock 225-323-4224 or your child's lead teacher before arriving at the school. Remain in your vehicle in the parking area and a teacher will come to meet you with your child. If it is anyone other than the parent/guardian, proper identification is necessary prior to gaining access to the school. The safety of the students is first and foremost. Only parents/guardians and people provided on the student's office card can visit a student for any reason. Reasons for visits include: having lunch with a student, attending a party, or volunteering in the student's classroom. Scheduled appointments are necessary if you would like to meet with the Foundation Academy Montessori Ministries, Inc. principal and/or teacher. Please call to schedule.

ADMISSION POLICY

Foundation Academy Montessori Ministries, Inc. is available to families interested in securing a Christian education for children 3-18 years old (**must** turn 3 years old by September 30th). The school does not discriminate based on gender, ethnicity, or age in the administration of educational policies, admissions procedures, and other school administered programs. However, we reserve the right to deny admission or continued enrollment to any individual whom we feel will not benefit from our educational program. We also reserve the right to deny the admission or continued enrollment of any student whose lifestyle is not in harmony with the stated philosophy, purpose, or standards of Foundation Academy Montessori Ministries, Inc.

Our administration has established the following standards for entrance into Foundation Academy Montessori Ministries, Inc.:

- ❖ Parents/Guardians should agree with our basic objectives and Statement of Faith and should be willing to actively support our educational program (Amos 3:3).
- ❖ New students are accepted, as space is available. Acceptance is determined by multifaceted criteria. No enrollment request is processed until all the admission forms are returned to the school office.
- ❖ Entering students are evaluated to decide an individualized learning plan.
- ❖ To be admitted, all families must be interviewed. Both parents/guardians should be present. It is required for the admitted student(s) to attend the interview.
- ❖ All new students are considered as being on a probationary basis for the first quarter. Just as parents/guardians and students must decide how they fit into Foundation Academy Montessori Ministries, Inc.'s environment, so must school personnel evaluate the compatibility of new students with the present learning environment.
- ❖ Parents/Guardians and students are not to be taking part in practices that would be considered illegal or considered by Foundation Academy Montessori Ministries, Inc. as immoral or inconsistent with a Biblical Worldview.

New Enrollment Registration – Specific Admission Requirements

- ❖ A completed and signed online application
- ❖ Curriculum Fee (non-refundable) due prior to the registered school year commencement
- ❖ A copy of Birth Certificate
- ❖ A copy of Social Security card
- ❖ A copy of the current immunization record
- ❖ Upon completion of the above requirements:
 - an interview is scheduled
 - An Enrollment Verification form will be issued from the principal upon completion

FINANCIAL PROCEDURES AND ENROLLMENT

Tuition

Foundation Academy Montessori Ministries, Inc. offers an affordable private, Christian school education for your family. Foundation Academy Montessori Ministries, Inc. will continue to strive to keep tuition low and focus on academic excellence and servant leadership.

Direct all finance related questions to:

Brandi Anseman, Principal of Finance
225-963-6131
Brandi@famoaks.com

Tuition investments are based on the school year. Your student is admitted for the full academic term (August - May) and full tuition is not subject to adjustment because of illness, absence, or withdrawal from the school.

Financial Commitment

The financial commitment made to the school represents an investment in your student's education and development of faith. All families are expected at the time of registration to select a payment plan and to remain current in the payment of tuition and fees during the year.

New Student & Registration Fees

Fees are non-refundable and determined annually by Foundation Academy Montessori Ministries, Inc. It is due at the time of acceptance and enrollment.

Curriculum Fee

All textbooks (unless it is a Student Workbook) are the property of Foundation Academy Montessori Ministries, Inc. and are to be returned to the school in good condition at the end of the school year or at the time of student transfer. This fee is for all new student registrants and re-registrants. This fee also covers classroom curriculum resources.

Terms of Payment for Tuition

Tuition is determined annually by Foundation Academy Montessori Ministries, Inc. Contact the website for current tuition rates.

The tuition rate set at the time of registration continues throughout the school year and does not change. Tuition for students registering after the first day of school will be prorated over the number of school days remaining.

1. Every family is required to declare a monthly payment commitment during the re-enrollment and open enrollment periods. With the first payment beginning June 1st and final payment by May 1st.
2. A Tuition Agreement Contract must be completed each November for the following school year

Payment Option

1. You will receive an invoice for curriculum fees, payable upon receipt. The invoice will be sent via email to the email address provided on the registration form.

Tuition can be paid in full by June 1st, or invoiced monthly for 11 months and due before **or on the 1st day** of every month starting June 1st. A \$10 ACH fee per **family** is added to all payments in full. Foundation Academy Montessori Ministries, Inc. does not keep this fee; it is charged by the invoice program. No tuition payment is due in December for re-registrants due to re-registration fees collected. You will be asked to state your wishes for the upcoming school year in November and invoices will be sent accordingly and due in December.

Foundation Academy Montessori Ministries, Inc. Financial Agreement

Past Due Account Policy

1. It is the parent/guardian's responsibility to advise the Principal of Finance (Brandi Anseman, 225.963-6131 or Brandi@famoaks.com) if there are any problems with keeping tuition payments on time. Failure to pay fees or tuition in a timely manner can result in late fees, the withholding of records- including diplomas, and the refusal to permit a student to attend class in extreme cases.
2. If you have registered and are delinquent with your June payment, the enrollment slot in that grade level will be opened to new students (your student will automatically lose their enrollment slot at Foundation Academy Montessori Ministries, Inc., fees will not be refunded).

3. Family accounts must be current for students to:
 - a. Begin class on the first day of school.
 - b. Attend class (for accounts more than 30 days delinquent AND without a meeting with the Financial Principal)
 - c. Receive reports.
 - d. Re-enroll for the upcoming year.
4. If a student's account is still delinquent for over 30 days, the school retains the right to not only refuse attendance until an agreement is made, or the account is current. In this case, Foundation Academy Montessori Ministries, Inc. will not be required to provide an opportunity for the student to make up any work missed during this absence period (i.e., projects, tests, labs); they will be assigned a '0' for this work. Teachers are not required to provide make-up instruction at this event.

Late Fee Policy

Foundation Academy Montessori Ministries, Inc. sends a tuition-reminder email automatically **5 days prior to the 1st of each month**. Tuition payments are due by midnight on the 1st of each month. A student's account is considered past due if payment is not received by the 1st of a month. A five-day grace period will be given as a courtesy and at the discretion of the Financial Principal for **non-habitual** offenders. No more than (3) past due grace periods will be afforded in a school year without the accrual of late fees. Past Due Notice will be issued on unpaid invoices and **a late fee of \$25.00 or 5% (whichever is greater)** will be applied to the account for **each month** the account remains past due, without exception.

Non-Sufficient Funds (NSF) Policy

A \$37.00 NSF Service Charge fee will be charged for every NSF.

Refund of Tuition and Fees

A family who withdraws their student during the school year will **not** receive a refund and will be required to pay out the term of the contract. Records will be held until financial obligations are met. Any appeal for an exception to this policy must be made in writing and a follow-up meeting with the Principal of Finance will be scheduled. There is no guarantee of exception and determination will be made with regard to many factors, including, but not limited to, the reason for withdrawal and the ability of the school to meet the financial obligations, and/or any students in waiting that may assume the roster spot and take over tuition agreement for the remainder of the school year. For any exception to be made, the student account must also be in good standing. To officially withdraw the following must be completed:

- ❖ Formal paperwork outlined above must be submitted.
- ❖ The exit interview must be completed.
- ❖ School records will be forwarded to another school only when a family account is current and financial obligations are met.
- ❖ A student's transcript or final report card will be withheld until the family account is current and financial obligations are met.
- ❖ Please notify the finance department of extenuating circumstances such as job loss.

SPECIAL CONSIDERATIONS AND IMPLICATIONS CONCERNING TUITION

1. If you are experiencing a true financial hardship and need to discuss a payment, you must do so **BEFORE** the tuition is past due to extend a grace period without fees. We will try our best to work with you within the school's means.
2. The financial office will contact you directly on the 10th day if the account is still past due.

3. Any family habitually violating the tuition agreement will not be guaranteed enrollment for the next school year and will have to go through the application process as a new applicant for the next school year. This includes any of the following:
 - a. Three (3) overdue payments in a school year without contacting the school to discuss a payment issue PRIOR to tuition due date.
 - b. Being past due by over 30 days without payment plan arrangements
 - c. Repeated NSF

STATEMENT OF ACCOUNT & NOTICES

Foundation Academy Montessori Ministries, Inc. provides families with a:

1. **Monthly Tuition Reminder:** The administration at Foundation Academy Montessori Ministries, Inc. know life can be hectic. A kind tuition reminder is automatically emailed to the email address provided on the tuition contract 5 days prior to the 1st of each month. **For your convenience, you have the option of choosing the autopay feature to ensure payments are never late.** This option will appear on your monthly invoice. If chosen, tuition payments will be drafted from your account on the first of each month. You may discontinue autopay at any time.
2. **Statement of Account:** Your paid invoice will serve as receipt of payment. If an additional statement is needed for tax purposes, please send an email request to Brandi@famoaks.com no later than December 31st, so that statements can be prepared and sent out before January 31st. Statements will be sent to **the designated email address provided on the tuition contract.** Please make sure to keep this email address current.
3. **Past Due Notice:** Payments (i.e., tuition, fees) are designated past due if payment due is not paid by the first of the month. This includes months when the due date falls on a weekend. Our online payment system can accept payments 24 hours a day, 7 days a week, 365 days a year! Payment may not transfer from your bank account to Foundation Academy Montessori Ministries, Inc. until the following business day but will still be considered on time. A Past Due Notice is issued to the email provided in the tuition agreement.
 - Past due payments have a **NET 5 DAYS** from receipt of the Past Due Notice and are expected paid in full by the end of these 5 days to prevent incurring additional late fees.
 - **NOTE:** Missing payments for field trips or Cultural Experiences may result in the student missing such an event.
4. **Late Fee(s):** The late fee (\$25.00 or 5%, whichever is greater) will appear on past due invoices as a charge added to the student's account balance. This fee is due at the same time the expected payment (i.e., tuition, curriculum fee) is paid. (Example: when the overdue payment is paid it will include the late fee) and will be applied to the account for **each month** the account remains past due.
5. **NSF Check Fee(s):** NSF check fee (\$37.00) will appear on the Statement of Account as a charge added to the student's account.

[NOTE: it is possible to incur both NSF and Late fees on a single missed payment]

INVESTMENT OPPORTUNITIES

Foundation Academy Montessori Ministries, Inc. is structured in such a way as to provide tax-credit investment and donation opportunities. Contact the school FAM@famoaks.com for more information.

SCHOOL AND PARENT PARTNERING

Foundation Academy Montessori Ministries, Inc., in alignment with the educational philosophy of Maria Montessori and Biblical Perspectives, realize that the partnership between school and family is instrumental in helping an adolescent develop his/her full potential. We recognize that effective partnerships have these characteristics in common: open communication, mutual respect, and commitment to working together with a shared vision for the realization of goals.

Foundation Academy Montessori Ministries, Inc. is committed to:

- ❖ presenting to prospective parents/guardians our program and practices, philosophy, and policies, making all efforts to clarify the expectations and goals of both school and parents/guardians.
- ❖ ensuring that teachers and the Foundation Academy Montessori Ministries, Inc. principal are accessible to parents/guardians, engaging in clear, open communication, always seeking, and valuing the parent's/guardian's perspective on their child.
- ❖ bettering the school by actively seeking the knowledge, skills, and resources of the parents/ guardians in ways such as surveys and meetings.
- ❖ keeping the parents/guardians well informed on school and classroom activities, offering support in gaining a deeper, clearer understanding of the Montessori educational philosophy and methods in a variety of ways, including monthly newsletters, parent-education meetings, semester observation reports, conferences, and informal conversations.

The **family** is committed to:

- ❖ selecting a school offering programs and services with goals and philosophy of the family and fitting the needs of the student.
- ❖ demonstrating respect for school policies, procedures, and support stability:
 - by attending required programs and events (i.e., conferences, parent education opportunities, special child centered events).
 - making timely tuition payments.
 - arriving daily in a timely manner for drop-off and pick-up.
 - offering ten (10) hours of service during the current school year or summer to better our school or to assist in the classroom.
 - valuing the teacher's/school's perspective on the student, always seeking information directly and consulting with those specifically able to address any issues or concerns.
 - providing updated medical or personal information necessary to best serve the student and the family, such as medical records, addresses and phone numbers.

Every parent/guardian is required to attend at least two (2) parent education programs/seminars per school year. The Parent/Guardian Orientation is one such program. Other programs/seminars will be announced in the Newsletter. One (1) parent/guardian from each family is acceptable.

One (1) parent/guardian from each family must spend one (1) hour of observation in the classroom in which the student is enrolled.

There are many volunteer opportunities during the school year, and some tasks/activities may be accomplished at home. Parents/Guardians will receive a form the week of Orientation to assist in tracking service hours. Completed forms will be collected at the end of each month.

The purpose of the Parent/Guardian Program is to advance the student's educational environment, hold a high standard that supports biblical principles, support and understand the philosophy of Montessori Education, build relationships among parents/guardians, school personnel, and extended families and to initiate the parents'/guardians' and grandparents' talents into the school program.

The Parent/Guardian Program is responsible for:

- | | |
|------------------------------------|-------------------------------------|
| ❖ yearbook | ❖ outreach events for the community |
| ❖ party days | ❖ special events |
| ❖ field trips | ❖ gardening |
| ❖ farmer's market | ❖ special speakers |
| ❖ internship | ❖ graduation and year-end party |
| ❖ restoring the school environment | ❖ making classroom materials |
| ❖ room parents | ❖ Harvest celebration |
| ❖ grants and investors | ❖ Easter celebration |
| ❖ crafts | ❖ practical life |
| ❖ cooking | ❖ graduation |

PARENT/GUARDIAN EDUCATION PROGRAMS/SEMINARS

A parent/guardian orientation meeting is held at the beginning of the school year. This meeting is required for Foundation Academy Montessori Ministries, Inc. parents/guardians. Other seminars will be held during the school year on diverse topics. A campus calendar for the school year is provided. The meetings will be both informative and social. Notices will be sent home in advance. Parents/Guardians are required to attend at least two (2) programs/seminar per school year.

Classroom Observations

Observations may be scheduled after November 1st. A visit consists of at least one (1) hour for observation and discussion. Be prepared to observe and learn from other members of the class during these visits. The visit is at least one (1) half-hour in the classroom and another half-hour "follow-up" by completing an Observation Follow-Up form or by scheduling a meeting with the principal the Friday of the same week observed.

Guidelines

The emotional tone of the classroom is a relaxed, friendly atmosphere in which the adolescent students can interact spontaneously in meaningful activities. The guidelines constantly reinforced in the environment are:

1. Students will treat their classmates and adults with respect and consideration.
2. Students will use rather than abuse the learning materials so that they become instruments of learning and creating rather than instruments of destruction.
3. Students will always maintain an orderly environment to facilitate learning.

These guidelines are few but cover a broad area and provide an atmosphere in which the students can learn and grow at their own rate. They are given freedom and with this freedom they have responsibility.

If an evaluation and/or intervention is recommended for a student, the parent/guardian is responsible to work cooperatively with the school in correcting the student's behavior. Extreme cases of disciplinary challenges are subject to dismissal from Foundation Academy Montessori Ministries, Inc.

Special Information from Home

If a significant change occurs in your home, please consider informing the principal as soon as possible. All information is regarded as confidential. Common causes of distress include either or both parents/guardians being away from home for any reason for an extended time; new person living in the home; illness of either parent; illness of a sibling; any hospitalization; accident or death in the family; new caretaker or any new employee; moving; death of a pet.

LEGAL CUSTODY

If there is a legal custody dispute involving a student, the legal custodian of the student must supply Foundation Academy Montessori Ministries, Inc. with a current copy of the court decree. Release of the student from that point forward will be determined by the instructions in the court decree. Without such a legal document in the student's file, in accordance with Louisiana law, the student may be released to either parent/guardian, upon presentation of proper identification.

Foundation Academy Montessori Ministries, Inc., will not intervene, nor take part in a disagreement between parents/guardians as to who will have custody, who is able to visit the student at school, or who is able to pick up the student, until courts have decided the legalities of the issue. One parent/guardian instructing staff that the other parent/guardian is not to see or receive the student will not be accepted without a current legal document or a restraining order. **NOTE: Foundation Academy Montessori Ministries, Inc. staff will use the current legal document on file.**

ARRIVAL AND DEPARTURE

(Students must be on campus at 7:45 AM)

SCHOOL HOURS – 8:00 AM to 3:00 PM

Monday – Thursday

Morning Arrival

Children's House, Elementary 1, Elementary 2

Morning arrival will begin at 7:45 AM – 7:59 AM. Students will be dropped off under the awning on the side of the home. **Parents will remain in vehicles and Foundation Academy Montessori Ministries, Inc. staff will help the children out of the vehicle.** If you arrive after 7:59 AM, the house will be locked, and you will have to park your vehicle and call the Office Administrator 225-323-4224 to come to pick up the child and guide them into the classroom. School will begin promptly at 8:00 AM. Parents/Guardians are not allowed to drop the students off in the parking lot.

Middle School

Morning arrival will begin at 7:45 AM. Middle School students will be dropped off and picked up in front of the Middle School. School will begin promptly at 8:00 AM. If a student arrives any earlier than 7:45 AM, the parents can park in the parking lot and wait until 7:45 AM. Parents/Guardians are not allowed to drop the students off in the parking lot

High School

Morning arrival will begin at 7:45 AM. High School Students will be dropped off and picked up in front of the high school. School will begin promptly at 8:00 AM. If a student arrives any earlier than 7:45 AM, the parents can park in the parking lot and wait until 7:45 AM. Parents/Guardians are not allowed to drop the students off in the parking lot. Students that are driving will park in the parking lot and wait as well.

Dismissal and Afternoon Pick-Up

Campus

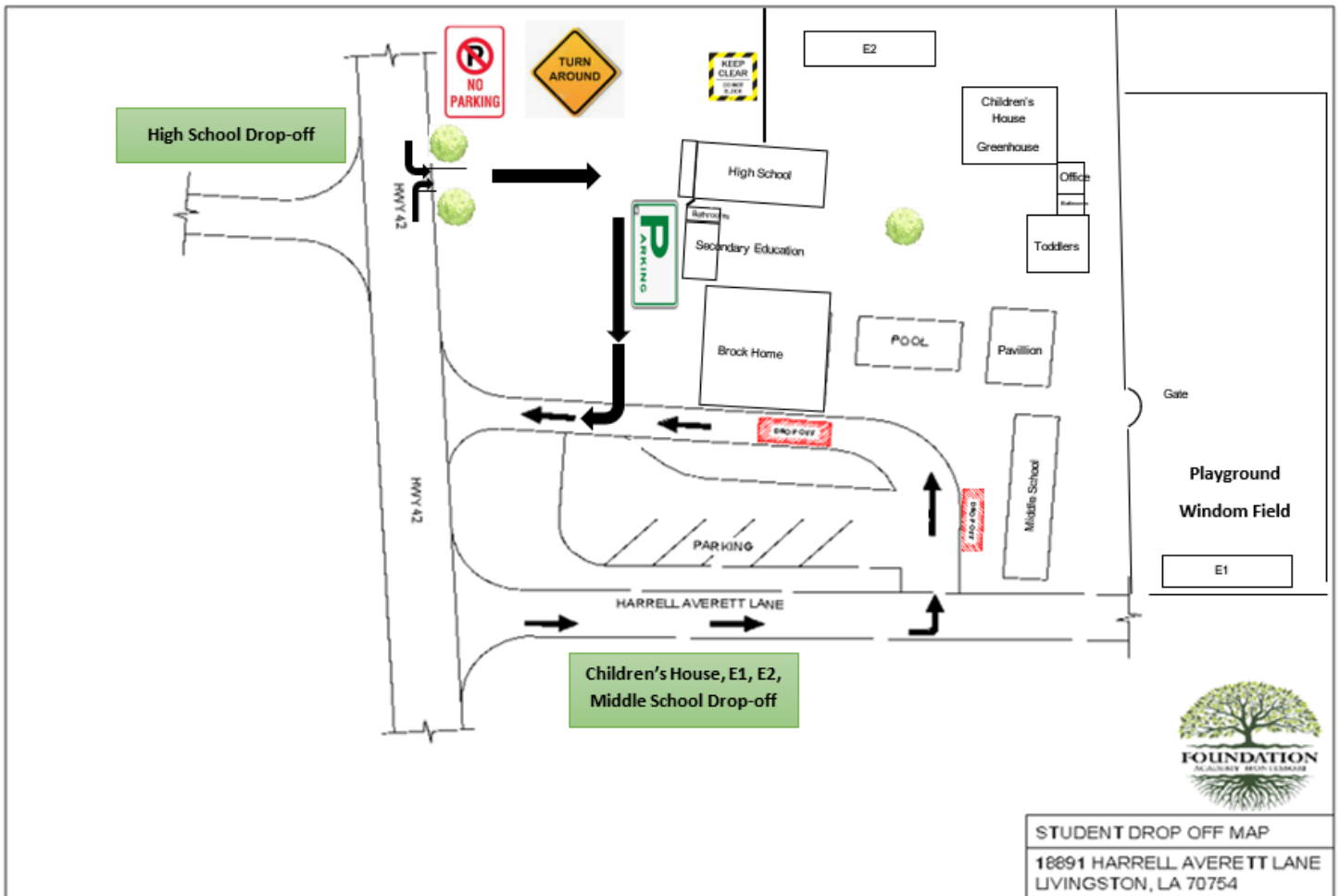
All student levels are dismissed at 3:00 PM. Students must be picked up promptly at this time. Foundation Academy Montessori Ministries, Inc. staff will load the children into the vehicle. However, it is the parent's responsibility to secure the child in their car seat. Parents/Guardians will get in carpool line entering from Harrell Averett Lane and exiting on Hwy 42. It is the **LAW** that your student be placed in a safety belt when being driven in a motor vehicle. **If you arrive 15 minutes after the dismissal time (noted above), you will incur a \$1.00 per minute late charge.**

To make the carpool line safer for all students, the use of cell phones is restricted while in the Drop-off/Pick-up areas.

The student will have to be picked up from the school by an authorized person. This authorized person has been previously listed on the student's office card and must have proper identification. Students are not allowed to load the vehicle until it comes to a complete stop. Parents/Guardians are to remain in the car line. Do not park and walk up to get your student.

TRAFFIC FLOW

Traffic flow as depicted in the map below:



ABSENCES AND TARDINESS

Absences (except for serious matters of health) are discouraged. If the student will be absent, please notify the school. Students missing school thirteen (13) or more days risk the ability to get a license in the state of Louisiana. Excessive absences cause a student to miss coursework presented in the classroom, a trip, and/or Land Lab.

§154.1. Length of school day and year; requirements

“A.(1) The minimum school day for grades one through twelve in every public school in the state shall consist of three hundred sixty minutes of instructional time, exclusive of all recesses. The minimum school year shall consist of one hundred seventy-seven (177) days of instruction.” **If a student misses ten (10) days of instruction (excused or unexcused) in one (1) class, in a grading period, they are subject to failing that class for that grading period.**

In accordance with R.S. 17:232 State Law regarding daily attendance, an Absence is considered to be excused if it is a:

- **Excused and Exempt:**
 - Funeral for an immediate family member
 - Illness (extended contagious disease, under state quarantine, mental illness, or hospital stay)
- **Excused and Non-exempt:** (e.g., personal or family illness documented by a parent’s note)
 - They can make up work
 - Counts against them as an absence
- **Unexcused, Non-exempt:** (e.g., not showing up, skipping school)
 - CAN NOT make up work
 - Counts against them as an absence

If a note is not supplied within five (5) days, the absence is marked unexcused. *“If there is no documentation, from a doctor or a parent, regarding the absence, then that absence would contribute to the student being labeled truant.”*

Furthermore, *“A student is considered truant with 5 unexcused absences or 5 tardies in a semester.”*

“A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children’s Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

(b)(i) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the school board until the students has caught up with his school work. The parent shall also attend meetings at the school on at least a monthly basis relative to the student’s progress until the student has caught up on his missed school work and any assistance fair conducted by the school district that provides information on supports available to families. Failure to comply with the provisions of this Item may subject a parent to the penalties provided in R.S. 14:92.2....

D. For purposes of this Section, the term "tardy" shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day."

A student may be required to attend summer school to receive the lesson(s) and achieve mastery and grade for the subject matter. Students must be in attendance in a classroom at least one hundred sixty-seven (167) days in order to pass the course or grade and earn credit.

When students are tardy, lessons and instructions that are essential to their learning are interrupted. Tardiness also causes a distraction in the learning environment. Please make every effort to have your student to school on time. Each time a student is late, the teacher must stop what she is doing to prepare your student for the day. When arriving late, parents/guardians are to park and call the office 225-323-4224 for a staff member to get the child from your vehicle and walk them to the proper classroom.

When a student has a doctor's appointment and arrives on-campus, the student or parent/guardian must provide a doctor's note within five (5) days of the appointment. In accordance with Louisiana policies, students are allowed to make up missed work for excused absences. If there is an unexcused absence, the student is not allowed to make up the work.

SPECIAL NOTE: Parents and students are expected to keep absences to a minimum. When a student misses school, it is his responsibility to consult his teachers within three days of his return to school concerning missed work. Lack of serious effort on the part of the student in making up work or tests in a timely manner may result in a grade as low as F on the missing work. A student who is absent for a single day prior to or on the day of a planned and announced quiz, test or assignment, must make up the work on the day he returns to school.

Checkout Procedure

For the student to leave campus before the designated dismissal time, parents/guardians must check out the student by parking then notifying the office 225-323-4224. We will bring the student to you.

The person picking the student up must be 18 years or older, have a proper picture ID, **and** be listed on the student's Office Card as authorized to acquire the student. Please do not be offended when asked to show identification as this is a protective measure to keep our students safe.

EMERGENCY GUIDELINES

Classroom Safety and Security

- ❖ A Crisis Management Plan has been prepared and will be visible in each classroom. A diagram depicting routes and procedures for fire and tornado evacuation is located near the entrance of each classroom.
- ❖ The emergency/safety action plan is strategically located around the school.

Emergency School Closing

For the safety of the students, parents/guardians, and teachers, warnings of severe weather conditions (i.e., flooding, hurricanes) may warrant the closing of the school. Parents/Guardians must be prepared either to pick up or to make immediate arrangements to have the student picked up. We will follow Livingston Parish School System closures.

In the event of an emergency, Foundation Academy Montessori Ministries, Inc. will make decisions regarding the closure of the school that is in the best interest of the safety and security of the students and staff. Generally, Foundation Academy Montessori Ministries, Inc. will follow the lead of the Livingston Parish School System. As much as possible, Foundation Academy Montessori Ministries, Inc. will indicate emergency plans through the local news media, text message, and/or email. If the school is closed due to emergency situations, all scheduled extracurricular activities will be canceled.

Emergency Procedures

In case of severe storm warning or other unusual disturbance, students will be taken by their teachers to the safest parts of the house. In most cases, this will be the hallway or the main house. Special cooperation will be required from all students for quietness and orderliness. For fire, the students will be evacuated to Windom Field.

SCHOOL CALENDAR AND HOLIDAYS

Foundation Academy Montessori Ministries, Inc. aligns the campus school year calendar with the local school district as closely as possible. This includes, but is not limited to, the following vacation days: Labor Day, Thanksgiving, Christmas, Mardi Gras, and Easter.

A campus calendar will be provided for the school year. This will give an overview of the events, holidays, progress reports, report cards, and semesters for the school year. The Calendar is available via Foundation Academy Montessori Ministries, Inc.'s website page. We reserve the right to make changes in the calendar due to emergency and /or other circumstances. Please, refer to this online Calendar to stay current with school activities. Change notices are provided to the students.

CLASS SESSIONS

Orientation

Orientation will be during the first two weeks of school where an assessment during this time will discover where they are on their education journey. This will help create the programs implemented.

Parent/Student interviews are one-on-one with the principal. Orientation and interview dates will be provided during the re-enrollment and open-enrollment periods. You can schedule a meeting with the principal online via the website.

Conferences and Evaluations

Interim reports are provided throughout the year with Transparent Classroom® (Children's House, E1, E2) and SchoolWorx® (Middle School & High School). High School report cards are issued at the end of Semester 1 and Semester 2.

MICRO-ECONOMY AND END-OF-YEAR SCHOOL TRIP

The community of adolescents creates a micro-economy to oversee Café Days and other fundraisers throughout the school year. This small business is an avenue to participate in fundraising for the students' end-of-year school trip (if applicable), field trips, events, lab and coursework supplies, café foods and supplies, and student pantry. These trips are integrated into the overall curriculum presented for the academic school year. Participation is mandatory and a grade is inclusive of all the events (e.g., traveling, tour stops, preparation, implementation, activities).

A student who does not attend/participate is required to make up the material by turning in assignments (as outlined in a provided Assignment Packet) during each day the trip/event occurs, attend a summer school session, or both.

Funds raised from the micro-economy or other fundraising events **do not** take the place of regular tuition payments or other school-associated fees.

A student who **does not** attend/participate in the micro-economy must pay for their portion of the trip/event expenses allotted for the end-of-year trip (if applicable) and events as they occur.

A student who **does not** attend/participate in the end-of year trip or events, **does not receive** the funds earmarked for their portion of the trip's expenses. The funds remain in the school's expense account.

A student who joins Foundation Academy Montessori Ministries, Inc. mid-year (after January 1st) is responsible for his/her end-of-year trip expenses (if applicable) and these end-of-year trip funds are due in full by May 1st (when and if a trip is scheduled).

CHAPEL PROGRAM

On the last Wednesday of each month, Foundation Academy Montessori Ministries, Inc. will have Chapel 8:00 AM - 8:30 AM. Family and friends are encouraged to join us for a time of worship and prayer before school. There will be two separate chapel services. One in the High School building for middle and high school students and another in the Children's House building for children's house and elementary students.

LAND LAB (IMMERSION WEEK)

Throughout the year, an immersion week is integrated. This week is set aside for the students to engage in the development of community outside of the school environment. During this week students are engaged in practical life skills and events (i.e., woodworking, gift giving, community outreach, cooking, internship, gardening).

Students learn to work on and with the land. At the school location, students plant a garden, compost, and do various horticultural projects. Students work together on building projects which integrate academic work into real-life activities, global labs, economic projects, and instruction in learning how to be stewards of the land.

During this mandatory, and graded, week of instruction, the students are introduced to activities and subjects that promote involvement outside of the classroom and promote growth in nature or the community. A student who does not attend/participate is required to make up the material by showing mastery on a topic-based exam, attending a summer school session, or both.

BUSINESS INTERNSHIP WEEK – HIGH SCHOOL

Students participate in a week working in a community business. Parents/Guardians are required to help their adolescents find an appropriate business internship site and provide the necessary transportation. After initial contacts with the businesses are made by the parents and/or student, the teacher and student follow up with school correspondence (which is generally mailed to businesses by mid-January). Stay tuned for more information.

FIELD TRIPS

Educational field trips are planned throughout the school year. All students are required to attend field trips.

- ❖ Field trips are directly connected to educational objectives/curriculum
- ❖ Parents/Guardians will be notified and given a full description of purpose and organization of the trip, time of departure and return
- ❖ Parents/Guardians will be sent permission slips to sign and return to Foundation Academy Montessori Ministries, Inc.; if it is not returned by the due date, the student will not be allowed to participate in the activity
- ❖ Parents/Guardians will be made aware of charges for the trip
- ❖ Parents/Guardians may be asked to help with transportation to and from the trip and/or chaperoning students on the trip

- ❖ Because of potential insurance liabilities, no small children are allowed.

Other community service projects are initiated by students and carried out throughout the year.

In the event that a child is not adequately progressing in the classroom, the following steps will be taken:

1. The lead teacher will consult with the principal and ask them to observe the child in the classroom setting.
2. The principal will give guidance, make recommendations to the classroom teacher regarding appropriate interventions, and inform the parents of the steps being taken in the classroom to help the child succeed.
3. If progress is not observed, the principal will arrange a meeting with the classroom teacher and a committee of experienced teachers to develop an intervention plan. The principal will provide the parents with a copy of the intervention plan.
4. If adequate progress is still not observed, the parents will be asked to attend a conference and form a partnership with the teacher where a plan to meet the child's needs will be developed. Professional evaluation of the child may be requested and may be a condition of the child's continued enrollment.
5. Any professional evaluations with recommended interventions should be shared with the teacher(s) by the parent.
6. A trial period during which progress is expected will be established. Written documentation of expectations during the trial period will be provided to both the parents and the teacher(s) by the principal. At the end of the trial period, the parents, teacher(s), and Principal will schedule a follow-up conference.
7. The child will be withdrawn from the school if the principal believes that continued service is not in the best interest of the child of the program, or that the child cannot be reasonably accommodated.

Review and decision in these matters are the full responsibility of the administration.

DISCIPLINE POLICY

Philosophy

At Foundation Academy Montessori Ministries, Inc., we believe in nurturing a respectful, safe, and productive learning environment. Our discipline policy aligns with our Christian values, emphasizing personal responsibility, mutual respect, and restorative justice.

Expectations

Students are expected to:

- Demonstrate respect for themselves, peers, teachers, and school property.
- Attend classes regularly and punctually.
- Engage in school activities and contribute positively to the school community.
- Abide by the school's dress code.
- Follow all classroom and school rules as established by teachers and administrators.

Categories of Misconduct

Misconduct is categorized into three levels, with corresponding consequences.

Level 1: Minor Infractions

- Examples: Tardiness, dress code violations, minor disruptions, failure to complete assignments, willful disobedience.
- Consequences: Verbal warning, written warning, temporary loss of privileges, parent notification.

Level 2: Intermediate Infractions

- Examples: Repeated Level 1 infractions, disrespectful behavior, cheating/plagiarism, minor vandalism, use of inappropriate language, willful disobedience.
- Consequences: Detention, parent-teacher conference, community service within the school, out of school suspension.

Level 3: Major Infractions

- Examples: Physical aggression, bullying, major vandalism, willful disobedience, inappropriate behavior between juveniles (e.g., touching, kissing), possession of weapon, firearm, or knife, theft, possession/use of prohibited substances, severe disrespect, endangering others.
- Consequences: Suspension, mandatory counseling, parent-administrator conference, possible expulsion (for severe or repeated infractions).

Procedures

- Reporting Misconduct: Teachers and staff are responsible for addressing and documenting minor infractions. Intermediate and major infractions must be reported to the principal or designated administrator immediately.
- Investigation and Documentation: The principal or designated administrator will investigate all reported infractions. Written documentation will be maintained for all incidents and actions taken.
- Communication with Parents: Parents will be informed of infractions and consequences via phone call, email, or scheduled meeting. Ongoing communication will be maintained to ensure student improvement.
- Restorative Practices
 - o Restorative Conversations: Students involved in conflicts or misconduct will participate in facilitated conversations to understand the impact of their actions and to agree on steps to make amends.
- Community Service: Students may be assigned community service within the school as a consequence, fostering a sense of responsibility and contribution.
- Counseling and Support: Counseling services will be available to support students in understanding and changing their behavior.

Appeals Process

- Student and Parent Rights: Students and parents have the right to appeal disciplinary decisions. Appeals must be submitted in writing to the principal within five school days of the decision.
- Review and Decision: The principal will review the appeal and convene a meeting with the student and parents to discuss the situation. The final decision will be communicated in writing within five school days of the appeal meeting.

This discipline policy will be reviewed annually by the school administration and the school advisory board to ensure its effectiveness and alignment with the school's mission and values.

APPEAL PROCESS POLICY

Purpose

This policy outlines the process for employees, students, or parents to formally appeal decisions made by Foundation Academy Montessori Ministries, Inc. It ensures fairness, transparency, and consistency in handling appeals. The school is committed to providing a clear, accessible, and respectful avenue for individuals to challenge decisions they believe to be unjust, incorrect, or inappropriate.

Scope

This policy applies to all employees, students, or parents who are subject to decisions made by the school. This includes, but is not limited to, disciplinary actions, grading decisions, employment-related issues, and any other organizational decisions that can be reasonably appealed.

Principles

- **Fairness:** All appeals will be handled fairly and impartially, with due regard for the rights of all parties involved.
- **Transparency:** The appeal process will be clear, consistent, and transparent to ensure all parties understand the steps involved.
- **Timeliness:** Appeals will be processed promptly to ensure timely resolution.
- **Confidentiality:** Information related to the appeal will be kept confidential, shared only with those directly involved in the resolution process, unless legally required to disclose.

1. Eligibility for Appeal

An individual may appeal a decision if they believe:

- The decision was made in error.
- There is new evidence or information that was not available at the time of the original decision.
- The process used to make the decision was flawed or unfair.

In the event an individual is expelled they may file an appeal to return to Foundation Academy Montessori Ministries, Inc.:

- If they have been absent from Foundation Academy Montessori Ministries, Inc. for one (1) academic year.

Note: An individual cannot appeal a decision simply because they disagree with the outcome.

2. Grounds for Appeal

Appeals may be based on one or more of the following grounds:

- **Procedural Errors:** The decision was made without following proper procedures.
- **New Information:** New evidence or information that could have influenced the outcome is now available.
- **Unfair Treatment:** The decision was influenced by bias, discrimination, or conflict of interest.
- **Disproportionate Action:** The outcome or penalty was disproportionate to the issue.
- **Admission to Foundation Academy Montessori Ministries, Inc.:** The student appeals to return to the school.

3. Appeal Procedure

Step 1: Initiating the Appeal

- **Written Notice:** The individual wishing to appeal must submit a written notice within three (3) * business days of receiving the decision. This notice should include:
 - A detailed explanation of the reasons for the appeal.
 - Any supporting evidence or documentation relevant to the appeal.
 - A description of the desired outcome or resolution.

**Appeals to return to Foundation Academy Montessori Ministries, Inc. can be made after the student is absent from the school for one (1) full academic year.*

- **Submission:** The appeal should be submitted to the school, Fam@famoaks.com.

Step 2: Acknowledgment of Appeal

- Within three (3) business days of receiving the appeal, the designated appeal officer or committee will acknowledge receipt of the appeal and provide a timeline for the next steps in the process.

Step 3: Review of Appeal

- The appeal officer or committee will conduct a thorough review of the appeal. This may include:
 - Reviewing the original decision and any related documents.
 - Interviewing the person(s) involved, including the individual filing the appeal and other relevant parties.
 - Consulting with legal or HR professionals if necessary.
- The individual submitting the appeal may be invited to a meeting or hearing to present their case or clarify any information.

Step 4: Decision on the Appeal

- The appeal officer or committee will decide within three (3) business days of the appeal meeting. Possible outcomes include:
 - **Upheld:** The original decision stands.
 - **Modified:** The decision is altered in some way, such as a reduction in penalty or a change in outcome.
 - **Overturned:** The original decision is reversed.
- The individual who filed the appeal will be notified in writing of the outcome, along with the rationale for the decision.

Step 5: Finality of Decision

- In most cases, the decision made through the appeal process is final. However, if new information comes to light or if the appeal process was found to be procedurally flawed, the appeal may be reconsidered.

4. Timeline for Appeals

The appeal process will be completed within five (5) business days. The timeline may be extended in cases where additional information is required, or if the appeal involves a more complex issue.

Timeline Summary:

- Submission of appeal: Within three (3) business days of the decision or for expulsion, after one (1) full academic year absent from Foundation Academy Montessori Ministries, Inc.
- Acknowledgment: Within one (1) business day.
- Review and final decision: Within three (3) business days of the appeal meeting.

5. Confidentiality and Non-Retaliation

- The appeal process will be conducted confidentially, and all parties involved will be expected to respect the confidentiality of the process.
- Retaliation against an individual for filing an appeal or participating in the process is strictly prohibited. Any retaliation will be treated as a separate violation and will be subject to disciplinary action.

6. Additional Information

If an individual has any questions or requires assistance with the appeal process, they may contact the school's principal for guidance.

This policy is subject to periodic review and updates as necessary to ensure its continued effectiveness and alignment with legal requirements and organizational goals.

WITHDRAWAL POLICY

When a child is voluntarily withdrawn from the school, there is no refund for registration, supply fees, or tuition payments.

Parents/Guardians who wish to withdraw their student(s) from the Foundation Academy Montessori Ministries, Inc. program must:

1. Provide their intent to withdraw via a written letter, delivered via the postal service or in-person.
 - a. The **Letter of Intent to Withdraw** includes the name and address of the student(s), the anticipated date of withdrawal, the reason, and the new school they are transferring into (a formulated Letter of Intent to Withdrawal can be provided).
2. Schedule an **Exit Interview** (with the principal).

After the **Letter of Intent to Withdraw** is received and the **Exit Interview** is completed, the formal withdrawal process will begin.

By initiating the student's withdrawal process from Foundation Academy Montessori Ministries, Inc., it is understood that:

1. Re-entry into the Foundation Academy Montessori Ministries, Inc. program is not guaranteed or automatic.
 - a. Re-entry will require a new application and approval process (along with associated fees).
 - b. For a withdrawn student to provide notice of intent to return to the institution, a **Re-Enrollment Request** will need to be submitted.
 - c. If re-entry is approved, the student's re-entry level of study will be assessed and based on the amount of material missed during their withdrawal absence.
 - d. **Tuition Contract Agreement**

The paid curriculum fee for the current or upcoming academic school year is non-refundable (as noted in the re-enrollment/enrollment form and tuition agreement contract).

Forcible Withdrawal Policy

The goal of Foundation Academy Montessori Ministries, Inc. is that every student who enrolls in the school has a successful and rewarding academic experience. However, when the behavior of any student or family is counterproductive to this mission, dismissal may occur.

For the purpose of this policy, **Forcible Withdrawal** is defined as **the termination of academic services**.

Some of the grounds for recommending a hearing for Forcible Withdrawal are as follows:

1. A child's failure to achieve academically or continued lack of effort.
2. Lack of cooperation by parents in addressing academic or behavior problems of their children.
3. Threats by a student or family to another student, teacher, or staff member.
4. Continued negative conduct by a student i.e., disrespect of authority, obscene gestures, and language.
5. Failure to meet or breach of tuition requirements as stated in the Registration Agreement.
6. Failure by parents to notify school of medical issues that might compromise the health of other students and staff members. Proof of medical services must be provided by parents prior to the student returning to school.
7. Lack of cooperation by parents in addressing academic or behavior problems of their children.

8. A child's failure to show steady developmental or academic progress despite professional evaluations and reasonable accommodation being made.

MEDICATION

We will not be administering medication at school. The **ONLY** exception to this will be for students that require emergency medications such as an EpiPen®. A parent/guardian can come to the school **to give medication** to their **own** student (the parent/guardian must administer the medication prior to leaving the school). ***The parent/guardian must complete the Medication form provided by the school.***

If a student has a fever or is not feeling well in the morning, do not give the student medication and send him/her to school. Please keep them home to keep from spreading the sickness.

Health

Foundation Academy Montessori Ministries, Inc. will enforce a strict health policy. The health forms must be completed and returned to school before the first day of school. The Health Department rules that every student should be immunized against diphtheria, tetanus, whooping cough, polio, mumps, rubella, red measles, and hepatitis. A tuberculin test is recommended but not required.

No student is allowed to attend class if he/she has any of the following: fever, bronchitis, vomiting, otitis media, impetigo, purulent nasal discharge, conjunctivitis, tonsillitis, diarrhea, any suspicious rash, or communicable diseases.

Any student who develops a fever or shows other signs of illness will be isolated at once from the rest of the group. Parents/Guardians will be notified and expected to pick up the student within the hour. If the student develops a contagious disease to which others may have been exposed (including head lice) or virus, please inform the school's principal immediately so other parents/guardians are notified.

To prevent the spreading of illness, unless the student has been fever-free and symptom-free **without medication** for twenty-four (24) hours, we **CANNOT** allow him/her to return to school. Please plan for your student's care in case of illness. Outdoor play is necessary for good health. Students who are too ill to go outdoors are too ill to come to school.

DRIVERS ON CAMPUS

Students allowed to drive on campus must drive cautiously in the environment because of the traffic of students and family members in and around the campus. Students observed 'spinning tires' or driving aggressively will lose their right to drive on campus **permanently**.

Families are responsible for communicating with a driving-student who is allowed to leave the campus with a driving-student. Foundation Academy Montessori Ministries, Inc. will not regulate if students are allowed to get in the vehicle with other students or if drivers can have other passengers. Foundation Academy Montessori Ministries, Inc. and their staff are not responsible for students and their activities once they leave Foundation Academy Montessori Ministries Inc. campus.

NOURISHMENT

Students attending school the entire day **must** bring lunch from home.

The school is committed to a high nutritional plan; therefore, please send nutritional food and no non- acceptable foods, including candy, sugary cookies, cakes, and sugary drinks.

The students are permitted to use the microwave. Hot foods can be stored in a thermos; cold foods can be kept in the refrigerator.

Water is provided throughout the day.

Students may bring a healthy snack for snack time. Families are encouraged to adopt a month to provide healthy snacks (i.e., fruits, vegetables, granola bars).

BIRTHDAY CELEBRATION

We enjoy having a “Birthday Celebration” with the students. Parents/Guardians are welcome to take part in this celebration. Cake and ice cream and any decorations are permitted during the lunch break. Family members are also invited to visit and eat with the students during lunch.

MEDIA AND TECHNOLOGY

Computers

Students are permitted, and encouraged, to bring their laptops to school. Throughout the course of instruction and application, computer literacy will be introduced. This includes word processing, presentation, spreadsheet, database, graphics, academic programs, and simulation games. All these activities are integrated into all subject areas. Students are also introduced to the Internet to gather data necessary for research and projects. Students are given practical and professional skills necessary to deliver polished documents, clear and concise public speaking events/lessons, and tools to operate most operating systems and applications.

The school’s system of choice is Google applications. That list includes (but is not limited to):

- | | | |
|-------------|------------|------------------|
| ● Slides | ● Sheets | ● Docs |
| ● Classroom | ● Calendar | ● Google Drive |
| ● Gmail | ● Forms | ● Arts & Culture |
| ● Contacts | ● Meet | ● Earth |

Computer usage is a tremendous responsibility, both at school and home.

In using a computer, the student commits to:

- ❖ respect the privacy of others.
- ❖ respect the property of others.
- ❖ recognize that software and music are protected by copyright; thus, I will not copy unauthorized software or music from the school, other people’s computers, or illegal sites.
- ❖ accept the standard(s) established by the school community; thus, I will not access or download any information that is deemed inappropriate or offensive.
- ❖ understand at any time I may be asked to relinquish my computer, electronic files, and/or flash drive(s) for content review.

In using the Internet, the student commits to:

- ❖ use the internet in public-view at home or school.
- ❖ send only appropriate messages over email; thus, the messages should not contain profanity, obscene comments, sexually explicit material, threats, references to weapons or bombs, or expressions of bigotry, racism, or hate.

- ❖ keep passwords private.

The student understands the importance of safety (for themselves and others). The student commits to:

- ❖ protect friends, family, and myself by never giving out my name, address, phone number, or school name online.
- ❖ never arrange to meet another computer user face-to-face or speak on the phone with one. Remember that people online may not be who they seem to be!
- ❖ never enter an area that charges for services or download any material, written or graphic, without parental permission
- ❖ tell a parent or trusted adult if they encounter anything on the Internet that is obscene, threatening or makes me feel uncomfortable.
- ❖ use only chat rooms in which the audience is known, such as the buddy system or school chatroom.

The student understands with the use of **Computer(s), Electronic Files, and Flash drives** there is an added responsibility. If the responsibility is abused or misused, He/she understands there will be consequences (including, but not limited to, losing computer privileges the entire school year).

Phones

Students can bring phones to school, but **they must REMAIN IN THEIR BOOK BAGS for the duration of the school day**. They may be able to use them to contact parents/guardians when needed.

Only in an emergency contact the Office Administrator 225-323-4224 if communication with the student is necessary during school hours. If students abuse this policy, they will lose the privilege of having a phone at school.

Internet

Throughout the course of instruction and development, monitored videos are used to enhance learning when there is content appropriate for the subject.

SUMMER ENRICHMENT OPPORTUNITIES

To continue in the spirit of community building, there will be enrichment opportunities for the summer. Stay tuned for more information regarding these opportunities.

COMMUNICATION, CONCERNS, GRIEVANCES, AND SOLUTIONS FOR OUR SCHOOL COMMUNITY

If you become dissatisfied with the school in any respect, please use the **Matthew 18** principle and seek to resolve the matter with the person or persons involved, rather than begin to spread criticism, listen to criticism, or hold a negative attitude in your heart.

*“If your brother sins, go and show him his fault in private;
if he listens to you, you have won your brother.
But if he does not listen to you,
take one or more with you, so that*

BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED.

*If he refuses to listen to them, tell it to the church;
and if he refuses to listen even to the church,
let him be to you as a Gentile and a tax collector.”
Matthew 18:15-17*

The following procedure is used by Foundation Academy Montessori Ministries, Inc. and taught to the students. Parents/Guardians are requested to use this procedure any time there is a grievance.

1. Pray about it. First and foremost, go to the Father for wisdom, insight, and guidance. Bathing the entire situation in fervent prayer is a must. Ask God to help you make your grievance in such a way that it will result in the betterment of the school, and thus, in the glory and growth of His Kingdom. Read and think about such passages as *Ephesians 4:1-3* and *Colossians 3:12-13*.
2. Do not broadcast it. Express your grievance only to the person who should hear it. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to people other than those directly involved with the problem.
3. Tell it to the right person. Grievances about school policy or operations should be expressed first to the individual in question.
 - a. If this grievance cannot be resolved, THEN it should be expressed to the Foundation Academy Montessori Ministries, Inc. principal (call or email Kelli@famoaks.com).
4. Express it promptly. Keeping it to yourself can cause ill feelings. Get it out of your system (*Matthew 5:23-24*).
5. Express it clearly. Make sure the person you are expressing your grievance to knows all the details of the situation and exactly what you are complaining about and why. Misunderstanding of grievances could lead to further problems and needless hard feelings.

If grievance is made to or about you, understand what grievance is and why it is being made. Give it prompt attention and make it a growth experience. Pray about it and ask God's wisdom in solving the problem.

Student Dress, Grooming, and Modesty Policy

Foundation Academy Montessori Ministries is committed to maintaining a learning environment that reflects Christian values, modesty, cleanliness, safety, and respect. Student clothing should be comfortable, practical, and appropriate for learning, outdoor activities, and physical education.

General Dress Requirements

- Leggings may not be worn as pants or as part of the school-day dress code.
- Skorts, skirts, and dresses are not permitted.
- Students may wear athletic shorts with fitted biker shorts underneath.
- Outer shorts must reach at least to the student's fingertips when the student stands upright with arms relaxed at the sides.
- Shirts must provide appropriate coverage. Low-cut, cropped, sheer, excessively tight, or otherwise revealing shirts are not permitted.
- Undergarments and the midsection must remain covered during normal school activities, including bending, sitting, reaching, and playing.
- Clothing may not display words, pictures, logos, advertisements, or messages that conflict with the Christian mission and values of Foundation Academy.
- Clothing should be clean, properly fitted, and appropriate for an active school environment.

Modesty is the guiding standard. When there is uncertainty about whether an item is appropriate, families should choose a more modest option.

Personal Hygiene and Grooming

Students are expected to maintain good personal hygiene and arrive at school clean and appropriately groomed. This includes regular bathing, clean clothing, clean hair, brushed teeth, and the use of deodorant when age-appropriate.

Boys should maintain a clean-shaven or well-groomed appearance. Beards and mustaches are permitted only when kept short, clean, and neatly trimmed.

Excessive facial piercings are not permitted. Nose and eyebrow piercings or jewelry may not be worn at school. Tattoos, including visible temporary tattoos, are not permitted or displayed at school.

Any hygiene or grooming concern will be addressed privately and respectfully with the student and, when necessary, the parent or guardian.

Extra Clothing

Every student must keep a complete change of clothing in his or her book sack at all times. The clothing should be placed in a labeled, sealed Ziploc bag and replaced whenever it is used or no longer fits.

The change of clothing should include:

- A shirt
- Shorts or pants
- Undergarments
- Socks

Physical Education Attire

Students must wear athletic shoes that fit securely and are appropriate for running and physical activity on PE days.

Crocs, flip-flops, slides, sandals, and other open-backed or open-toed shoes may not be worn for PE. A student without appropriate athletic shoes may be unable to participate in certain activities for safety reasons.

Swimming Attire

Students who choose to participate in designated swimming activities must bring:

- Athletic shorts
- A dark-colored T-shirt
- A towel
- A complete change of clothing

Students who do not have the required swimming attire and towel will not be permitted to swim.

Dress-Code Concerns

Dress-code and grooming matters will be handled privately and respectfully. A student who arrives in clothing that does not meet this policy may be asked to change into the extra clothing kept in his or her book sack.

If appropriate replacement clothing is unavailable, a parent or guardian may be contacted to bring suitable clothing. Parents and guardians are responsible for helping students follow this policy each school day.

WHO'S WHO AND WHO TO CONTACT

Communication, Concerns, Grievances, and Solutions for our School Community

The faculty and staff of Foundation Academy Montessori Ministries, Inc. desire to support and promote healthy and timely communications focused on developing solutions in all interactions. For answers to your questions and solutions for your concerns, please refer to the following chart for direction:

Matter related to:	First Contact:	Other Resources:
School Leadership	Kelli Brock, Principal & Founder	Kelli@famoaks.com 225.328.0170
Curriculum & Communications	Josie Brock, Assistant Principal	Josie@famoaks.com 225.323.4224
Records & Student Files	Josie Brock, Assistant Principal	Josie@famoaks.com 225.323.4224
Community Events	Josie Brock, Assistant Principal	Josie@famoaks.com 225.323.4224
Transparent Classroom, SchoolWorks, Staff Development & Co-op	Kara Behrnes, Assistant Principal	225.276.1237

Academic Policies	Principal Kelli Brock	Kelli@famoaks.com 225.328.0170	
Admissions	Assistant Principal Josie Brock	Josie@famoaks.com 225.323.4224	
Appeal Process	Principal Kelli Brock	Kelli@famoaks.com 225.328.0170	
Child's progress	Classroom teachers	Progress Reports, Report Cards	School Handbook
Classroom activities & schedules	Classroom teachers	Classroom orientation meetings	
Classroom observation schedule	Assistant Principal Josie Brock	Josie@famoaks.com 225.323.4224	
Classroom procedures	Classroom teachers	Student Handbook	Flyers & Newsletters from the school
Conferences	Schedule Online	https://Famoaks.com/online-appointments	
Facilities	Principal	Kelli@famoaks.com 225.328.0170	
Faculty and staff	Kelli Brock		
Finances (Student & Faculty)	Principal of Finance Brandi Anseman	Brandi@famoaks.com 225.963.6131	
Financial Policies			
Fundraising	Assistant Principal Josie Brock	Josie@famoaks.com	
Legal matters	Principal Kelli Brock	Kelli@famoaks.com 225.328.0170	
Montessori Education	Classroom teachers, Principal - Kelli Brock	Kelli@famoaks.com 225.328.0170 / Montessori education series	
Monthly Bulletin	Assistant Principal Josie Brock	Josie@famoaks.com 225.323.4224	
Parent organization activities	Parent Association		
Parenting education	Principal	Kelli@famoaks.com 225.328.0170	
Public relations	Kelli Brock		
Registration	Assistant Principal Josie Brock	Josie@famoaks.com 225.323.4224	
School calendar			
School directory			
School schedules			
Student records			
Volunteering activities	Assistant Principal Josie Brock	Josie@famoaks.com	