



Foundation Academy Montessori L3C

Building education upon a firm foundation

STUDENT/PARENT HANDBOOK

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225-301-8838 | 225-328-0170

Foundation Academy Montessori 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 the FAM, Foundation Academy Montessori!

We are thrilled to have you join the FAM. 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 L3C 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 L3C (FAM) will provide a safe, uplifting, inspiring and enriching Christian educational environments for all students.

Vision Statement: Foundation Academy Montessori L3C (FAM) 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.

EDUCATIONAL OVERVIEW

Curriculum

At FAM, 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 and 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. They have daily chores and meetings that keep everyone's environment and expectations in check.

They will also engage in many out of school experiences that enables 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 subjects 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 (FAM) 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. Call the office first (Lisa D. Michelli, Lisa@famoaks.com, 225-301-8838). If necessary, send the principal a text message at 225-328-0170, 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. If unable to make contact, call Kevin Brock, 225-328-0169.

All parents/guardians and visitors are required to report to the school office located between the High School and Children's House. 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 persons provided on the student's office card can visit a student for any reason. Reasons for visits include: to have lunch with a student, attend a party, or volunteer in the student's classroom. Scheduled appointments are necessary if you would like to meet with the FAM principal and/or teacher. Please call to schedule.

ADMISSION POLICY

Foundation Academy Montessori (FAM) 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 admission or continued enrollment of any student whose lifestyle is not in harmony with the stated philosophy, purpose, or standards of FAM.

Our administration has established the following standards for entrance into FAM:

- ❖ 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 from 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 desirable 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 FAM'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 FAM 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 current immunization record
- ❖ Upon completion of above requirements:
 - an interview is scheduled
 - An Enrollment Verification form will be issued from the principal upon completion

SCHOOL AND PARENT PARTNERING

FAM, 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.

FAM 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 FAM 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
- ❖ party days
- ❖ field trips
- ❖ Farmers Market
- ❖ internship
- ❖ restoring the school environment
- ❖ room parents
- ❖ grants and investors
- ❖ crafts
- ❖ Café Days
- ❖ outreach events for the community
- ❖ special events
- ❖ gardening
- ❖ special speakers
- ❖ graduation and year end party
- ❖ making classroom materials
- ❖ Harvest celebration
- ❖ Easter celebration
- ❖ practical life
- ❖ 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 FAM 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 visitation 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 FAM.

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.

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

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 the vehicles and FAM-CH 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 for a staff member to come 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 & High School

Morning arrival will begin at 7:45 AM. Middle School and 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

Children’s House students dismiss at 2:45 PM. All other student levels are dismissed at 3:00 PM. Students must be picked up promptly at this time. FAM-CH 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.

LEGAL CUSTODY

If there is a legal custody dispute involving a student, the legal custodian of the student must supply FAM 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.

FAM will not intervene, nor take sides 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: FAM staff will use the current legal document on file.**

ABSENCES AND TARDINESS

Absences (except for serious matters of health, family, business, or educational trips) 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. A student will be required to attend summer school to receive the lesson(s) and achieve mastery and grade for the subject matter.

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 in class on time. Each time a student is late, the teacher must stop what she is doing to prepare your student for the day. If arriving late, parents/guardians are to park and call the office 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.

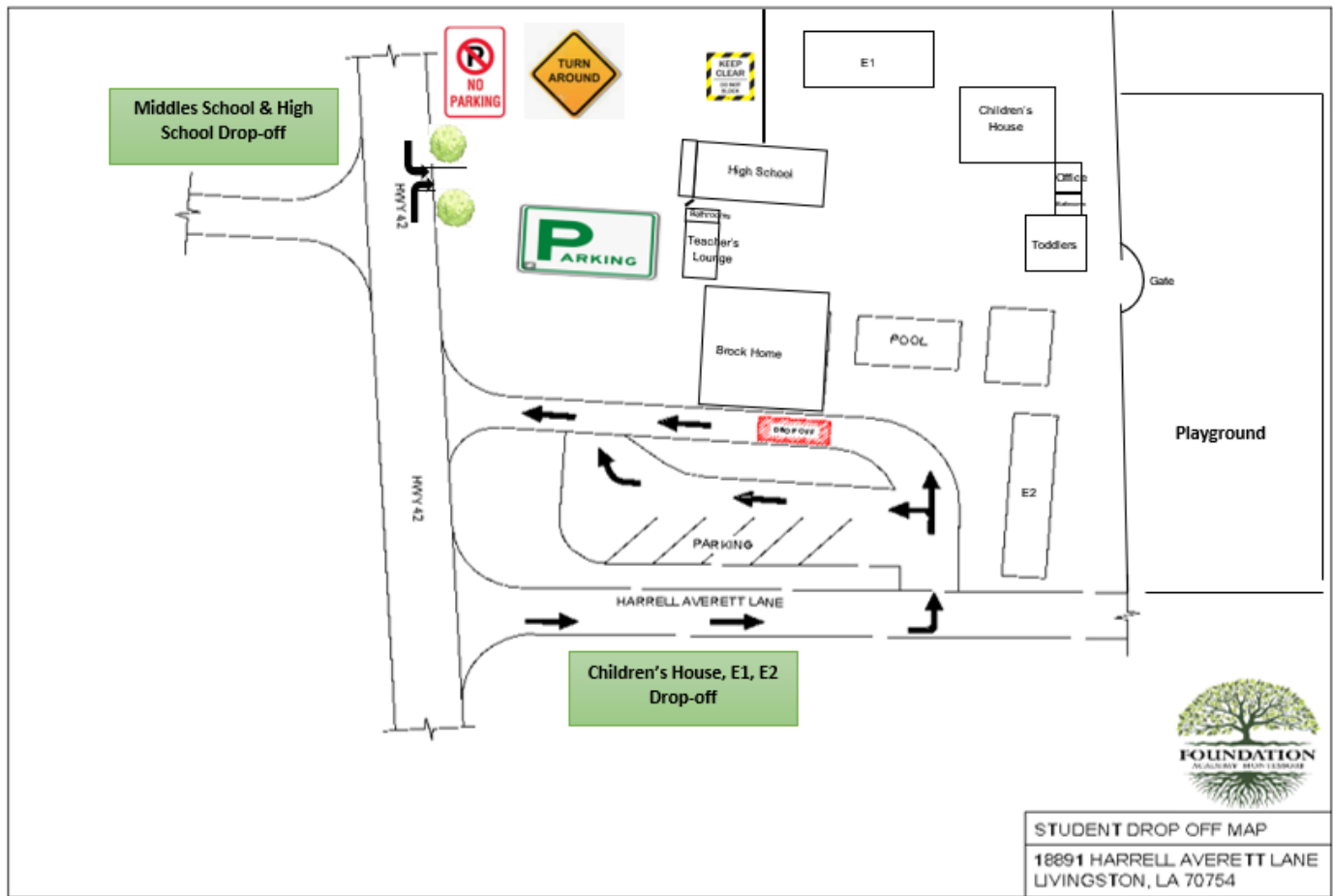
Checkout Procedure

For the student to leave campus before the designated dismissal time, parents/guardians must check out the student by parking and calling Lisa Michelli (225.301.8838) or Kelli Brock (225.328.0170). 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.

TRAFFIC FLOW

Traffic flow as depicted in the map below:



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, FAM will make decisions regarding the closure of the school that are in the best interest of the safety and security of the students and staff. Generally, FAM will follow the lead of the Livingston Parish School System. As much as possible, FAM will indicate emergency plans through the local news media, text message, and/or Google Calendar. If the school is closed due to emergency situations, all scheduled extra-curricular 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. Special cooperation will be required from all students for quietness and orderliness.

SCHOOL CALENDAR AND HOLIDAYS

FAM 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 of Events is available via FAM'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 of Events 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 at the end of each work cycle. A report card will be issued at the end of Semester 1 and Semester 2. Progress reports require you to review and sign.

MICRO-ECONOMY AND END-OF-YEAR SCHOOL TRIP

The community of adolescents creates a micro-economy to oversee Café Days 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 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 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, FAM 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, 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 the 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 FAM; 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.

TUITION AND INVESTMENT POLICIES

Foundation Academy Montessori L3C offers an affordable private, Christian school education for your family. FAM will continue to strive to keep tuition low and focus on academic excellence and servant leadership.

The current schedule of tuition and fees represent the 2023-2024 academic year and is provided by FAM's office during re-enrollment and open-enrollment periods. Tuition is determined annually by FAM. **Tuition is due before or on the 1st of each month**. A \$37.00 fee is charged for each and all NSF transactions, **without** exception. A late fee of \$25.00 or 5%, whichever is **greater**, will be charged to the account that is not paid on time, **without** exception.

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. Staffing decisions are based on enrollment and contracted for the entire school year, therefore we must enforce our student contracts as well. This assures the low student/teacher ratios and consistency for all students in 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.

FINANCIAL PROCEDURES AND ENROLLMENT

Direct all finance related questions to:

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

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 FAM. 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 L3C 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 FAM. 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 1, 2023, or invoiced monthly for 11 months and due before **or on the 1st day** of every month starting June 1, 2023. A \$10 ACH fee per **family** is added to all payments in full. FAM does not keep this fee; it is charged by the invoicing 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 L3C 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, 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 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, FAM will not be required to provide an opportunity for the student to make up any work missed during this absence period (i.e., projects, test, 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 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.

Non-Sufficient Funds (NSF) Policy

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

Withdrawal Policy

Parents/Guardians who wish to withdraw their student(s) from the Foundation Academy Montessori L3C 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 L3C, it is understood that:

1. Re-entry into the Foundation Academy Montessori L3C 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).

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.
- ❖ 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) late 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 provides families with a:

1. **Monthly Tuition Reminder:** The administration at FAM 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 draft 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 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 a 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 FAM 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]

DISCIPLINE POLICY

FAM believes that discipline is a process in which students are supported in developing self-control, responsible choice making, respect, citizenship, and scholarship. We are committed to providing a supportive, nurturing, learning environment designed to promote the development of "inner discipline".

We understand that the success of the secondary learning environment, for all its students, is contingent upon the development of self-directed, independent learners. Our school shares the responsibility with parents/guardians to educate, guide, and discipline our students. Our approach to discipline helps students learn that they are responsible for their choices and actions, and that these have both positive and negative consequences. At FAM, we respect ourselves, each other, our work, our bodies, our minds, and each other's belongings.

With consistency and fairness in mind to the individual, as well as ensuring that a proper climate for learning exists for the entire classroom community, the following will be considered pertaining to the discipline of disruptive behaviors:

- ❖ the seriousness of the offense
- ❖ age of the student
- ❖ attitude and ability of the student
- ❖ the pattern of misconduct
- ❖ the degree of cooperation

Disciplinary Write-ups are issued for all offenses. Infractions for write-ups are (but not limited to):

- Clothing is not to code
- Interrupting teachers/peer while presentations
- Invaded privacy
- Abused property*
- Using their phone (phones are turned in at start of school day. Phone use is prohibited)
- Incomplete class work
- Leaving a work area in disarray
- Inappropriate interaction with a peer
- Disturbing their peers
- Illegal Substances (including vaping and cigarettes)
- Not completing chores
- Bullying/Cyber-bullying
- Used inappropriate language
- Wrestling

*In the case of abused/damaged property, the student is responsible for replacing that property or paying for its repair. If FAM cannot determine who damaged the property and/or students do not provide information, ALL families will receive an invoice for the repair or replacement of said property.

Consequences for the receiving of write-ups:

- After three (3) write-ups, the student will have a one (1) hour of detention on the first Friday following the offense. The students will be issued non-school work to do during this hour.
- After three (3) write-ups, within an eight (8) week period, the student will receive an ISSP (In-school-suspensions). The student will be assigned tasks and work to complete on campus. They will not be able to make up any missed work.
- After two ISSP in the same 8 week the student will have a full suspension (away from school). They will not be able to make up any missed work.

Minor infractions are addressed in the classroom. Initially, teachers remind students of the expected appropriate behavior. Positive redirection or application of natural, logical consequences will follow. The amount of external control imposed varies according to the student's age and abilities. Self-directed students who act responsibly have greater freedom of choice in the classroom.

Automatic Suspension will be enforced for:

- Bringing prescribed or over the counter (OTC) medicines to school
- Fighting
- Vaping or smoking (or in possession of a vape device or cigarettes/lighters)

In the instance that the reasonable efforts of the teacher are not meeting with success, parents/guardians and the principal will be notified promptly. Parents/Guardians will be expected to cooperate with the school in interventions and/or

outside evaluation or assistance. Failure to comply with this policy may result in dismissal from the school. The learning environment and the welfare of **all** students must take top priority.

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 who is allowed to leave the campus with a driving-student. FAM 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 and their staff are not responsible for students and their activities once they leave FAM campus.

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).

If a student has 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

FAM 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 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 forty-eight (48) 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.

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 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 are the Google applications. That list includes (but is not limited to):

- Slides
- Classroom
- Gmail
- Contacts
- Sheets
- Calendar
- Forms
- Meet
- Docs
- Google Drive
- Arts & Culture
- 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 turn them into the teacher when they arrive**. They will be able to use them to contact parents/guardians when needed.

Only in an emergency, contact the principal 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.

INVESTMENT OPPORTUNITIES

Foundation Academy Montessori L3C is structured in such a way as to provide tax-credit investment and donation opportunities. Contact the school FAM@famoaks.com for more information.

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 FAM 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 persons 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 FAM 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 know 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 a grievance is made to or about you, understand what the 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.

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

The faculty and staff of Foundation Academy Montessori L3C 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:
Academic Policies	Principal Kelli Brock	Kelli@famoaks.com 225.328.0170	
Admissions	School Administrator Lisa Michelli	Lisa@famoaks.com 225.301.8838	
Child's progress	Classroom teachers	Progress Reports, Report Cards	School Handbook
Classroom activities & schedules	Classroom teachers	Classroom orientation meetings	
Classroom observation schedule	School Administrator Lisa Michelli	Lisa@famoaks.com 225.301.8838	
Classroom procedures	Classroom teachers	Student Handbook	Flyers & Newsletters from the school
Conferences	Schedule Online	https://Famoaks.com/online-appointments	
Facilities	Principal	Kelli@famoaks.com	
Faculty and staff	Kelli Brock	225.328.0170	
Finances (Student & Faculty)	Principal of Finance Brandi Anseman	Brandi@famoaks.com 225.963.6131	
Financial Policies			
Fundraising	Events Coordinator Tonya McMichael	Tonya@famoaks.com 225.304.2009	
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	Campus Coordinator Josie Brock	Josie@famoaks.com 225.323.4224	
Parent organization activities	Events Coordinator Tonya McMichael	Tonya@famoaks.com 225.304.2009	
Parenting education	Principal	Kelli@famoaks.com	
Public relations	Kelli Brock	225.328.0170	
Registration			
School Calendar			
School Directory	School Administrator	Lisa@famoaks.com	
School schedules	Lisa Michelli	225.301.8838	
Student records			
Volunteering activities	Events Coordinator Tonya McMichael	Tonya@famoaks.com 225.304.2009	

SUPPLY LISTS

Children's House

Supply list for all Children's House Students:

- Book sack
- Rain coat
- Rubber boots
- Inside shoes or slippers (or bare feet)
- Tennis shoes for PE
- 1 folder with pockets
- 1 pack of tissues for the classroom
- Sealed water bottle filled daily
- Uniform – order shirts from www.famoaks.com
 - Worn daily with choice of bottoms
- Lunch box with cold pack and a snack (required daily)

Elementary I Students

Supply list for all Elementary I Students:

- Book sack
- Rain coat
- Rubber boots
- Inside shoes or slippers
- Folder with pockets
- 1 pack of loose-leaf paper (wide-ruled)
- 1 pack of tissues
- Sealed water bottle filled daily
- PE bag with extra clothes
 - Tennis Shoes
 - Deodorant
 - Brush
 - Toothbrush/toothpaste
 - Hand towel for after PE
- Uniform – order shirts from www.famoaks.com
 - Worn daily with choice of bottoms
- Lunch box with cold pack and a snack (required daily)

Elementary II Students

Supply list for all Elementary II Students:

- Book sack
- Mini umbrella
- (1) two inch binder
- Tab dividers with pockets (red, blue, yellow, green, purple, and orange)
- Loose leaf paper

- Journal
- Cheap analog watch worn daily (no smart watches or cell phones)
- #2 pencils
- 1 pack of red pens
- 1 pack of blue or black pens
- Highlighters
- Pencil bag
- Insulated water bottle, filled daily (insulated with screw top to prevent spills and condensation on work and furniture)
- PE bag with extra clothes
 - Tennis Shoes
 - Socks
 - Deodorant
 - Brush
 - Toothbrush/toothpaste
 - Hand towel for after PE
 - swim goggles
 - swimmer's ear (if necessary)
 - Swimsuits
 - Girls – swimsuit, dark t-shirt, shorts (without zippers), and beach towel
 - Boys – Swim trunks, t-shirt, and beach towel
- Uniform – order shirts from www.famoaks.com
 - Worn daily with choice of bottoms (no skirts or leggings), shorts at a modest length
- Lunch box with cold pack and a snack (required daily)

Middle School and High School

Supply list for all Middle and High School Students:

- Book sack
- Laptop – if they have one they can bring it and use at school. There is a desktop for students to share.
- Two (2) inch binder
- Tab dividers: with pockets and colors (red, blue, yellow, green, purple, and orange)
- College ruled loose leaf paper
- Journal
- Analog watch (with numbers) worn daily (no Apple or Android watches)
- Cell phones are not allowed in class
- Pencils – If you use a mechanical pencil, you are responsible for the lead and eraser
- Pens
 - One (1) pack red
 - One (1) pack blue or black
- Highlighters
- Calculator TI 36X Pro
- Insulated water bottle, filled daily (insulated with screw top to prevent spills and condensation on work and furniture)
- PE bag with extra clothes
 - Tennis Shoes
 - Socks
 - Deodorant

- Brush
- Toothbrush/toothpaste
- Hand towel for after PE
- swim goggles
- swimmer's ear (if necessary)
- Swimsuits
 - Girls – swimsuit, dark t-shirt, shorts (without zippers), and beach towel
 - Boys – Swim trunks, t-shirt, and beach towel
- Uniform – order shirts from www.famoaks.com
 - Worn daily with choice of bottoms (no skirts or leggings), shorts at a modest length
- Lunch box with cold pack and a snack (required daily)

Miscellaneous

All students will be required to wear socks (no holes) or slippers in the classroom. Tennis shoes will be kept outside the door and used for PE and outdoor activities.