



PARENT/STUDENT HANDBOOK

2026 - 2027

A FOUNDATION OF FAITH. A FUTURE OF EXCELLENCE.



Focus
CHRISTIAN ACADEMY





Parent/Student Handbook

Revised for the 2026-2027 School Year
(May 6th, 2026)

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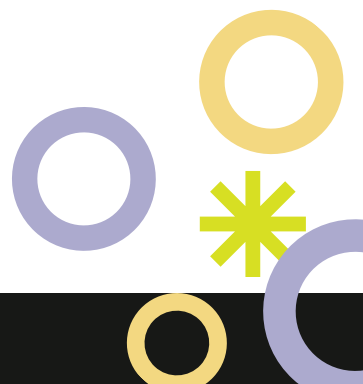
www.focus.church/academy

Our Vision

At Focus Christian Academy, our vision is to see every child experience and be transformed by the life-changing love of Jesus while receiving the highest standard of instruction. We are dedicated to nurturing their spiritual, emotional, and intellectual growth, creating a foundation rooted in faith, kindness, and compassion. Through a safe, clean and fun environment, we aim to inspire each child to develop a deep, personal relationship with Jesus, while growing in the knowledge of His word and His love for them.

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WELCOME



CRYSTAL SMITH
Academy Director

It is with great joy and gratitude that I welcome you to Focus Christian Academy. Whether you are joining us for the first time or continuing your journey with us, we are honored to partner with you in the education and spiritual growth of your child.

At Focus Christian Academy, we believe that education is far more than the pursuit of academic excellence—it is the cultivation of the heart, mind, and spirit for God’s purpose. Scripture reminds us in Proverbs 22:6, “Train up a child in the way he should go, and when he is old he will not depart from it.” Christian education is a unique and powerful calling to train up our students. It allows us to view every subject

—whether mathematics, science, history, or the arts—through the lens of God’s truth. We strive to help students understand that all knowledge begins with Him and ultimately points back to Him.

We also recognize that education is a partnership between the school and the family. Your role as parents and guardians is vital, and we deeply value your trust and involvement. Together, we can provide a foundation that equips students not only for academic success, but for a life of faith, integrity, and impact.

As we journey through this school year, may we be reminded of Philippians 4:13, “I can do all things through Christ who strengthens me.” With His guidance, there is no limit to what our students can achieve.

Thank you for being a part of the Focus Christian Academy family. We look forward to a year filled with growth, learning, and God’s abundant blessings.

In His service,

Crystal Smith



OUR VISION

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OUR MOTTO

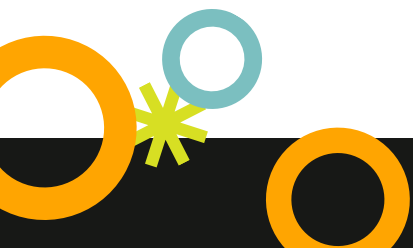
At Focus Christian Academy, we believe a strong education begins with a strong spiritual foundation. Our students are grounded in the truth of God's Word and encouraged to grow in their relationship with Jesus Christ. This foundation shapes their character, values, and understanding of the world. From that foundation, we pursue excellence. Through rigorous academics, character development, and servant leadership, we equip students to discover their gifts and use them to make a positive impact in their communities and beyond.

OUR STATEMENT OF FAITH

Focus Christian Academy believes that the Holy Bible, consisting of the Old and New Testaments, is the inspired and infallible Word of God and the final authority for faith, truth, and daily living. We believe that Scripture reveals God's plan for humanity and provides the foundation for all teaching, learning, and Christian character development within our school.

We believe in one God who exists eternally in three persons: Father, Son, and Holy Spirit. God is the Creator and Sustainer of all things. He created humanity in His image with purpose and value. Because of sin, humanity became separated from God and is unable to restore that relationship through human effort alone.

We believe that Jesus Christ is the Son of God, fully God and fully man. He was conceived by the Holy Spirit and born of the Virgin Mary. Jesus lived a sinless life and willingly died on the cross as the sacrifice for the sins of humanity. He rose bodily from the dead, ascended into heaven, and will one day return again.



We believe that salvation is a gift of God's grace available to all people through repentance and faith in Jesus Christ. Through His death and resurrection, those who believe receive forgiveness of sins, a restored relationship with God, and the promise of eternal life.

We believe that the Holy Spirit dwells within believers, guiding, strengthening, and transforming them to live lives that reflect the character of Christ. The Holy Spirit equips believers to serve God faithfully and to grow in spiritual maturity. We believe the Church is the body of Christ and is called to worship God, share the Gospel, and make disciples. As a ministry connected to the mission of the Church, Focus Christian Academy seeks to partner with families in the spiritual formation of their children.

We believe that Christian education should nurture the whole child, spiritually, academically, socially, and emotionally, while helping students develop a biblical worldview. Our goal is to cultivate a love for God, a commitment to truth, a pursuit of academic excellence, and a heart to serve others.

Through Christ-centered teaching, prayer, worship, and biblical discipleship, Focus Christian Academy strives to prepare students to live lives of integrity, leadership, and service so they may impact their communities and the world for the glory of God.

DOCTRINAL ALIGNMENT STATEMENT

Focus Christian Academy operates as an educational ministry aligned with the beliefs, mission, and spiritual leadership of Focus Church. The academy affirms and supports the foundational beliefs and doctrinal convictions of Focus Church and seeks to extend the church's mission by providing Christ-centered education for children and families in the community.

Through this partnership, the academy strives to:

- Reinforce biblical teaching and discipleship in the lives of students
- Support families in raising children grounded in faith and character
- Provide academic excellence within a Christian worldview
- Encourage students to grow in their relationship with Jesus Christ

The leadership of Focus Christian Academy works in cooperation with the leadership of Focus Church to ensure spiritual integrity, doctrinal alignment, and mission consistency.

ADMISSIONS & ENROLLMENT

ADMISSIONS PHILOSOPHY

Focus Christian Academy partners with families who desire an educational environment where biblical truth, academic excellence, and character development are integrated into daily learning. While we welcome families from a variety of church backgrounds, all families must be willing to support the Christian mission and spiritual emphasis of the school.

Admission is granted based on the student's readiness for the academic program, available space in the class, and the family's willingness to partner with the school's mission and expectations.

AGE CUTOFF FOR ENROLLMENT

FCA follows the general age guidelines below for student placement. Age requirements are based on the student's age on or before August 31 of the enrolling school year.

- PreK3 - Child must be 3 years old by August 31 and fully potty trained.
- PreK4 - Child must be 4 years old by August 31 and fully potty trained.
- Kindergarten - Child must be 5 years old by August 31 and fully potty trained.
- 1st Grade - Child must be 6 years old by August 31.
- 2nd Grade - Child must be 7 years old by August 31.

In some cases, placement may be adjusted based on academic readiness, prior school records, teacher recommendations, or administrative assessment.

NON-DISCRIMINATION POLICY

FCA admits students of any race, color, national origin, or ethnic background to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The academy does not discriminate on the basis of race, color, or national origin in the administration of educational policies, admissions policies, or school programs.



ENROLLMENT PROCESS

Families seeking admission to Focus Christian Academy should complete the following steps:

1. Application Submission: Parents or guardians must complete and submit the official school application form along with the required \$50 non-refundable application fee.
2. Records Review: Applicants must provide the following documents if applicable:
 - a. Birth Certificate
 - b. Immunization Records
 - c. Previous School Records or Report Cards
 - d. Standardized Testing Results (if available)
3. Family Interview: A meeting with the school administration may be required. This conversation allows the school and family to discuss the student's educational needs and ensure alignment with the mission and expectations of the academy.

Admission Decision: Once all documentation and steps are completed, families will be notified regarding acceptance and next steps for enrollment.

ENROLLMENT REQUIREMENTS

To complete enrollment, the following must be submitted:

- Signed Enrollment Agreement
- Parent Statement of Faith Agreement
- Medical and Emergency Contact Forms
- Tuition Payment Plan Selection
- Enrollment Fee of \$500 & Curriculum/Supply Fee \$250

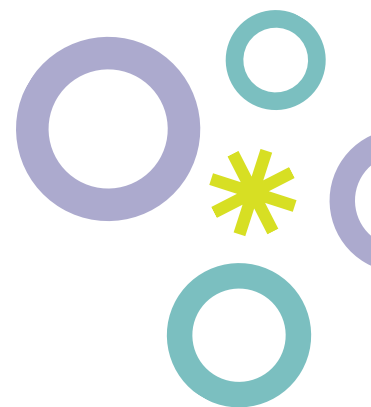
Enrollment is finalized and your student's seat is confirmed only after all required documentation and fees are received.

RE-ENROLLMENT

Returning students will be given priority for the upcoming school year. Families will receive re-enrollment information during the spring semester. To secure a returning student's placement, parents must:

- Submit the re-enrollment form
- Pay the required re-enrollment fee
- Ensure all tuition balances are current

Enrollment for returning students is not guaranteed if deadlines are missed or if financial obligations are outstanding.





CLASS SIZE & AVAILABILITY

Class sizes are intentionally limited to maintain a strong learning environment and ensure individual attention for students. Once a class reaches capacity, applicants may be placed on a waiting list.

WITHDRAWAL POLICY

Parents who choose to withdraw their student must submit written notice to the Head of School. Tuition and fees may still apply according to the enrollment agreement. If a student withdraws after the start of the semester, tuition for that semester remains due.

PARTNERSHIP WITH FAMILIES

Focus Christian Academy believes that successful education happens when families and schools work together. Parents are expected to support the policies, spiritual values, and educational philosophy of the academy while encouraging their children to demonstrate respect, responsibility, and Christlike character.

TUITION & FINANCIAL POLICIES


FCA operates as a ministry of Christian education and relies on tuition and fees to support the operation of the academy, including staff salaries, educational resources, and facility expenses.

APPLICATION & ENROLLMENT FEES

Application Fees are non-refundable and are required to cover administrative processing and preparation for enrollment. An Enrollment Fee is required to secure a student's placement. This fee is non-refundable and covers administrative processing and preparation for the upcoming school year.

CURRICULUM/SUPPLY FEE

A Curriculum/Supply Fee is required to cover books, learning materials, and classroom resources. This fee is due by August 1 each year.



TUITION & FEES

Annual tuition is established each year by school leadership and is communicated to families during the enrollment period.

Tuition may be paid using one of the following options:

- Annual Payment – Full tuition paid before the start of the school year
- Semester Payments – Two equal payments due at the start of each semester
- Monthly Payment Plan – Tuition divided into monthly installments over the school year

Families selecting a payment plan must remain current with payments throughout the school year. Families are able to pay in advance if desired

- Tuition is billed monthly via GradeLink
- Payments due by the 1st of each month
- \$25 late fee applied after the 5th
- No tuition refunds for absences or closures

LATE PAYMENTS

Tuition payments not received by the designated due date may be subject to a late fee. If tuition becomes significantly overdue, the school reserves the right to:

- Suspend participation in school activities
- Withhold report cards or records
- Delay re-enrollment for the following school year

WITHDRAWAL & FINANCIAL OBLIGATION

Enrollment represents a financial commitment for the academic year. Families who withdraw a student during the school year may still be responsible for tuition obligations as outlined in the enrollment agreement. Families who withdraw a student may still be responsible for tuition payments according to the following guidelines:

- All past-due tuition and fees must be paid in full at the time of withdrawal.
- Tuition already due for the current month remains the responsibility of the family.
- Any non-refundable application, enrollment or curriculum/supply fees are not refunded.



OVERDUE TUITION

If a student is withdrawn while tuition payments are overdue:

- The entire outstanding balance becomes immediately due.
- Student records, report cards, and transcripts may be withheld until the account balance is paid.
- The school reserves the right to pursue reasonable collection efforts if balances remain unpaid.

FINANCIAL GOOD STANDING

Students must be in good financial standing to:

- Re-enroll for the following school year
- Receive official academic records
- Participate in certain school activities if applicable

EXCEPTIONAL CIRCUMSTANCES

The school administration may review financial obligations on a case-by-case basis in situations involving:

- Relocation
- Medical hardship
- Other extraordinary circumstances

Any adjustments must be approved by school leadership.

SCHOOL OPERATIONS

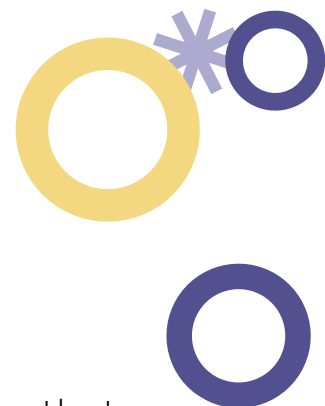
ACADEMIC CALENDAR

FCA operates on a traditional school calendar, at least 9 months, that provides a minimum of 1025 instructional hours during the academic year for students in Kindergarten and up. Pre-K students will run the same monthly schedule with yearly instructional time totaling a minimum of 586 hours.

The school calendar includes:

- First and last day of school
- Holidays and teacher workdays
- School breaks

The official school calendar will be distributed to families prior to the start of each academic year. Families are encouraged to schedule vacations and appointments around the school calendar whenever possible to minimize absences.



SCHOOL SCHEDULE

- Full Day schedule for Kindergarten through 2nd grade
 - Monday-Friday, 8:15 AM - 3:15 PM
- Half-Day schedule is for Pre-K3 & Pre-K4
 - Monday-Friday, 8:30 AM-12:30 PM
- Morning drop-off begins at 8:00 AM for Elementary and 8:15 AM for Pre-K
- Closed on major holidays, Teacher Planning days, and school breaks

ATTENDANCE POLICIES

Regular and consistent school attendance is essential to student learning, character development, and academic success. Focus Christian Academy encourages families to prioritize daily attendance so students can fully participate in classroom instruction, spiritual formation, and community life. Focus Christian Academy operates in accordance with attendance expectations applicable to non-public schools in the state of North Carolina.

DAILY ATTENDANCE

Students are expected to attend school each day and arrive on time. Daily attendance allows students to benefit from:

- Direct instruction from teachers
- Classroom participation and discussion
- Collaborative learning activities
- Chapel and spiritual development opportunities

Parents or guardians must notify the school office before the start of the school day if their child will be absent. Failure to notify the school may result in the absence being recorded as unexcused. Notification may be provided through:

- Phone call to the school office
- Email to the school office or teacher
- Written communication through the school's preferred communication system

ABSENCE REPORTING

When a student is absent, families are asked to email both the attendance email, their teacher and should provide:

- Student name
- Grade level
- Reason for absence
- Expected return date (if known)

For extended absences due to illness or other circumstances, the school may request additional documentation from a medical professional.

EXCUSED & UNEXCUSED ABSENCES

Absences may be considered excused for the following reasons:

- Illness or injury
- Medical or dental appointments
- Family emergencies
- Death in the family
- School-approved educational opportunities
- Other circumstances approved by school administration

Parents should provide notification or written explanation within one school day of the student's return.

Absences may be considered unexcused when:

- The school has not been notified of the absence
- The absence does not meet excused criteria
- Documentation is not provided when requested

Repeated unexcused absences may result in:

- Parent notification
- Administrative review
- Required parent conference

Excessive absenteeism may impact a student's academic progress, classroom participation and may lead to retention. When a student accumulates a significant number of absences, the school administration may request a meeting with the parents or guardians to determine how to best support the student's academic success.

Possible outcomes may include:

- Academic support planning
- Attendance improvement plan
- Additional communication between school and home

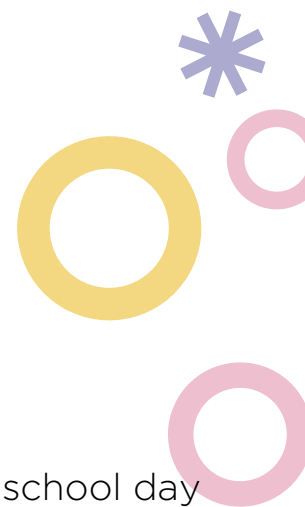
EARLY DISMISSAL

If a student must leave school early for an appointment or family reason:

- Parents should notify the school office in advance whenever possible.
- Students must be signed out through the school office by an authorized adult.

Frequent early dismissals may result in missed instructional time and should be limited whenever possible.

Students must be at school until after 11:45AM to be counted present for a full-day.



MAKE-UP WORK

Students who miss school due to absence will be given a reasonable opportunity to complete missed assignments. Teachers may provide:

- Make-up assignments
- Adjusted deadlines
- Additional instruction when appropriate

The amount of time allowed for completing missed work may depend on:

- The length of the absence
- The nature of the assignments
- Teacher discretion
-



Students are responsible for making reasonable efforts to complete missed work upon returning to school.

EXTENDED ABSENCES

If a student will be absent for multiple consecutive days, parents should notify the school administration as soon as possible. The school will work with families to determine an appropriate plan for maintaining academic progress during the absence. Extended absences for non-emergency travel are discouraged during the school year.

PARTNERSHIP WITH FAMILIES

FCA believes that strong attendance habits support both academic success and character development. Parents play an important role in helping students:

- Develop responsibility
- Respect learning time
- Build consistent routines

By working together, families and the school can ensure that students receive the full benefit of their educational experience.

CURRICULUM OVERVIEW

FCA uses a faith-based curriculum from BJU press. Students learn how the Bible is relevant to every academic area because each subject includes biblical worldview shaping. BJU Press provides educational materials written from a biblical worldview that focus on academic rigor and encourage critical thinking for every grade level.



DAILY ROUTINES

- Bible Time
- Academic Instruction (Literacy, Math, Science, Social Studies)
- Specials (see weekly routines below)
- Recess
- Lunch

WEEKLY SPECIALS

- Chapel
- Music
- Spanish
- PE
- Art

STUDENT CONDUCT & DISCIPLINE POLICY

FCA seeks to create a learning environment that reflects Christian values, respect, and personal responsibility. Students are expected to demonstrate behavior consistent with Christian character both inside and outside the classroom.

EXPECTED STUDENT BEHAVIOR

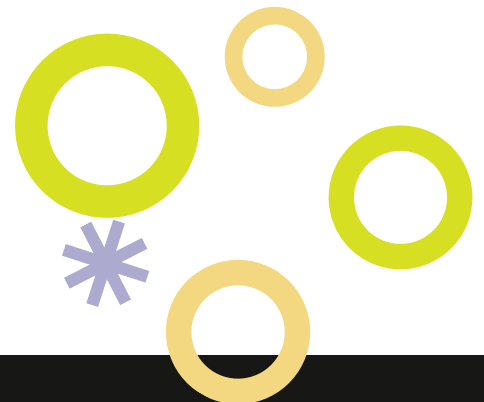
Students are expected to:

- Treat others with kindness and respect
- Follow directions from teachers and staff
- Demonstrate honesty and integrity
- Care for school property and facilities
- Participate positively in classroom activities

UNACCEPTABLE BEHAVIOR

Examples of behavior that may result in disciplinary action include:

- Disrespect toward teachers or classmates
- Disruptive behavior in class
- Bullying or unkind behavior
- Dishonesty or cheating
- Intentional damage to property



DISCIPLINE APPROACH

Discipline at FCA is intended to be corrective, restorative, and rooted in biblical principles. Possible responses to behavioral concerns include:

- Verbal correction
- Classroom consequences
- Parent communication
- Behavioral plans
- Administrative conference

Serious or repeated behavior issues may result in suspension or dismissal at the discretion of school leadership.

DRESS CODE

Focus Christian Academy requires students to wear school uniforms to promote a respectful learning environment, encourage unity among students, and minimize distractions in the classroom. Uniforms also help reinforce a sense of school identity and community.

Students are expected to arrive at school each day dressed in the approved school uniform unless otherwise announced for special events or designated dress-down days

GENERAL UNIFORM GUIDELINES

Uniforms should allow students to participate comfortably in classroom learning, recess, and enrichment activities. All uniforms must be:

- Clean and neat in appearance
- Properly fitted (not overly tight or excessively loose)
- Free from tears, excessive wear, or alterations
- Worn in a modest and respectful manner

APPROVED UNIFORM ATTIRE

Students may wear the following uniform items and shirts should remain tucked in when appropriate.

Shirts

- Navy or grey polo shirts with FCA logo (short or long sleeve)
- School spirit shirts on designated days

Bottoms

- Khaki or navy uniform pants
- Khaki or navy uniform shorts
- Girls: Khaki or navy skirts or skorts (appropriate length for school activities)



Dresses for girls

- Modest uniform-style dresses, navy or grey, with FCA logo
- Shorts must be worn under dresses and skirts

Outerwear

Students may wear the following inside the classroom:

- School-approved sweaters with FCA logo
- Solid navy, light jackets without hood appropriate for the classroom

In addition, students may wear the following outside the classroom:

- Outerwear worn during the school day should be modest and appropriate for a school setting
- Large and hooded jackets for recess and outdoor activities.

Footwear

Students should wear safe and practical footwear for school activities. Approved footwear includes:

- Closed-toe solid black shoes suitable for recess and physical activity

The following are not permitted:

- Flip-flops
- Open-toe sandals
- Shoes that present a safety concern during play or activities

Grooming and Appearance

Students should maintain a neat and clean appearance while at school.

- Hair should be clean and well-groomed.
- Accessories should be modest and not distracting.
- Clothing and accessories should reflect a respectful school environment.

Special Dress Days

Throughout the school year, the school may designate special dress days, including:

- Spirit Days
- Chapel events
- Theme days
- Dress-down days for special occasions

Guidelines for these events will be communicated to families in advance.



Dress Code Compliance

Students are expected to follow the uniform policy each school day. If a student arrives at school out of uniform:

- Parents may be contacted to bring appropriate clothing.
- The student may be asked to adjust clothing to meet school guidelines.
- Repeated dress code violations may result in administrative follow-up.

School administration reserves the right to determine the appropriateness of attire and make final decisions regarding uniform compliance.

SCHOOL SAFETY & SECURITY POLICIES

The safety and well-being of students and staff are a top priority at Focus Christian Academy. The school maintains procedures designed to promote a secure and safe learning environment.

CAMPUS SECURITY

School doors remain secured during instructional hours. Visitors must check in through the school office before entering the campus. All visitors may be required to sign in and wear visitor identification while on campus.

EMERGENCY PROCEDURES

Focus Christian Academy maintains emergency procedures for situations such as:

- Fire emergencies
- Severe weather
- Medical emergencies
- Security concerns

Students and staff will participate in safety drills throughout the school year to ensure preparedness.

STUDENT RELEASE

Students will only be released to parents, guardians, or individuals authorized in GradeLink. Identification will be required when picking up a student.

HEALTH & MEDICAL SAFETY

Parents must provide up-to-date medical information and emergency contacts. The school will follow appropriate procedures if a student becomes ill or injured during the school day.

REPORTING CONCERNS

Students and parents are encouraged to report any safety concerns to school administration immediately so they may be addressed promptly.

HEALTH & SAFETY

- Students must be fever-free without medication for 24 hours before returning
- Students must be 24 hours free of vomiting and diarrhea before returning
- Students must be free of contagious rashes or pink eye (24hrs of meds)
- Students must be free of lice and nits
- Emergency drills practiced monthly
- Allergies and medications must be documented
- Staff are CPR/First Aid certified

COMMUNICATION

We use GradeLink to share:

- Report Cards
- Photos and videos
- Announcements and events

Parents are encouraged to stay engaged through:

- Monthly newsletters
- Family conferences
- Volunteer opportunities
- Class communication tools

VOLUNTEER OPPORTUNITIES

- Volunteer in the classroom for special events
- Donate to the classroom through wishlists and sign ups
- Support school events and fundraisers

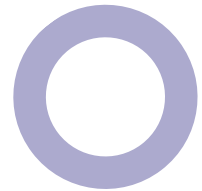
We believe spiritual growth is best nurtured through a unified home and school partnership.

PHOTO & MEDIA RELEASE

Parents grant permission for Focus Christian Academy to use photos/videos of their child for internal and promotional purposes.

NON-DISCRIMINATION POLICY

Focus Christian Academy admits students of any race, color, and national or ethnic origin. We reserve the right to operate in accordance with our Statement of Faith and biblical convictions.



PARENT/GUARDIAN ACKNOWLEDGEMENT AGREEMENT

I have read and understand the policies outlined in this handbook and agree to support the mission and values of Focus Christian Academy.

Parent/Guardian Signature: _____ Date: _____