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Robert R. Anderson
Administrator/High School Principal

John E. Bohacek
Elementary School Principal

Family Christian Academy
14718 Woodford
Houston, Texas 77015

Phone (713) 455-4483
Fax (713) 455-2918
www.fcahouston.org



SCHOOL HISTORY

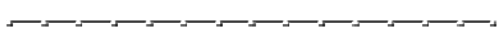
Pastor Milton and Patricia Koonce founded Family Christian Academy in 1968. The school began with a kindergarten class of 16 students. With this handful of students, Mrs. Koonce took on the responsibilities of principal, teacher and janitor, in the fellowship hall of Truth Tabernacle located at the corner of Channelview Drive and Arcadia Avenue, near the site where General Santa Anna was captured during the Battle of San Jacinto. The location was so hard to find that Mrs. Koonce had to spend time drawing maps and giving directions to parents who were trying to enroll their children. During these early days, Mrs. Koonce would call every family in the small Channelview phone directory to let them know about the school.

The original facility was outgrown, and in 1983 the school was relocated to 15000 Woodforest Boulevard. A building program was undertaken to include a two story classroom/gymnasium. Additionally, Nathan Hyman was employed and served as Administrator and Principal for 18 years. He now serves as senior pastor of Family Church (formally known as Channelview Christian Center).

With the school and church continuing to grow, a new building program was launched at Beltway 8 and Woodford Drive in 1992. Just four weeks after the new building was opened to the public in October 1992, a powerful tornado destroyed the whole building, and damaged the Woodforest facility as well. This made a difficult setback having to move all students to the smaller facility. Through faith and a determined spirit not to let the vision die, the Channelview Christian Center building was rebuilt larger and better than before. In 2001, the elementary campus merged with the high school and now both reside at the Beltway 8 location. Additionally, in the summer of 2003, the school's name was changed from Channelview Christian School to Family Christian Academy. This new school name was implemented to better reflect its ties to Family Church and one of its main goals of serving families throughout the community.

Today, Robert Anderson serves as the Administrator and High School Principal and John Bohacek serves as the Elementary School Principal. F.C.A. serves approximately 280 students with a staff of over 30 members.

And the vision continues



SCHOOL MISSION

To touch the nations through our students who have been fully prepared to do so.

SCHOOL SPIRIT

School Mascot

Armored Knight

School Colors

Burgundy, Gray, Black and White

Ephesians 6:12 & 13

School Scripture

“For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of spiritual wickedness in high places. Wherefore take unto you the whole armor of God that ye may be able to withstand in the evil day, and having done all, to stand.

SCHOOL PLEDGES (AMERICAN FLAG)

I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands. One nation, under God, indivisible, with liberty, and justice for all.

(CHRISTIAN FLAG)

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life everlasting for all who believe.

(BIBLE)

I pledge allegiance to the Bible, God's holy word. I will make it a lamp unto my feet, and a light unto my path. I will hide its

words in my heart that I might not sin against God.

PHILOSOPHY OF PURPOSE

(The basis on which our educational theory and practices rest)

Family Christian Academy is an extension of the only two institutions, which God has commissioned to educate children: the home and church. Its purpose is to support and reinforce the home and church to Christ-centered character and to help protect these institutions from secular philosophies contrary to God's Word. F.C.A. is commissioned to give the student the best education possible for spirit, soul, and body.

(Deut. 6:1-7 / Eph. 6:4 / II Tim. 3:14-17 / Eph. 4:11-13 / Col. 2:8)

PHILOSOPHY OF EDUCATION

Family Christian Academy believes that the beginning of all knowledge is the fear of the Lord, and that knowledge has its foundation in the Word of God (*Prov. 1:7*); therefore, we accept the Bible as the standard for all moral, social and ethical training. Family Christian Academy will base all educational training upon the Word of God as the foundation of all truth, the starting point of all rational inquiry, and the guide to all interpretation of reality in all subjects.

(Heb. 4:12 / Heb. 11:3 / II Pet. 3:5-7)

Family Christian Academy will commit to the salvation, discipleship and educational training of its students, helping them to become a whole person - spirit, soul, and body.

(Col. 2:3 / Rom.8:29 / I Thess. 5:23)

Our educational program, using the traditional approach, is developed to provide a strong foundation in academic subjects, communication skills, reasoning ability and character training.

Our qualified teachers are consecrated Christians with a love for children and youth.

INSTITUTIONAL DECLARATION

Family Christian Academy is a part of the total ministry of FAMILY CHURCH (FORMALLY KNOWN AS CHANNELVIEW CHRISTIAN

CENTER, INC.). a non-profit organization, and is governed by the pastor and the Church Board of Directors. The principals are appointed by and responsible to the pastor and the Church Board.

Family Christian Academy reserves the right to not accept, or ask to withdraw, any student whom it deems to be out of harmony with this school's standards, policies and objectives.

Any policy and procedures handbook of Family Christian Academy can be added to, amended, and/or corrected, as the school prospers, grows and develops.

Attendance at F.C.A. is a **privilege** and not a right. The goals of F.C.A. are not to reform or rehabilitate, but to train **Christian** youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. F.C.A. is a "sanctuary" where Christian youth are free to pray, sing praises, and worship God. Students who have or develop ungodly and unrighteous attitudes, practices, or lifestyles, including the use of drugs, alcohol, tobacco, and sexual misconduct, whether on campus or off campus, will be subject to dismissal.

F.C.A. stands, without apology, for righteousness and the highest standards of morality and Christian lifestyle in staff, faculty and students.

STATEMENT OF FAITH

1. We believe in one eternal God who manifested Himself as Father, Son, and Holy Ghost. He created the world and gave man special authority in it. *Gen. 1:1; John 1:1 & 14; Deut. 6:4; II Sam. 7:22; Ps. 83:18; Ps. 86:10; Isa. 44:6; Mark 12:29; and I Cor. 8:4.*
2. We believe that Jesus was born of a virgin, lived a perfect life, died a sacrificial death, was raised bodily from the dead, and ascended into Heaven. This is the Gospel (good news) and is sufficient to save every man. *Isa. 7:14; Matt. 1:23; Heb. 4:15; I Pet. 2:22; I Cor. 15:1-4; Rom. 1:16; Col 1:20; Acts 20:28; Acts 1:11.*

3. We believe in water baptism by emersion in the name of the Lord Jesus Christ..*Matt. 28:19; Acts 2:38; Acts 8:16; Acts 8:38; Acts 10:48; Acts 16:33; Acts 19:5.*
4. We believe in the baptism of the Holy Ghost with the evidence of speaking with other tongues as the Spirit gives utterance. *John 1:33; Luke 3:16; John chapters 14 & 16; Acts 1:5; Acts 1:8; Acts 2:4; Acts 2:38 & 39; Acts 8:16 & 17; Acts 10:48; Acts 16:33; Acts 19:1-12.*
5. We believe that Christians should be holy in thought, deed, and conversation. *Titus 2:11 & 12; I Tim. 2:2; I Cor. 15:34; II Pet. 3:11.*
6. We believe in the operation of the nine gifts of the Holy Spirit in the Church. *I Cor. chapters 12, 13, 14.*
7. We believe that worship is to be in the Spirit. (A communion of man with God). *John 4:23; Phil. 4:6; Ps. 100; Ps. 149; Ps. 150.*
8. We believe in the eminent, physical return of Jesus to the earth. *Acts 1:11; John 14:2 & 3; Titus 2:13; I Thess. 4:16 & 17; I Cor. 15:51-58; I John 3:2.*
9. We believe in the resurrection of the dead and the final judgment. The believer will be raised to life immortal, the unbeliever to eternal punishment and separation from God. *I Cor. 15:51-58; Rev. 20:11-15; Ps. 71:20; Hosea 13:14; John 5:25; John 11:25; Acts 24:15; II Cor. 4:14; I Thess. 4:16.*
- 10 We believe the Bible to be the absolute Word of God. *II Tim. 3:16; II Pet. 1:21.*

STATEMENT OF OBJECTIVES

For the spiritual and moral growth of the student, each student:

- Will understand the necessity of and be invited to be born again by the Spirit of God through the repentance of sin and faith in the Lord Jesus Christ as personal Lord and Savior.
- Will learn and develop a daily habit of devotion and fellowship with God in praise, worship, prayer and meditating in God's Word.
- Will have a solid foundational knowledge of the Word of God.
- Will have self-discipline, personal character and integrity according to the Scriptures, beginning with fear of the Lord and

- secondly, willful obedience to the authorities God has placed in their lives.
- Will have developed for himself a Christian world-view by understanding and discerning Biblical truth from cultural life and secular philosophies.
 - Shall be able to give an answer of the reason why they believe and be able to defend their faith.
-

For the student's personal and social development, each student will...

- have a healthy self-image and acceptance of themselves through the understanding that they are a unique individual created in the image of God with a pre-ordained and divine purpose given by God for their lives.
 - understand their importance and call to be contributing member of society and the surrounding community according to God's Word and take ownership of that call.
 - have a full understanding of and have proper attitudes towards the various institutions God has established with-in the human race for social stability, peace and strength. These institutions being Biblical marriage, family, church, and civil authorities.
 - understand that as a child of God, all possessions belong to God in spirit, soul, body and materially. Thus, the student will maintain balance and fitness in these areas for complete success.
-

For academic growth, each student shall:

- Receive instruction in an environment of order, peace and academic excellence.
- Learn and develop good planning and organizing skills.
- Learn and develop good logical and relative thinking skills.
- Learn and develop good independent study and research skills.
- Gain a command of each base subject showing progress through assessment.
- Be fully prepared and competent for the next level of academic study.

CURRICULUM

The curriculum used at Family Christian Academy will provide traditional, researched based teaching methodologies in a professional, Christian atmosphere that will aid in the academic and spiritual development of our students. All curricula will be consistent with the stated Philosophy of Education of Family Christian Academy and will not conflict with our Statement of Faith. Family Christian Academy does not promote secular, progressive ideologies, which have little to do with core academics or conservative Christian values.

Family Christian Academy uses Christian curriculums such as the A-Beka Book Publications, ACSI and Bob Jones. Thousands of Christian schools around the world use these curriculums, which are based on sound scholarship, common sense and the Word of God. Students progress steadily from year to year because the curriculum provides new material on each grade level and a sufficient review of all material each year.

The curriculum and its correlated materials teach that math, grammar, and spelling are all rule-governed activities. History is taught as a record of God's plan for mankind as related to man's creation and fall; the redemptive plan of God; and the fulfillment of God's perfect will and purpose for His creatures. The science curriculum presents the universe as the direct creation of the God of the Scriptures and refutes the man-made ideas of evolution. Reading is given a great deal of importance, for it is the greatest tool of learning. Traditional math is taught by traditional methods, as an exact science.

Christian training includes a daily Bible lesson, chapel once each week, and a daily integration of Bible principles to every part of life.

ACCREDITATION

Family Christian Academy is accredited by the International Christian Accrediting Association (ICAA).

ICAA and its accredited schools are recognized and accepted by the Texas Education Association's (TEA) Commission for Private and Christian schools, TEPSAC (Texas Private School Accreditation Commission.) Family Christian Academy is also recognized nationally by the National Council for Private School Accreditation. F.C.A. is a member of Oral Roberts University Educational Fellowship (ORUEF) and The Association of Christian School International

ADMINISTRATIVE DISCRETION

The administration reserves the right to withhold the acceptance of a student, if after evaluation of the student's record and application, it is determined in the best interest of the student and/or school, not to enroll the student.

The administration reserves the right to dismiss a student if the student is found to be out of compliance with the school stated policies and rules.

The administration reserves the right to make exception to or change school policy during the year, as deemed necessary.

ADMISSIONS POLICY

Family Christian Academy does not discriminate against students of any sex, race, color, and national or ethnic origin; and thus admits students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Family Christian Academy is a private Christian school ministry of Family Church. I understand that school administration reserves the right to deny admittance of students from certain religious backgrounds and/or moral standards that may be in extreme conflict with the school's faith, doctrines and/or Christian educational philosophy.

Applicants are considered on the basis of previous educational records, behavioral

patterns, academic testing, spiritual pursuits, and personal interviews with the parent and/or student.

As Family Christian Academy does not provide special education programs, students with special learning needs may not be eligible for enrollment at Family Christian Academy.

Transfer of Students

Students who are transferring from other schools will be required to take an entrance examination. Should the student's accomplishments (*as shown by the test*) be on the grade level to which they have been promoted, then he/she will be admitted to that grade. However, should the student's accomplishments (*as shown by the test*) be on a lower level, then he/she will be placed in the grade best suited for his/her achievement.

It is the policy of F.C.A. not to accept transfer students whose accomplishments have not been up to acceptable standards.

School Supplies

The tuition fee does not include general school supplies. K3, K4 and K5 use mandatory school supply packs paid by parents. School supply packs are optional for 1st through 5th grades (except for the F.C.A. Agenda Organizer book which is paid for by the parent). Grades 1st through 5th will receive supply list upon enrollment. Grades 6th through 12th will receive supply list upon enrollment which include the mandatory F.C.A. Agenda/Organizer book paid by parents.

Fund-raising/ Student Enhancement Fee

Tuition payments do not cover the total cost of operating Family Christian Academy. We endeavor to keep tuition rates low to make Christian education affordable to as many Christian families as possible. A \$500 student enhancement fee is required for each family for the year. This fee may be paid in full, added to F.A.C.T.S. monthly payments (for those utilizing this as their tuition payment option) or

earned thru established guidelines via two fundraising events during the school year. For complete guidelines, please contact the school office. We appreciate your support (monetary and participatory), in fund-raising projects and God's blessing to keep our ministry of seeding the hearts of children operating.

Arbitration Policies

SECTION 1 – SUBMISSION TO ARBITRATION

All students, parents of students, and guardians of students of this school agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

SECTION 2 – NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to the Parent/Student Handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreements as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to section 3 below.

SECTION 3 – ARBITRATION PROCEDURES

The detailed procedures for Arbitration are adopted by the board of directors and are available upon request in the school office. These procedures are agreed upon by every parent/family by signature of the Parent-School Agreement.

ATTENDANCE POLICY

Texas law states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the time the class is offered during a semester. The school administration may give class credit to a student who is in attendance fewer than 90%

of the time the class is offered during a semester, if it is determined that the student's nonattendance was due to extenuating circumstances.

Family Christian Academy will follow closely to local ISD guidelines regarding maximum days of absence allowed.

Students having 19 or more absences in the year will become a point of concern. Twenty days is the maximum (excused/unexcused) absences allowed prior to possible grade loss.

A student that is absent will not be eligible to participate in any school activity that same day or night.

Elementary students who are absent more than nineteen days in a school year will be required to make up the extra days missed in order to advance to the next grade. Make up is required for excessive absences regardless of whether the absences were excused or unexcused.

EXCEPTION: The attendance committee may waive make up for excessive days missed due to contagion, illness, or injury, which requires hospitalization and/or recuperation at home under the supervision of a medical doctor. A physician's note verifying the incapacitation must be submitted to qualify for such a waiver. In such cases, the school will work with parents in arranging for the student's academic progress.

- | | |
|-------------------------|---------------------------------|
| •Personal illness | •Medical appointments |
| •Serious family illness | •Providential hindrance |
| •Death in the family | •Threatening weather conditions |

The attendance committee may also consider extenuating circumstances in the waiver of excessive absences if the student's academic progress is not jeopardized. "Extenuating

circumstance" involves a situation, which, in the view of the administration, required the absence of the student due to an unusual, unforeseeable, unavoidable, and/or traumatic occurrence. Every effort should be made by student and parent to notify the school office in advance of the absence whenever possible.

A waiver for excessive absence will be considered only if the student has had otherwise faithful attendance, has not accrued unexcused absences, and is determined to be capable of satisfactorily making up academic work. Therefore, parents should closely monitor students' absences, determining that each is absolutely necessary. Although administration may agree to comply with parents' request (when made in advance) for students to be excused for trips or outside activities, this tolerance should not be construed as administration's approval of the absence. One or two days will be scheduled for make up, depending upon the need. Students who are unable to acquire the entire make up hours needed during these days may request individual sessions. In this case, a tutor will be assigned and approved by the administration to supervise the make up work. The ordinary fee for this individual instruction is fifteen dollars per hour.

Unexcused Absence

Student absences for, but not limited to, the following reasons will be considered unexcused:

- Truancy
- Lack of transportation
- Personal business
- Oversleeping

Unexcuse

d Absence Penalties

A student whose absence is unexcused is to receive a zero for any and all grades that may have been given him/her for tests, homework, etc., had he/she been present.

No opportunity will be given to make up any of the work missed. If a long-term assignment is due on the day of an unexcused absence and the assignment has not been presented or

submitted prior to the absence, a grade of zero will be given.

Note: Parental permission given for an unexcused absence will not change the unexcused status.

Excused absence

Absences for the following reasons will be excused:

Note: A student arriving after 10:30 will be considered an absent unless it is a visit to the principal's office or the principal pardons an absence/tardy based on the situation or circumstance.

Excuses

A parent must provide a valid written or phone call excuse to the school attendance clerk within 3 days of the absence or the absence shall be considered unexcused.

Written excuses for absences must contain ALL the following information for proper recording:

- Student's first and last name
- Date absent
- Reason for absence
- Signature of the parent or guardian

Doctor Appointments

A student who has been absent due to a doctor's appointment must bring a note from the doctor confirming the appointment. A student must not sign a parent's name even with the parent's permission. Such a signature will be considered forgery and will result in a discipline.

Off Campus Competition

Various educational competitions are mentally challenging and socially rewarding to students. Certain off campus competitions may be excused. If a student is competing in any academic, livestock or religious competition, documented proof must be shown to the principal for approval of excused absence. Grade history, attendance history and conduct history will be considered. These days will not count against the regular attendance record.

Religious Related Function

Students may be granted an excused absence to attend a special religious function with their church, family or friends. This function must be something special outside of normal church service functions. A letter of request must be

submitted three (3) school days in advance to the attendance clerk. The F.C.A. attendance committee will decide approval. Grade history, attendance history and conduct history will be considered. (Examples: out of town revivals, special seminars, competitions, and youth ministry) These days will count against a student's attendance record.

Family Days

Provision is made for three family days per school year. To use these days, a note of request must be submitted to the F.C.A. attendance committee three (3) days in advance for review and approval. The F.C.A. attendance committee will decide if the absence will be approved. If approved, the student's absence will be counted as EXCUSED. However, family days do count toward the maximum absences allowed for credit. Therefore, no days that would cause a student to exceed the maximum allowed for credit will be excused.

In deciding whether a family day is excused, the attendance committee will consider previously accumulated absences, inability to use pre-scheduled holidays, present grades, conduct history, the time of the year and validation of family involvement.

Unless there is an emergency, no family days are allowed:

1. **During the last three weeks of school or the week of the Achievement test.**
2. **Right before or after scheduled holidays.**

Parents: Please note that F.C.A. provides four (4) complete weeks of vacation time along with a number of single holidays adding up to an average of 25 to 28 student days provided for family vacations and events during the school year. This does not include the three (3) family days also provided. Due to the number of days already given, F.C.A. does not feel it fair or necessary to excuse more family/vacation time for family convenience sake. Doing so for one would require doing so for all. Only extreme situations will permit additional family days.

Truancy

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission.

Once the student arrives on campus, the student is to remain on campus during the scheduled school day, including lunch periods. No student may leave the campus at any time during these hours for any reason without checking out in the appropriate manner. A student found off the campus or missing class without a proper excuse is truant and will be subject to disciplinary action.

MAKE UP WORK

A student with an excused absence will be allowed to make up work missed; however; **it is the responsibility of the student and parent to request missed assignments and to see that all missed work is made up.** Parents may request assignments for student absence by calling the high school office **before 12:00 noon. Missed assignments, quizzes or tests may not be made up if the student or parent has not requested missed work according to the following work make-up schedule.**

Work Make Up

(Does not include scheduled test or projects with dead-lines)

Outside of extreme absence, major test or major projects, students are usually allowed 1 day per day absent after returning to school to make up work. Refer to the following schedule for assistance:

1 day absence = due 2nd day after return to school.

(Ex. Absent Monday due Wednesday)

2 days absence = due 3rd day after return to school

(Ex. Absent Monday & Tuesday due Friday)

3 days absence = due 4th day after return to school

(Ex. Absent Mon. -Wed. due Monday)

NOTE: Regardless of make-up time allowed, it is in the student's best interest

to make-up their work as soon as possible. It is difficult to catch up once a student has fallen behind. This often affects student grades.

Students who are aware of a future pre-approved absence are encouraged to make up the work they will miss prior to absence or take the work with them.

Test Day Absence & Make Up

Unless a teacher deems it necessary to wait, a student who is absent (*one day*) prior to a scheduled major test day will usually be required to take the test as scheduled on that following day. It is the students responsibility to get the needed review materials from their teachers and keep up with test schedules given.

A student who is absent on test day must take the test on the day of return. Again, it is the students responsibility to get the needed review materials and test schedules from teachers.

A student that misses a particular class period giving a test and then reports to school that same day will take the test out of class that day.

A student, who is knowingly going to be absent on a major test day, may be required to take their test before the absence or departure.

Major Projects

(Book reports, research papers, science projects, etc.)

Assigned projects with a scheduled deadline are due by the deadline date regardless of absence. Projects that are turned in the next day of return will receive the stated penalties for the overdue assignment.

TARDINESS

School Hours

8:30 am to 12:00 pm for K3 & K-4 ½ day

8:30 am to 2:30 p.m. for K-4 Full day & K-5

8:30 am to 3:00 p.m. for 1st grade thru 5th grade

School entry bell will ring at 8:20a.m. No supervision is provided before 8:00am. Unless a teacher gives special permission, students are not allowed in the

classroom/locker area until the 8:20 entrance bell (Guidelines for unexcused/excused tardiness are the same as unexcused/excused absence.)

To School: Any student who is not in his class prior to the 8:30a.m. bell will be considered tardy for school. Teachers will not admit anyone to first period after the bell unless a tardy slip is issued from the office. The office keeps records for school tardiness. Three tardies in a week will result in a phone call home. Repeated offenses will result in principal and parent conference. Five unexcused morning tardies in a nine week grading period will result in a financial fee penalty or detention for the student, as will each tardy thereafter.

Exceptions are:

- Arriving after 10:30am will be considered an absence.

Class work: When a student receives an (unexcused) tardy resulting in missed quizzes, tests, or other work, the student will receive a zero. If assignments are in progress when the student enters, he/she may complete the work for credit, but will not be allowed additional study time.

Signing Out: The parent must report to the office and sign the sign-out sheet before the student will be allowed to leave his classroom.

In no circumstance is the parent to go directly to a classroom or a student to leave without the office recording it. No student, regardless of age, may checkout without parental consent.

If a relative or friend is to pick up a student rather than the parent, the school must have parental consent to release the student into the care of the said party.

If a parent or student has prior knowledge of intent to checkout during the school day, administration urges that a note of intent and time of departure with parent's signature be given to the teacher involved at the beginning of the class period. This assists the teacher with planning, eliminates disruption, and removes the element of surprise.



MEDICATION POLICY

Whenever possible, medications should be given at home before and after school hours. However, according to Texas State Legislature, school personnel may dispense a medication to a student. Should the student need to take medication during school hours, the following requirements must be met: *(Please note the different requirements for prescription medication, non-prescription medication and medicine prescribed for pain.)*

1. All medication must be in their original pharmacy container, properly labeled, and must be kept in the school office to be administered by a designated school employee.
2. There will be no more than one medication per properly labeled container.
3. A written request to administer non-prescription and/or prescription medication is required from the parent, legal guardian or other person having legal control of the student. Request forms are available at each campus.
4. Medications prescribed or requested to be given three times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician, or school administration determines that a special need exists for an individual student.
5. If medication is to be administered longer than ten calendar days, or as needed throughout the school year, the school must receive written permission from both the parent and the physician. Any changes made during the school year must be documented in writing from the parent and physician. The written permission must be renewed each year.
6. Pain medicine prescribed by a physician or dentist must be accompanied with a written statement from the parent and one from the physician or dentist stating that the student is able to attend school and that pain

medication is required during school attendance.

7. Non-prescription medication will be given only when prior arrangements have been made with the school secretary or the designated person administering medications.
8. An adult must transport to and from school medications of students in grades kindergarten through sixth. This includes non-prescription, prescription, and/or pain prescription. All medications must be taken to the office upon the arrival of the student at school. All medication will be stored in the school office.
9. No student may have prescription or non-prescription drugs in his/her possession on school grounds during school hours.

ACADEMIC POLICIES

Parent Communication via Internet

FCA primarily uses a school internet communication tool called **Renweb**. By clicking on to this web address (Renweb.com) and then accessing the parent’s web tab, both parents and students may look up valuable academic information, such as homework, grades, etc.... This page is under password protection for the parent and is accessible 24/7 at no additional cost to our families.

Grading Average Scale

SCALE	
A	90 – 100
B	80 – 89
C	76 – 79
D	70 – 75
F	Below 70

Conduct Grades

Report Slips and Report Card
Student progress reports are

E = Excellent:	Student is well disciplined in class and follows the teacher’s instructions well.
S = Satisfactory :	Student requires occasional discipline and usually follows directions well.
N = Needs Improvement:	Student requires more than normal discipline and does not follow instructions well. A student receiving this grade will meet with the principal.
U = Unsatisfactory:	Student is a disturbing influence in class and requires constant discipline. Such a grade will call for contact of parents and teacher or principal.

available by logging on to Renweb at any time. Report Cards are enabled for viewing by school administration at the end of each 9 week quarter. Report cards may be printed by the parent or school if necessary

SUMMER SCHOOL

- ❖ Summer school will be required if the yearly average is 69 or below in Math or English. An alternative option is for the student to complete 18 hours tutoring by a F.C.A. teacher or professional that has been pre-approved by F.C.A. administration. Please contact the school office in the latter part of May for F.C.A. approval
- ❖ **Student Retainment:** A student who fails both Math and Language or 3+ subjects will be retained for the following year.

TESTING

It is school policy not to allow most quizzes and tests to be taken home. If a student or parent would like to review a test, an appointment must be made with the teacher involved.

Reasons:

1. Some students taking home a test, or students having a test in their possession:
 - Offer answers from the test to students who were previously absent
 - Offer tests or copies to students coming up to that grade level next year
 - Manipulate or change the test before parents see it

Achievement Testing

All students will take the **Stanford Achievement Test (SAT)** in the spring. Test results are made available to parents at the end of the school year to help them understand their child's progress individually & nationally. Other school counselors will also review these SAT's upon student transfer.

Family Christian Academy relies heavily on these test results to evaluate student progress and to make any necessary changes in the curriculum and/or educational program. Because of the importance of these tests, students are encouraged to give their very best effort.

HONORS

Year End Honors

The following levels of academic achievement will be recognized at the close of the year:

1. **"A" Honor Roll** All "A's" and no "N's or U's" in conduct
2. **"A" "B" Honor Roll** All "A's or B's" and no "N's or U's" in conduct
3. **"Perfect Attendance"** - Must have perfect attendance for the year.

STUDENT RECORDS

Family Christian Academy maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record (transcript) is maintained for each student from the time the student enters until the student withdraws or graduates. This record moves with the student from school to school.

Both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or dependent for tax purposes, as do students who are 18 years of

age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The school forwards students records on request to the school in which a student seeks or intends to enroll. Schools will usually not accept student records carried by hand from the student or parent. Parental consent is required to release the records to anyone. When the student reaches 18 years of age, the right of consent to release of records transfers to the student.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials such as but not limited to, teachers personal notes on a student that are shared only with a substitute teacher and records on ex-students do not have to be made available to the parents or student.

STUDENT WITHDRAWALS

A student who decides to withdraw from F.C.A. during the school year must go to the accounting office to request withdrawal papers. When the financial records are clear, a teacher notification form will be sent to each teacher for notification and clearance. The new school will make a request for the student's records at the time of his/her entering the new school. No records will be forwarded unless all fees, textbooks, locker locks, etc. have been cleared with the school.

Student records will not be transferred until (3) days from withdrawal request.

EARLY WITHDRAWALS

Any month that a student attends, even one day, tuition is to be paid for. **Withdrawing from F.C.A. during the school year requires a \$25.00 early withdrawal fee**, unless the student is withdrawn at the end of the first semester

ACADEMIC INTEGRITY

At Family Christian Academy, we believe in teaching our students right from wrong. Immoral conduct represented by dishonesty of any sort, especially academic dishonesty, will not be ignored, excused or minimized.

When a student engages in academic dishonesty, he compromises his own character and education, but he also compromises the reputation and the quality of instruction of the entire student body. To be valid for all students, grades must be a true measurement of knowledge. Grades obtained by cheating are a false measurement and are deceptive or meaningless. Unpunished academic dishonesty rewards immoral behavior and penalizes those students who strive to earn their scores honestly.

A primary goal of Family Christian Academy is to influence the moral character and integrity of students. Additionally, the administration and faculty of Family Christian Academy are committed to graduating students who have learned to make wise moral decisions (incorporating Christian values), and who assume responsibility for their own actions, with maturity and good citizenship. Students are made fully aware of school's policy regarding academic dishonesty and the penalty for violation. Students who engage in academic dishonesty despite this warning knowingly assume the risk of discover and the consequential penalties.

“Academic dishonesty” is any conduct or activity by a student intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means. This includes activity, which may be intended to benefit the violator, himself or any other person.

Examples of academic dishonesty include (but are not limited to) the following:

- Violating personal property rights, such as stealing or attempting to steal test, keys, or grade books
- Using, without authorization of the instructor, notes, books, prompts, or other materials, or giving and/or receiving verbal assistance, to aid in answering questions in an academic exercise
- Asking or permitting another person to engage in academic work, or engaging in academic work for another
- Plagiarizing (using published materials and/or another person's writing or ideas and falsely claiming or presenting them as

their own. The false assumption of authorship)

- Changing answers or grades without instructor approval
- Copying from another student's work, or permitting another student to copy from one's own work
- Submitting work for credit or taking a test and employing a technique specifically prohibited by the instructor in that course, even if such technique would be acceptable in another course
- Knowingly receiving or accepting any benefit from information which has been obtained or is transmitted in violation of academic policy
- Engaging in any conduct, which a student knows or should know, is academic dishonesty as defined above.

Homework Assistance:

Recognizing that a fine line exists between providing helpful assistance to a student and providing help unfairly, the following guidelines are offered:

Unfair or harmful assistance occurs when the student provides minimal or no effort in the activity, or when the resulting work is not a true reflection of the student's knowledge and ability. Parents and classmates are allowed to “assist” only after the student has made a serious attempt to understand and perform the assignment. “Help” should be limited to explaining the principles or rules necessary to perform the assignment or to helping the student execute sample problems. Answers should be determined and written by the student himself.

In the case of special projects, students should follow instructions of the course instructor. Generally, students may receive assistance in typing and suggestions for editing and improving reports or research papers. For projects, parental or other assistance should constitute no more than ten percent of the project. (For example, if a parent provides one hour of assistance, the student should give an additional nine hours of diligent labor to the project.)

Duty to Report Academic Dishonesty:

It is the duty of each student to uphold the academic standards of F.C.A. by personal conduct and by strengthening and encouraging peers. Students should report to the principal or the teachers involved when academic dishonesty occurs with their knowledge. Students must understand the moral difference in “tattling” (attempting to hurt another by tale-bearing), and making a conscientious report in order to prevent injury. Students who knowingly allow cheating to occur around them without reporting it are allowing fellow students’ grades to be devalued. Reporting provides an opportunity to stop the dishonesty, to correct the offenders for their own welfare, and to protect the academic standard for all students.

PENALTIES FOR ACADEMIC DISHONESTY

A grade of 69 will be given to all students who are found to have knowingly participated in academic dishonesty as defined above for daily grade assignments and quizzes for the 1st violation. A grade of zero (“0”) will be given for a repeat offense.

The minimum penalty for major test, exams or test grade projects will be a failing grade. Administration may raise the penalty based on the event, attitude and repetitive conduct.

These penalties will be given whether or not the student personally benefited from the dishonesty.

Additional penalty for academic dishonesty may be applied based on the offense, past record, and attitude.

DISCIPLINE

Question: What would be the value of a coin if either heads or tails were removed from it?

Answer: The coin would lose its value. Both sides must be joined together in order for the coin to have its worth.

So it is when considering the value of properly balanced discipline. Let us consider for a moment heads as absolute rules and consequences, and tails as exception or grace for rules broken due to excuse or extenuating circumstances. Without the two properly merged together, one’s discipline plan would lose its value being too extreme on either side.

Though it is often difficult to decipher when to call heads or tails in a matter, Family Christian Academy will always strive to administer both sides at its proper time with the student’s welfare and best interest in mind (Romans 13:1-2 & Hebrews 13:17)

With this thought in mind let us consider some healthy and wise thoughts together.

“Heads”

(Rules and Consequences)

Proverbs 22:6 and Proverbs 23:13

An adolescent child usually desires to be treated like an adult, having more freedom and choice, and yet expects to be treated as a child when consequences are administered for wrong actions or decisions made. Therefore, it is healthy to administer established consequences for behavior as often as possible, unless there is a valid, extenuating circumstance or excuse for grace to be given.

“Tails”

(Grace and Exception)

Ephesians 6:4

As with any law or rule, automatic application without consideration for the circumstance may destroy the spirit for which the rule was created and unfairly mistreat a person. Students/Children should always feel free to approach their authorities without fear of not being listened to or considered. This will keep the lines of communication open thereby avoiding inner resentment and contempt in the student/child toward authority.

Students/Children should experience having authorities apologize to them when authorities are wrong for mistakes made. In seeing authorities recognize their own humanness, and right spirit of reconciliation, the child will develop a special respect and bond in the relationship.

A major purpose of discipline is to teach a child to become obedient to authority. When we teach children to obey those in authority (whether parents, principal, pastor, or teacher) we also are teaching them to obey God.

Discipline is necessary for the welfare of each student. One of our objectives is to encourage the development of self-discipline and personal responsibility. When a child learns to submit to the authority of parents and teachers, he finds it easier to submit to the laws of the land and the commands of God.

Discipline is essential also for the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Family Christian Academy has a commitment to its school families to maintain a Christian atmosphere that is conducive to learning. This is possible only where there is respect for authority.

There are many forms of discipline in the classroom and on the school grounds. Teachers will contact parents with continuing problems in this area. A student who does not respond to classroom discipline will be sent to the principal. The principal will administer punishment, as he deems necessary and contact the parents.

General Rules

- Keep hands to yourself.
- No running inside the building.
- Must stay on school grounds during school time.
- Answer "yes, ma'am" and "yes, sir" to administrators, teachers, and other adults.
- Teachers will be addressed on a last name basis.
- Talking back or a rebellious attitude will not be tolerated.
- No candy or food in the mouth except at lunch or an approved classroom event. (*To avoid confusion, solid breath mints are not allowed. Liquid breath freshener or sprays are fine.*)
- Open drinks are not allowed in the school hallways, restrooms and classrooms.
- Chewing gum is not allowed at all.
- Must have hall pass to leave the classroom during class time.
- Electronic games, cell phones, laser pens, pagers or radio/tape/CD players are not allowed on school property or bus trips.
- Pocketknives and such like are not allowed.

Vulgar, Violent and Discriminatory Conduct

F.C.A. will not tolerate any vulgar, violent, discriminatory conduct of any sort. Racial or sexual discrimination and harassment will not be allowed as this type of behavior is against God's Word and Character. A student found behaving in such a way will immediately answer to administration and parents. Further consequence may be administered depending on the incident and student record.

Classroom Rules

- Must be in your seat before the bell rings
- May not get out of seat without permission.
- No communicating without permission.
- Treat all school property with respect. (*desk, tables, floor, walls, etc.*)
- Must face forward in desk unless circumstance requires otherwise.
- No combing hair or cosmetic enhancements of any kind during class time.
- Keep desk and surrounding area clean.

Before 8:20 A.M. Rules

Students are to wait in the lunchroom, gym or designated areas until the 8:20 am entrance bell. This does not include K-3 & K-4 classes. They are to be escorted by the parent/guardian to their respective classroom. There are no other designated areas for students to wait. Students are not allowed to enter the classrooms and locker areas prior to the 8:20 am bell unless a teacher or administration gives permission. Students are not to use the church sanctuary as a short cut to walk through unless bad weather exist.

Parent Communication via Internet Services

New here at FCA, is our Parent Communication tool via www.renweb.com. By clicking onto this web address and then accessing the Parents Web tab, both parents and students may look up valuable academic information such as homework, grades, ect..... It is under password protection, set up for the parent and is accessible 24/7 at no additional cost to our families!

After School Detention

After School Detention does not begin until the fourth week of each school year and applies only to 2nd through 5th grade. After School

Detentions begin at 3:20pm and end at 4:00pm. It is the responsibility of the parent/guardian to insure that the student is on time and that any transportation issues are resolved. Financial late fees will be assessed to those students not picked up on time (1\$ for every minute after 4:00pm).

Corporal Discipline

If discipline problems persist after classroom discipline and parental discipline have been applied, the student's parents may be asked to administer a paddling to the student in the principal's office. Continued disruption of classroom order and disrespect for authority while on school property will not be tolerated.

(S.A.C.) Student Academic Confinement

The principal may assign student academic confinement to a student who displays habitual or extreme misbehavior. During this time, a student is separated from the student body to do seat work until the assigned time period ends. This time period usually ends at the end of the day.

Suspension

A suspension (temporary separation of the student from school) may be given under the following conditions:

1. The student has not upheld the student standard of conduct by a distinct incident or habitual action.
2. The student has played a primary role in an incident of academic dishonesty which involved theft of teacher notes, tests or test keys, or which involved invasion of the privacy of the teacher's desk or personal property, teacher's workroom, file cabinets or school offices.

When a student is suspended from school, a zero (0) daily grade will be recorded in each class whether work is given or not, and no make-up work will be allowed. A graded quiz or major test can be made up if scheduled during the suspension period unless suspension was for cheating on that particular test.

Expulsion

Family Christian Academy reserves the right to expel any student regarded to be out of

harmony with school principles of Christian conduct and lifestyle.

Expulsion (permanent separation of the student from school) will be given under the following conditions:

1. The offense, in the opinion of the administration, is repetitious, or serious and widespread to the point that trust cannot be restored.
2. The student is not repentant or cooperative in his restoration to proper moral behavior.
3. Lack of parental cooperation and support in correcting the student.

DISPUTES

(Matt. 18:15 & 16, Gal. 6:1, Eph. 4:2-3, and I Cor. 5:18)

It is inevitable that during the course of your child's school life at Family Christian Academy, there will be a concern or complaint regarding some situation, which occurs at school. It is important to you, your child and to the school that these complaints be handled properly according to God's word. Based on the above scripture, the following principles are what F.C.A. strives to abide by and encourages parents to do so as well:

- Keep the circle small: Who is part of the problem? Who will be part of the solution? Meet first with the person directly involved.
- Meet with the purpose of restoration and reconciliation, not accusation.
- Meet with the endeavor to keep unity between the school and home in the bond of peace.
- Meet with a spirit of meekness considering your own humanness and not a judgmental spirit. This will reveal to the other party your best interest at heart.
- Seek first to understand rather than to be understood, preferring the other party before yourself.

Parent-Teacher Conference

Conferences may be necessary from time to time. If a parent wishes to see a teacher, please show courtesy by making an appointment ahead of time. Teachers are not to be engaged in conferences after 8:15 A.M. or until 15 minutes after school is out. A

teacher may schedule a meeting time during the day if a break time provides.

A Christian atmosphere is the required standard at all conferences. Our teachers are expected to respect all parents, and we ask that parents also respect teachers and administration as authorities God has placed in the lives of their children to assist with education and character development.

Grievance Process:

Contact the teacher directly involved first. Do not call the school principal, administrator, or pastor. Do not call the teacher's home.

If restoration is not accomplished, contact the principal.

Should the parent feel dissatisfied and desire to appeal further, a letter of appeal must be written to the school administrator explaining the situation and concern.

A final appeal may be made to the board of directors in writing. The directors' decision will be final in every aspect.

Any legal action must follow FCA arbitration procedures as agreed upon and stated in the Parent/School Agreement and this handbook.

Note: If it is the student that has a concern or complaint with a teacher and not necessarily the parent, then and only then should the student be included in a meeting with their parents and teachers/administrators who are directly involved.

Wise Practices Between Authorities

- * Parents should never involve their child in a parent-teacher conflict. A student should always feel that their authorities are backing each other and not divided, or at least see a spirit of reconciliation displayed. If not, the student will be led to believe they do not have to mind the other authority if parents are on their side. This innocent action by parents often births a belligerent attitude toward authority in the child without the parents realizing it.
- * The various authorities in a child's life should always give each other the benefit of the doubt, knowing that an impulsive judgmental spirit between them will break

down the hedge of protection in a child's life from bad influences.

DRESS CODE

The word of God tells us that mankind looks on the outward appearance to judge a person even though the Lord looks on the heart. (1 Samuel 16:7) And since we are the Lord's witnesses to mankind, we must realize that our appearance is our first witness. It is, therefore, the administration's objective that Family Christian Academy students set the standard for other students and young people to follow. (I Tim 2:9)

F.C.A. requires and provides school uniforms as stated on the following pages.

It is not our intent to be overly restrictive with dress. We desire to increase pride and discipline, prevent disruption, avoid safety hazards, teach grooming and hygiene, and teach respect for authority.

We would also remind parents of their responsibility to see that their child is properly dressed each day according to dress code. Fulfillment of this responsibility would be of great assistance to the school and your child as well. Further discipline is often times avoided when parental consent is enforced.

The school administration reserves the right to decide the propriety of dress and/or appearance, and the right to initiate policies on new fads and changes in style throughout the year. *Note: K-3, K-4 and K-5 classes are the only grades that do not follow the F.C.A. uniform dress code policy.

(SCHOOL DRESS CODE POLICY BEGINS WHEN STUDENTS ENTER THE SCHOOL BUILDING IN THE MORNING)

Uniform Guidelines

I. **Parker Uniform:** (styles and colors per Parker guidelines)

*Must be purchased from Parker Uniform

- Skirts
- Pants/Slacks
- Shorts
- Skorts
- Jumpers
- Culottes
- Pin-stripe oxford



blouses and shirts

II. **General Shopping:** Shirts, Sweaters and Belts

* May be purchased anywhere

POLO/KNIT SHIRTS (*Colors: green, yellow, navy, red, white*)

- No cap sleeves (extra short sleeves)
- Solid colors only with no insignia or striped sleeves or collars

OXFORD SHIRTS OR BLOUSES

(*Colors: white, blue, yellow*)

- Solid colors only
- Must be a cotton/polyester blend with a minimum 60% cotton
- Short or long sleeves
- Regular button down collar (boys)
- Regular button down collar or Peter Pan collar (girls)

TURTLENECKS (*Colors: green, yellow, navy, red, white*)

- Solid colors only

SWEATERS (*Colors: green, yellow, navy, red, white*)

- Various styles accepted
- Solid colors only

BELTS (*Colors: navy, brown or black*)

- Dress belts

SOCKS Solid colors only (no anklets or designs)

(9th - 12th grade students may wear black pants and burgundy polos' if desired)

General Code

- No outer clothing of any type is to be worn with the standard uniform code listed from the uniform order sheet. (*Ex. vest, scarves, sweat bands, etc.*)
- Only solid sweaters or Family Christian Academy windbreakers and jackets may be worn inside the school building for extra warmth throughout the day. (Other jackets or coats may be worn to and from school.)
- Shoes must be worn at all times and if style provides, must have a backing or strap around the back of the heel. Socks or hosiery must be worn at all times.
- Uniform pants and slacks may not be cut or frayed.
- All shirts and blouses of any type must be tucked in.
- Belts must be worn where belt-loops are provided.

- Jewelry must be conservative and in good taste. Jewelry cannot portray anything that is not in keeping with Christian values. (*Black stones and crystals reflecting "new age" concepts are not acceptable.*)
- Body piercing is not allowed (*pierced jewelry worn on other parts of the body besides the ear-lobe*)
- Caps, hats or sunglasses are not to be worn inside the building.
- Appropriate foundation garments and/or undergarments must be worn at all times. (T-shirts with iron-ons, pictures, etc. or shirts made for outer wear is unacceptable)
- Hair must be neat, clean and well groomed. Styles must be in good taste. Radical hairstyles reflecting rebellious type groups such as heavy metal, punk, skinheads or gangs will not be tolerated. Shaved heads or specific areas with special carvings are not allowed.
- Hair may not be dyed two or more distinct colors at once. (*Soft, modest highlighting is acceptable in natural hair colors only for both boys and girls.*)
- Make-up, cologne, perfumes and hair spray are not to be applied in the classroom or lunchroom at any time. Braiding, brushing and combing hair is to be done outside the classroom and lunchroom.
- Any writing or artwork on the skin (*excluding conservative standard feminine make-up*) will not be allowed.

Boys

(Refer to the F.C.A. uniform guidelines and Parker order form for provided styles and colors.)

1. Shorts may be no shorter than four inches from the floor when kneeling.
2. Jewelry may consist of a maximum of one necklace, one bracelet per arm and one ring per hand. No large medallions will be worn on the outside of the uniform. Earrings are not allowed for boys.
3. **Hair** must be above the eyes and top of the collar. Hair may not extend below the ear.

Girls

(Refer to the F.C.A. uniform guidelines and Parker order form for provided styles and colors.)

1. Dresses and skirts must be knee cap level when standing.
2. Skorts and shorts must be no shorter than 4 inches from the floor when kneeling.
3. Make-up may be worn in moderation and good taste. Dark colors such as black, blues, purples, etc. may not be used or applied.
4. All nails should be painted the same color without any stripes or artwork. Dark colors such as black or mid-night blue may not be worn. Only solid colors may be worn on fingernails. (Glitter is considered as artwork and is therefore unacceptable.)
5. Hair must be worn so the eyes are not covered.
6. Only one earring per ear is allowed. Earrings are to be worn in the lower ear-lobe area only.

Spirit Shirt /Jean Day

Students may wear the current year school approved spirit shirts on Fridays with proper fitting blue jeans (no baggy or tight fitting). Jeans are to be BLUE in color only and not frayed. Jeans with no back pockets are not allowed. Stonewashed or bleached highlighting is not allowed along with metal beads, or extra pockets.

Chapel Day (Wednesday)

Chapel day is a special day in which the whole student body gathers to worship the Lord in song and devotion. Special things happen during chapel time from renewed friendships to decisions for Christ.

(Elementary students are to follow regular F.C.A. uniform guidelines for chapel dress)

Field Trip Days

Administration will announce what is to be worn on field trip days depending on the location and type of field trip taken.

Picture Days

***All students must take a school picture for the school yearbook in the fall regardless of personal purchase.** Standard school uniforms do not have to be worn. However, students wearing special clothing for pictures will be expected to meet a similar and modest dress code guideline. All general dress code guidelines outside of clothing are to be followed including the following:

1. No plain t-shirts or sweatshirts are allowed.
2. No iron-ons or embroidered letters are allowed
3. Shorts must be uniform Parker shorts.
4. Long jeans are fine if in good condition and taste.

***All students must take a class group picture in the spring. Uniforms must be worn for this picture.**

***No sibling group pictures are allowed.**

Fun Dress Days

On occasion, F.C.A. will have a fun dress day. These days will be announced in advance along with guidelines. Some of these fun dress days are crazy hat day, house shoe day, cowboy day, fifties day, crazy hair day, and etc. Students are encouraged to participate and enjoy these special opportunities to make memories.

Consequences: If a student is not attired properly for a fun dress day that student will not be allowed to participate in any other dress days for that semester.

Dress Code Violation

Basic Violation:

A written assignment will be given.

Extreme Violation: (*i.e. not wearing uniform, revealing dress*)

- Immediate clothing adjustment made **or**
- Sent home to change **or**
- Separated from student body the rest of school day, if changing is not an option. (*Parents will be notified of any extreme violation.*)

TRANSPORTATION

Family Christian Academy does not provide transportation to and from school. Assistance will be given to help establish "car pools". Any other cooperative effort of parents to facilitate transportation of students will be welcomed.

Bus Trips

- All students must have a Statement of Cooperation signed and on file to ride the bus.
- Wait for the bus to come to a complete halt before trying to board.
- After boarding the bus, students must remain in their seat until the bus completely stops at final destination.

- Keep the aisles clear of items that could hinder emergency exit. Students should hold items in their laps or store them under the seat.
- At no time will a student put hands, head, or other parts of body out the window or throw things out the window.
- Loud or boisterous conduct on the bus will not be tolerated. Excessive noise can distract the driver.
- No eating or drinking on the bus. (Coach may allow a needed meal for trip)
- Boys and girls may not sit together on after-dark trips. Girls are to sit in the front half of the bus, boys in the back half.
- Walkmans, radios, electronic games and such like will not be allowed on the bus. These items will be confiscated and turned into the principal's office.

Driver Authority

Drivers have the authority, given by the school administration, to enforce all bus rules. Any student refusing to obey these rules will be reported to school Principal.

Sports/Performing Arts Competition

All students must ride the school bus together to any sports competition or organized school competition/performance where students are to participate as a group or team. Students may ride home with parents after team competitions or group activities are held. A student desiring to ride home with another person other than parent must submit a written note of parental permission to the director in charge for approval.

Regardless of parent/family involvement, students are under school authority and are to follow the same rules as other students at these events at all times.

Students that are not on the team may not ride on the bus unless the principal grants special permission.

Field Trips

Due to accountability concerns and fairness of rules, all students must ride the bus or provided school transportation on field trips.

Regardless of parent/family involvement, students are under school authority and are to follow the same rules as other students at these events at all times. . Additionally, siblings who attend F.C.A. are not permitted to attend these grade/class specific activities unless F.C.A. Administration have given approval

If a parent is asked to help with transportation due to student number, the parent must provide to the office a copy of drivers license and proof of full coverage insurance. Parent drivers are expected to follow school authority and guidelines during this time.

PHYSICAL EDUCATION & SPORTS

Students are required to participate in P.E. classes. Students will be required to dress out in P.E. uniforms starting in the 6th grade.

Each student will be tested on fitness abilities in the fall and spring of each year. These tests are physical assessments of how the student has improved by year-end, teaching them to set physical goals and achieve them.

Sports

F.C.A.'s private inter-school sports program begins in the 6th grade. Family Christian Academy is a member of Texas Association of Private and Parochial Schools (TAPPS).

Safety Drills

Fire drills and storm drills are rehearsed throughout the year for personal safety.

Fire drill:

- Signal for the fire drill is several long rings
- Pass quickly and quietly from the building. Do not run, shove, or talk.
- Use proper route as shown on the classroom walls.
- Stay together in a line with your class in the designated waiting area until cleared to return to class.

Tornado drill:

- Based on administrative direction, exit immediately to the downstairs hallway or get under desk, protect head, avoid windows; and follow orders.

Extra Curricular Activities

Class Parties: Students, parents and faculty alike enjoy school parties. Parties with parental involvement are encouraged. However, parents and students are not to bring any food or refreshments for a class or class party until the teacher gives permission. Additionally, siblings who attend F.C.A. are not permitted to attend these grade/class specific activities unless F.C.A. Administration has given approval. **If you would like to send refreshments for your child's birthday, they will be served during the lunch period only.**

Field Trips: (See transportation and dress code guidelines for further detail.) Field trips enrich the learning experience and provide for added enjoyment during the school year. These trips are well planned and parents are encouraged to chaperone when convenient. Additionally, siblings who attend F.C.A. are not permitted to attend these grade/class specific activities unless F.C.A. Administration have given approval

Visitors

All visitors (non-employed w/F.C.A.) must sign in at the front office and wear a visitors badge before entering school premises.

Visitors are not allowed in the classroom, lunchroom, or gym during student occupancy times without administrative approval. All visitors are welcome to chapel service. However, students must sit with the student body separate from visitors. (School administration asks that all visitors dress modestly.)

Lunch

Lunchtime is usually thirty to thirty-five minutes long. Microwave ovens, soft drinks and snack machines are provided. (Microwaves are available to 2nd -5th grade students). F.C.A. will on certain scheduled days provide a hot lunch program. On those days that a hot lunch

program is not available, lunches are to be brought from home. Snacks and lunches should be nutritious. High levels of sugar are not beneficial to effective student performance.

Lunch Rules:

- F.C.A. will not loan money out to students for lunch.
- Students are not allowed to take up money for a parent to bring lunch for a group of students. Parents can only deliver lunch for their children unless it is a parent assisting a parent.
- Must remain in your seat outside of basic food, drink and restroom travels.
- Students are not allowed to eat lunch outside of lunchroom unless special privilege is given.
- Roaming the halls and browsing from table to table is not allowed.
- No loud talking or shouting from table to table.
- You may sit where you please unless conduct is unacceptable and you are moved. (Only six students per round table are allowed.)
- Must pick-up around your area including the floor beneath you before leaving.

Vending Machines

Unless special privilege is granted, no student may use the vending machines between classes or during classes. Mistreatment of vending machines will result in loss of use privileges and/or detention.

Phone Use

All telephone calls and messages to students or teachers must be directed to the school office. No student or teacher will be called out of the class except in an emergency. Urgent messages will be handed by note to the person involved.

Students may use the phone when receiving an emergency call from parents, homework or lunch is forgotten, or there is a sudden change in scheduling causing complication.

Students may not use the phone to call home for sickness or to call friends. Office personnel will call for sickness.

Electronic Equipment

No electronic equipment is allowed at school or on the bus. Electronic equipment includes pagers, MP3 players, radios, CD players, I-pods, light pens, walkmans, games, etc. F.C.A. is not responsible for any lost or stolen equipment and will not involve itself in such matters. Although cell phones are helpful for emergency situations, students are not allowed to use such devices during school hours. Students found to be using such devices will have them confiscated.

Lost and Found

Parents or students should inquire to the school office for items that may be lost and found. Should a student not find their school book for 10 school days, a new book must be purchased by the parent. (school book includes Agenda book)



“For we wrestle not against flesh and blood, but against principalities, against power, against the rulers of spiritual wickedness in high places. Wherefore take unto the whole armor of God, that ye may be able to withstand in the evil day, and having done all, to stand.”

Ephesians 6:12,13