

**Family Christian Academy  
Parent / Student  
Handbook**

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## TABLE OF CONTENTS

SCHOOL HISTORY.....	3
SCHOOL SPIRIT.....	4
CORE VALUES.....	4
SCHOOL PLEDGES.....	5
PHILOSOPHY OF PURPOSE.....	5
PHILOSOPHY OF EDUCATION.....	5
INSTITUTIONAL DECLARATION.....	5
STATEMENT OF FAITH.....	6
STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY.....	8
STATEMENT OF OBJECTIVES.....	8
CURRICULUM.....	9
MEMBERSHIPS & RECOGNITION.....	9
ADMINISTRATIVE DISCRETION.....	9
NON-DISCRIMINATION POLICY.....	10
ADMISSIONS POLICY.....	10
ADMISSIONS PROCEDURE.....	10
SCHOOL SUPPLIES.....	10
FUNDRAISER/ENHANCEMENT FEE.....	11
ARBITRATION POLICY.....	11
ATTENDANCE PHILOSOPHY.....	11
ATTENDANCE POLICY.....	11
MAKE UP WORK.....	16
TARDINESS.....	17
MEDICATION POLICY.....	18
ACADEMICS.....	19
STUDENT RECORDS.....	26
STUDENT WITHDRAWALS.....	26
CUSTODIAL AND NON-CUSTODIAL PARENTS.....	26
PRINCIPLES OF CONDUCT.....	27
BIBLICAL GUIDELINES FOR STUDENT BEHAVIOR.....	27
ACADEMIC INTEGRITY.....	28
DISCIPLINE.....	29
DISPUTES.....	32
DRESS CODE: GRADES 1 <sup>ST</sup> – 12 <sup>TH</sup> 33	
TRANSPORTATION.....	39
STUDENT DRIVERS.....	39
PHYSICAL EDUCATION.....	41

## **SCHOOL HISTORY**

Pastor Milton and Patricia Koonce founded Family Christian Academy in 1968 in Channelview, Texas, located near the site where General Santa Anna was captured during the Battle of San Jacinto. The school, then named Truth Tabernacle Christian School, began with a kindergarten class of 16 students. With this handful of students, the Koonce's took on the responsibilities of principal, teacher, janitor, and church pastors all at the same time. They even used old doors for desk tops for students to read and write on. During these early days, Mrs. Koonce would call every family in the small Channelview phone directory to let them know about the school. She would spend time drawing maps and giving directions to parents who were trying to enroll their children.

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).

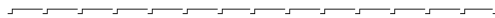
With the school and church continuing to grow, a new building program was launched at Beltway 8 and Woodford Drive in 1992 and a gentleman named Robert Anderson was hired as the High School Principal. Just four weeks after the new building was opened to the public in October 1992, a powerful tornado 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 2001, Robert Anderson was promoted to School Administrator. Mr. Anderson served in this position until 2013.

The school also went through a name change in 2003 going from being called 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, John Bohacek serves as the Administrator. F.C.A. serves approximately 250 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

School Scripture  
Ephesians 6:12 & 13



**“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.”**

### **CORE VALUES**

#### **The Heart**

“Guard your heart with all diligence, for out of it flow the issues of life.” (Prov. 4:23)  
“As a man thinks in his heart, so is he.” (Prov. 23:7)

#### **Understanding**

“And in all your getting, get understanding. Exalt her, and she will promote you; she will bring you honor, when you embrace her. She will place on your head an ornament of grace; a crown of glory; she will deliver to you.” (Prov. 4:7-9)

#### **Honor**

“Honor is higher than obedience!”  
“Honor is the outward reverent display of God’s value on a person”  
“Honor values seeing a person valued without anything else in return.”  
(Prov. 3:9 / Matt. 15:4 / I Peter 2:17 / I Tim. 5:17 / I Tim. 6:1 / I Pet 3:7 / I Tim. 5:3 / I Pet. 2:17)

#### **Power**

“For the Kingdom of God is not in word, but in power.” (I Cor. 4:20)  
“Finally, my brethren, be strong in the Lord,  
and in the power of his might.” (Eph. 6:10)  
For God has not given us a spirit of fear; but of power, and of love and of sound mind. (2 Tim. 1:7)

#### **Service**

“And whoever of you desires to be first shall be slave of all:  
For even the Son of Man did not come to be served, but to serve ...” (Mark 10:44-46)

## **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*)

The Word of God says, "Guard your heart with all diligence, for out of it flow the issues of life." (*Prov. 4:23*) Therefore, Family Christian Academy aims to educate the heart first and then the mind. When a heart of understanding is achieved first, the mind will follow.

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, a non-profit organization, and is governed by the pastor, church elders and the 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 FCA is a **privilege** and not a right. The goals of FCA 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. FCA is a "sanctuary" where Christian youth are free to pray, sing praises, and worship God. Students, who 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. FCA stands, without apology, for righteousness and the highest standards of morality and Christian lifestyle in staff, faculty and students.

## **STATEMENT OF FAITH**

(The extended version of our Statement of Faith is available in our Church/School office)

**The Inspired Word of God:** We believe the Holy Scriptures of the Old and New Testament to be the inspired Word of God. The Scriptures are infallible; and therefore, are the final authority for faith and lifestyle. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to Man.  
(II Timothy 3:16 & 17; II Peter 1:21; I Thessalonians 2:13)

**The One True God:** We believe in the one true, eternal and unchangeable God; the creator of heaven, earth and mankind. In the Holy Scriptures, He has revealed Himself as Father, Son, and Holy Spirit. (Gen 1:1; Gen. 1:27; John 1:1 & 14; Deut. 6:4; II Samuel 7:22; Psalms 83:18; Psalms 86:10; Isaiah 44:6; Mark 12:29; I Corinthians 8:4 and Romans 8:14-16.)

### **The Person and Work of Christ:**

1. His Birth: We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of a virgin, Mary, in order that He might reveal God to redeem sinful man. (Isaiah 7:14; Matthew 1:23; Colossians 1:20)
2. His Life: We believe the Lord Jesus Christ lived a perfect, sinless life. (I Peter 2:22; Hebrews 4:15)
3. His Death: We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative and substitutionary sacrifice. (Acts 2:18-36; Rom. 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5; I Corinthians 15:1-4)
4. His Resurrection: We believe that the Lord Jesus Christ made our justification sure by His literal, physical resurrection from the dead. He ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Savior, Intercessor, Advocate and Lord. (Acts 1:9-11; Hebrews 7:25; 9:24; Romans 8:34; 1 John 2:1-2; I Corinthians 15:4)

### **The Work of the Holy Spirit:**

1. His Purpose: We believe that the Holy Spirit is the Supernatural Spirit of God who testifies of Christ and convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent of regeneration, baptizing all believers into the body of Christ; indwelling, teaching, comforting and leading us into all truth. (John 14:26; John 15:26; John 16:8-11; Romans 8:9; I Corinthians 12:12-14)
2. His Empowerment: We believe in the baptism of the Holy Spirit with the evidence of speaking with other tongues as the Spirit gives the utterance. (Luke 3:16; 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)
3. His Gifts: We believe that all gifts of the Holy Spirit listed in scripture are available for the church today. (Romans 12:6-8; I Corinthians 12,13 &14, Ephesians 4:8-12; Hebrews 2:4)

### **The Church:**

1. We believe that the local church, as part of the universal church, is the body and the espoused bride of Christ, and is solely made up of persons who have accepted salvation. (I Corinthians 12:12-14; 2 Corinthians 11:2; Ephesians 1:22-23; 5:25-27)
2. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11)
3. We believe in the autonomy of the local church free of any external authority or control. (Acts 15:19-31; 20:28; I Corinthians 3:9,16; 5:12, 6:1-3; I Peter 5:1-4)
4. We recognize water baptism and the Lord's Supper as the Scriptural ordinances of obedience for the church in this age. (Matthew 28:19-20; Acts 2:41-42; 8:12; I Corinthians 11:23-26)
5. We believe in water baptism by emersion in the name of the Lord Jesus Christ as an outward declaration and witness of the saved believer. (Matt. 28:19; Acts 2:38; Acts 8:16; Acts 8:38; Acts 10:48; Acts 16:33; Acts 19:5)

**Total Depravity of Man:** We believe that man was created in the image and likeness of God, but that in Adam's sin, the human race fell from God, inherited a sinful nature, and became alienated from God. Thus, man is totally depraved and of himself, utterly unable to remedy his lost condition. (Genesis 1:26-27; Romans 3:22-23; 5:12; 6:23; Ephesians 2:1-3; 4:17-19)

**Salvation:** We believe that salvation is the gift of God brought to man by grace and received by personal faith and confession in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (John 1:12, Ephesians 1:7; 2:8-10; I Peter 1:18-19; 1 John 1:9)

**Lifestyle:**

1. We believe that Christians should be holy in thought, deed, conversation and appearance as to not bring reproach to the Lord Jesus Christ and His Church. We believe that God commands the born again Christian to separate themselves from worldly and sinful practices, according to scriptural guidelines. (Titus 2:11 & 12; I Timothy 2:2; I Corinthians 15:34; II Peter 3:11)
2. We believe that worship is to be a lifestyle expressed in a daily communion with God. (John 4:23; Phil. 4:6; Psalms 100; Psalms 149; Psalms 150)

**The Second Advent of Christ:**

1. We believe in the physical and imminent return of Jesus Christ, who will suddenly rapture His church, both the dead and the living from the earth to meet Him in the sky. (Acts 1:11; John 14:2 & 3; Titus 2:13; I Thessalonians 4:16 & 17; I Corinthians 15:51-58)
2. We believe in the physical future rule and reign of Jesus Christ on earth. (I Corinthians 15:24; Revelation 11:15)

**The Eternal State:**

1. 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 Corinthians 15:51-58; Revelation 20:11-15; Psalms 71:20; Hosea 13:14; John 5:25; John 11:25; Acts 24:15; II Corinthians 4:14; I Thessalonians 4:16)
2. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where they await the first resurrection, when their spirit, soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; 3:21; I Thessalonians 4:16,17; Revelation 20:4-6)

**The Personality of Satan:** We believe that Satan is a literal, fallen angelic being who is the enemy of God and man. He will be eternally punished in the Lake of Fire. (Job 1:6-7, Isaiah 14:12-17; Matthew 25:41; Revelation 20:10)

**Creation:** We believe that God created the universe, including mankind, in six literal 24-hour days. We reject the theory of evolution and any other theories which contradict this truth. (Genesis 1-2; Exodus 20:11)

**Institutions of Authority:** We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. (Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; I Peter 2:13-14)

**Human Sexuality:**

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 2:24; Genesis 19:4-14; Leviticus 18:1-30; Romans 1:26-32; 1 Corinthians 5:1-13; 6:9-10; I Thessalonians 4:1-8; Hebrews 13:4)
2. We believe that the only legitimate marriage is the joining of one man and one woman. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)

## **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6: 18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of Family Christian Academy, and to provide a biblical role model to our families and the community, it is imperative that all persons employed by Family Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3: 19-21; Romans 10:9-10; 1 Corinthians 6:9-11.) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Family Christian Academy.

## **STATEMENT OF OBJECTIVES**

### **SPIRITUAL 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.

### **SOCIAL OBJECTIVES: 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 within 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.

### **ACADEMIC OBJECTIVES: 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. 8



- 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 primarily uses the A-Beka Book and Bob Jones Christian curriculums. Thousands of Christian schools around the world use these Christian 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.

### **MEMBERSHIPS & RECOGNITION**

**Family Christian Academy is a member of the Association of Christian Schools International (ACSI); the Texas Association of Private and Parochial Schools (TAPPS); the National Association of Student Councils (NASC); and the Texas Association of Student Councils (TASC).**

### **ACCREDITATION**

FCA offers PreK-3 through twelfth grades. It provides an excellent foundation both academically and in the formation of a Christian worldview for all students. FCA's 9<sup>th</sup>-12<sup>th</sup> grades are accredited by AdvancEd (formerly the Southern Association of Colleges and Schools - SACS) and is recognized by the Texas Private School Accreditation Commission (TEPSAC) which works in conjunction with the Texas Education Agency (TEA).

### **ADMINISTRATIVE DISCRETION**

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

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

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.

## **NON-DISCRIMINATION POLICY**

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

## **ADMISSIONS POLICY**

As Family Christian Academy is a private school ministry of Family Church, 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 based on 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.

An Admissions Committee composed of administrators, staff and faculty will make final admissions' decisions on enrollment. To serve the best interest of the school, the Admissions Committee reserves the right to deny admission to any student who is evaluated as ineligible.

## **ADMISSIONS PROCEDURE**

1. Submit completed **online-application** and application fees with the online-application.

### 2. Testing

Students applying to fifth through twelfth grades are given an entrance exam. The test consists of quantitative reasoning, reading comprehension, and math.

Admission tests are scheduled through FCA's School Office.

### 3. Interview

Students and parents will interview with the School Administrator and/or other designee.

### 4. Notification

The Admissions committee will make a decision on admission as soon as all documents and testing information have been received. Applicants will be notified of the Admissions committee's decision and a time will be scheduled for newly accepted students to complete the tuition payment contract and pay the registration fee.

### 5. Placement

The Student's name will be placed on a grade roster once all admission steps have been completed and an up- to-date immunization record has been received. The staff at Family Christian Academy puts much thought and time into placing children in classrooms. We want every child to be successful in a supportive and challenging environment. Factors include a balance of class size, age, gender, academic strengths, learning styles, social skills, learning needs, parental information and separation of students who are unable to work well together.

## **SCHOOL SUPPLIES**

The tuition fee does not include general school supplies. K3- through 5<sup>th</sup> grade use mandatory school supply packs paid for by parents through the school. Grades 6<sup>th</sup> through 12<sup>th</sup> will receive supply list upon enrollment which include the mandatory FCA Agenda/Organizer book paid by parents.

## **FUNDRAISER/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 \$575 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 POLICY**

### **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 PHILOSOPHY**

School attendance is one other factor most closely related to successful academic accomplishment in school. Students who are absent miss valuable instruction. Parents should strive to have their children in school every day. Perfect attendance should be the norm for FCA students rather than the exception.

## **ATTENDANCE POLICY**

In compliance with the Texas compulsory School Attendance Law, Family Christian Academy requires students in 1st through 12th grade to be in attendance for 90 percent of the entire period of program of instruction in order to be promoted to the next grade and/or to receive credit for academic course work. Time spent during chapel, class parties, field trips or other types of special events is counted towards school attendance. Students should remain in attendance until school is dismissed for the day.

There are three kinds of absences relating to the school.

### **1. Excused absences**

Absences will be excused in the following instances:

- A death with-in immediate family
- Medical or dental appointments
- Personal illness
- Illness in the family
- Quarantine
- Weather and/or road conditions making travel unsafe or dangerous
- Any other unusual circumstances that may be accepted by the school. The reason for the absence must be stated in writing and signed by the parent or guardian. A doctor's note is required if the child has been absent for more than 3 consecutive days due to illness. All secondary students must obtain an admittance slip from the receptionist. Make-up work with credit will be given. **For each day of excused absence, one day of make-up time is given.**

**2. Unexcused absences** Result from circumstances other than those defined as excused absences, even if student has permission from parent to be absent from school.

- If a student has more than three (3) days of unexcused absences for the semester, he is in jeopardy of being retained or withdrawn. Make-up work will be required, and zeroes will be recorded, but no credit will be given for the work missed during an unexcused absence. The administration reserves the right to determine whether absences are excused or unexcused. Suspensions are classified as unexcused absences.
- Checking students out of class or school early for convenience is not accepted as an excused absence and will count against perfect attendance.
- Any student absent three (3) or more consecutive days will be required to bring medical documentation stating the date and time of appointment and/ or the nature of the illness.
- Secondary students who arrive 15 minutes or later into a classroom, will be considered absent. If student arrives before 15 minutes, it will be considered tardy. The student will receive a zero on his/her assignment, if the tardy or absent is unexcused.
- For elementary students who arrive at school after 11:00 a.m. or leave school before noon, the attendance will be marked HD (Half Day). Please note that HD will not be considered a perfect attendance.

### **3. Planned absences (Example: Family Days)**

There are several steps involved in successful planned absences. The parent must send a note requesting approval of the absence to the Principal **two weeks prior** to the planned absence.

- All missed work should be turned in before the absence unless agreed upon by individual teachers.
- If teachers allow the work to be made up after the absence, all work is due the day the student returns to school.
- It is the responsibility of the parent and student to initiate this process.
- Any out-of-town planned absence may be arranged following the procedure above.
- Even though absences are planned, students will lose the privilege for exemption from final examinations when the total number of absences exceeds three.
- Multiple planned absences will be monitored by the Administrator and should not extend past compulsory attendance requirements.

Schools are required by law to inform truant officers of students who are consistently absent. Any student that amasses nine (9) or more absences in one semester may lose credit in that specific course. If a student is denied credit for a course because of excessive absences, the student must appeal to the Attendance Committee to receive credit. The student must be passing the class to appeal for credit. Every student must be in attendance for 90% of school days.

**Truancy** is defined as:

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.

## REPORTING PROCEDURES FOR ABSENCES

- Parents are asked to call the school office before 9:00 a.m. to inform the receptionist of their student's absence.
- All students are required to bring a note dated and signed by the parent stating the reason for the absence. The note is to be taken to the school office on the first day back to school for an admission slip to class. Oversleeping is not an excused tardy or absence. All work can be made up if the absence is excused. The administration reserves the right to decide if absence is excused.
- If a student fails to bring a signed and dated note from the parent on the first day returning to school, he/she will be allowed one more day to bring the note. If the student fails to do so, the absence will be counted as unexcused and zeros will be recorded for work missed.
- A doctor's note is required after more than three consecutive days of absence.

## RETURNING TO SCHOOL FOLLOWING ILLNESS

- The student must be fever-free for 24 hours without medication.
- A doctor's note stating the illness is not contagious is required.
- The student must have no severe coughing.
- Chickenpox – The student may return seven (7) days from the onset of rash, if the sores are dry and child has been fever-free for 24 hours.
- Lice – If a student has been found to have head lice, he/she can return after the hair has been treated and is nit free. The student must be checked at the School office before returning to the classroom.

The F.C.A. Attendance Committee reviews all special request and circumstances outside of the following attendance policies. The F.C.A. Attendance Committee is made up of school administration, teachers and/or office personnel. Any request or appeals should be addressed to the F.C.A. Attendance Committee for review.

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

A student who misses 4 class periods in the same day will be recorded as absent for that day. These guidelines will be used when figuring overall yearly attendance and is not to be confused with required attendance for specific class period subjects and credits.

### Elementary & Junior High (1st - 8th)

Students having 18 or more absences in the year will become a point of concern. Nineteen days is the maximum (excused/unexcused) absences allowed in order to receive credit for completing a course.

### Senior High (9th - 12th)

Parents of students having 9 or more absences per semester will become a point of concern. Nine days per semester is the maximum (excused/unexcused) absences allowed in order to receive credit for completion.

### Absence Penalty for After School Activities

A student that is absent for more than 3 class periods will not be eligible to participate in any competitive school activity for that same day. (games, cheerleading, etc.) A student is allowed to attend regular after school practice.

### Excessive Absence Penalty

High school students who are absent more than nine days during a semester in any course, may be required to make up each class hour missed, beginning with the tenth absence, in order to receive course credit.

Junior high students who are absent more than eighteen days in a school year may 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.

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 a student's absences, determining that each absence is absolutely necessary.

Although administration may agree to comply with parents' request (when made in advance) for student to be excused for trips or outside activities, this tolerance should not be construed as administration's approval of the absence. Should these activities cause a student to accrue excessive absences, loss of course credit and/or advancement will result unless the student makes up the missed time.

**MAKE-UP DAYS:** Make-up days for excessive absences will be scheduled near or after the end of the school year. Students and parents will be notified of the scheduled make up days and the parent is responsible for registering the student in advance for make up sessions and paying the required fee. High school students will be required to make up each class hour missed in each course, for the tenth and subsequent absences per semester of missed absences. Junior high students will be required to attend a five hour make up session for each school day missed in excess of nineteen.

The stated fee for make up days is subject to adjustment from year to year. 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 twenty dollars per hour.

Senior students who are due to graduate will not be issued a diploma until excessive absences are made up. Students will be allowed to go through the graduation ceremony if all other requirements are met.

#### Unexcused Absence

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

- |                |  |
|----------------|--|
| • Truancy      | • Lack of transportation                   |
| • Oversleeping | • Personal business                        |
| • Working      | • Court appearances for traffic violations |

#### Unexcused Absence Penalties

**A student whose absence is unexcused will receive a zero for any and all grades that may have been given him/her for class participation, 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: Excused absences are calculated in the overall attendance requirements for receiving credit for courses.)

- |                          |                        |
|--------------------------|------------------------|
| • Personal illness       | • Medical appointments |
| • Serious family illness | • Emergency situation  |
| • Death in the family    | • Threatening weather  |

**Note:** A student who misses 15 minutes of a particular class period will be considered absent for that period 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.

Upon returning to school following an absence, the student must report to the attendance clerk. The attendance clerk will issue the student an admission's slip and will file the student's excuse in the office. The student is responsible for acquiring the signature of each class period teacher throughout the day. The last teacher of the day will sign the excuse and turn it in to the appropriate location.

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 detention.

### College Visits

Junior and Senior students are granted 2 college day visits during the school year as an incentive toward future educational planning. Students are encouraged to visit on the special days scheduled by the college for high school student visitation. A letter of request must be submitted in advance to the principal for approval of excused absence. Grade history, attendance history and conduct history will be considered. The visiting student must provide a confirmation letter from the college visited to the principal for excused status. These days will not count against regular attendance record.

### 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 two weeks 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 2 weeks 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. On the scheduled NINTH week exam week prior to report card time
2. During the last three weeks of school or the week of the Achievement test.
3. Right before or after scheduled holidays.

**Parents:** Please note that FCA 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.**

#### Make Up Work

***(Does not include scheduled test or projects with deadlines)***

Students are allowed 1 day per day absent plus 1 to make up missed class work/assignments. (Policy Excludes: extreme absence, major test or major projects) Refer to the following schedule for assistance:

**1 day's 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 student's 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 student's 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

8:00 a.m. to 12:00 noon for K-3 & K-4 ½ day.

8:00 a.m. to 2:30 p.m. for K-4 – K-5 grade

8:00 a.m. to 3:00 p.m. for 1st grade - 5th grade

8:00 a.m. to 3:30p.m. for 6th grade - 12th grade.



**School entry bell will ring at 7:50a.m. No supervision is provided before 7:30AM. Unless a teacher gives special permission, students are not allowed in the classroom/locker area until the 7:50 entrance bell.**

(Guidelines for unexcused/excused tardiness are the same as unexcused/excused absence.)

#### Tardies to School:

Any student who is not in class at 8:00 a.m. is considered tardy. All students reporting late to school should go to the office and get a tardy slip before going to their first period class. Being on time is part of being a good student and will serve the individual well throughout his/her life time. It is never too early to begin teaching students the importance of being on time. Students are allowed into the classroom at 7:50 a.m. This gives the students 10 minutes to go to the locker, sharpen pencils, go to restroom, get a drink, and be in their seat at 8:00am ready to begin class.

Classes begin promptly at 8:00a.m. Habitual tardies are unacceptable! **Four (4) unexcused tardies to school equal one unexcused absence.** Please allow extra time for construction delays and poor weather conditions. Students are allowed three (3) free tardies each semester. Four to ten (4-10) tardies will result in after school detention. Each tardy after ten will result in a SAC (Student Academic Confinement). Any student that has 15 or more tardies will be suspended and must have a parent conference.

Additionally, when assigned a detention, the student may only re-schedule one time and any other absence due to nonattendance of a schedule detention with result in a SAC.

#### Tardies to Class:

Any student, who is not in his classroom prior to the beginning bell, will be considered tardy to class. More than three tardies to class in a grading period will result in a detention. Habitual tardies are unacceptable! **Four (4) unexcused tardies equal one unexcused absence.** Students are allowed three (3) free tardies each semester. Four to ten (4-10) tardies will result in after school detention. Each tardy after ten will result in a SAC (Student Academic Confinement). Any student that has 15 or more tardies will be suspended and must have a parent conference.

Additionally, when assigned a detention, the student may only re-schedule one time and any other absence due to nonattendance of a schedule detention with result in a SAC.

Any additional tardiness within the same grading period will result in a detention per incident.

Exceptions will be as follows:

- Student has cleared a possible delay with the teacher ahead of time.
- A verified emergency situation
- The school principal's approval

***(Forgotten books, lost items, etc. are not exceptions unless teacher approved.)***

No student should **assume** that an activity or an excuse from a previous class is grounds to be late to the next class.

**Note:** A student who misses 15 minutes of a particular class period will be considered absent for that period unless it is a visit to the principal's office or the principal pardons an absence/tardy based on the situation or circumstance.

**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 In/Out

**In:** The student must sign in if he/she is either tardy or returning to school. The office clerk will review the written excuse, and an admission slip will be issued to the student stating whether the reason of tardiness or return is excusable.

**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. Student drivers may check themselves out as long as there is parental permission on file with the school.**

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. Children are not given any medication unless proper physician's permission is on file.

The following procedures will be followed:

1. Prescription medication; or
2. Non-Prescription medication (excluding: topical ointments, insects repellent or sunscreen).
  - a. Authorization to administer medication to a child must be obtained from the child's parent.
    - (1) In writing, signed and dated.
    - (2) In an electronic format that is capable of being viewed and saved: or
    - (3) By telephone to administer a single dose of a medication.
  - b. Authorization to administer medication expires on the 1<sup>st</sup> anniversary of the date the authorization is provided.
  - c. The Student's parents may not authorize School staff to administer medication in excess of the medications labeled instructions or the directions of the child's healthcare professional.
  - d. Parent authorization is not required if you administer a medication to a child in a medical emergency to prevent death or serious bodily injury of the child, provided that you administer the medication and prescribed, directed, or intended.

All medication remains in the original container indicating the child's name, type and date of prescribed medication, amount and time of dosage. **All disposals of medication will be handled by giving the medicine back to the parent. School is required to keep a log for 3 months after the medication is administered.**

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 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 twelfth. FCA is a drug free zone and does not wish to place students in compromising situations. This includes non-prescription, prescription, and/or pain prescription. 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.

## **ACADEMICS**

### Grades and Grading Policy

Family Christian Academy encourages all students to strive for their highest level of achievement. In order to evaluate this achievement, FCA has adopted a grading policy which must be understood and followed by staff, students, and parents.

### Philosophy

Family Christian Academy believes it essential that a student be evaluated in terms of his/her skills and achievements in relation to the achievement of his/her class and the particular objectives established for the individual subject. However, it is recognized that all students are individuals and learn at different rates in different ways. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

It should be the philosophy of all principals, teachers, parents and students that grades are a reflection of learning and not the purpose of learning.

### Parent Connection 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.

### Explanation of Grading Symbols

<b>A</b>	The pupil who receives this grade is making excellent progress towards meeting course objectives and does high quality work which displays the student's originality and personal initiative.
<b>B</b>	The pupil who receives this grade is making commendable progress in meeting course objectives.
<b>C</b>	This grade indicates average work. The pupil who receives this grade is making acceptable progress in meeting course objectives.
<b>D</b>	The pupil who receives this grade is doing below-average work, and in most cases, can do better with more effort and improved study habits.
<b>F</b>	The pupil receiving this grade is making unsatisfactory progress, lacks interest, and/or displays insufficient effort to achieve. It is imperative that immediate action be taken to secure the proper performance.
<b>I</b>	Incomplete. This is a temporary mark for the pupil who has not sufficiently completed the minimal requirements of the course (due to legitimate reasons). The pupil will have the opportunity to complete the work and receive a grade prior to the end of the next grading period.

Numerical Grade Scale

<b>A</b>	100-90
<b>B</b>	89-80
<b>C</b>	79-76
<b>D</b>	75-70
<b>F</b>	Below 70

Point Value Scale

<b>A</b>	4 Points
<b>B</b>	3 Points
<b>C</b>	2 Points
<b>D</b>	1 Points
<b>F</b>	0 Points

Conduct Grades

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.

Homework

For the most part, school work should be completed during the school day. It is understood that homework is a vital part of academic growth and assessment for anyone who hopes to achieve academic excellence, but excessive homework is counter productive. Teachers will be sensitive to the amount of homework being assigned each day.

Some general guidelines concerning homework are:

- No homework will be assigned on Wednesdays.
- Teachers will occasionally have students report to them the amount of time spent on homework to check against excessive assignments.
- Total homework time should fall within the following parameter
 

Grades K-1:	No more than 30 minutes
Grades 2-3	No more than 45 minutes
Grades 4-5	No more than 1 hour.
Grades 6-12	Range is 20 to 30 minutes per subject

FCA teachers and administration expect full cooperation from the home in seeing that homework assignments are completed and turned in on time. Missed homework due to an excused absence will be allowed to be made up. It is the student's responsibility to insure that any missed homework assignments are completed and turned in. A day for each day missed will be given to complete the assignment.

Repeated delinquent homework will be graded at a lower %. **It is up to the teacher's discretion to allow a student to make up old homework assignment.**

Participation Grade (6<sup>th</sup>-12<sup>th</sup> Only)

As a means of encouraging and training students to be responsible, a participation grade is recorded each week on every student. At the beginning of every week, students will start out with a 100 grade. Throughout the week, points will be deducted for various reasons such as no homework, not participating, no book, etc. This PT grade will be averaged in with the daily grade average thereby affecting the report card grade.

F.C.A. believes that good, responsible behavior should be rewarded and have some impact on a student's overall grades.

Courses/Subjects

**Note:** The junior/senior high school uses a seven-period instructional day.

Junior High Courses

(6th- 8th grade)

Bible	Science	<i>(elective)</i>
English	History	
Math	P.E.	

High School Courses

A half-credit will be earned each semester upon the successful completion of a course. If a half credit is not earned in primary academic courses due to a 69 or below average, student will have to make up that credit in a summer course or alternate means depending on the subject.

Electives

Due to the nature of certain electives, various activities will require students to spend extra time outside of regular school hours. Students should understand these requirements and be willing and able to comment before choosing their electives.

Some electives will require a fee to help cover individual student packets, supplies, and/or projects.

Performing Arts Electives

Students electing performing arts type classes will be required to attend all evening and off campus performances related to their involvement. These performances are a major part of their final grade and credit achievement. If student fails to participate as required, possible credit loss may be applied.

**Graduation Requirements (9th - 12th)**

**(Entire career at F.C.A.)**

**FCA High School Graduation Requirements  
with Multidisciplinary Endorsement**

**Students must earn 28 credits to qualify for the endorsement.**

<b>Foundation Requirements</b>	<b>Multidisciplinary Endorsement</b>
<b>Bible: 4 credits</b> <b>English: 4 credits</b> <b>Math: 3 credits</b> <b>Science: 3 credits</b> <b>Social Studies: 4 credits</b> <b>Foreign Language: 2 credits</b> <b>Physical Education: 1 credit</b> <b>Fine Arts: 1</b> <b>Electives: 6</b>	<b>Must complete:</b> <b>Foundations Requirements</b>  <u>And</u> <b>College Preparatory Math (Counts as one of the electives).</b>  <u>And</u> <b>Chemistry (Counts as one of the electives).</b>  <b>Multidisciplinary Endorsement requires:</b>  <b>Four credits in each of the four foundations subjects of English, Math, Science, and Social Studies.</b>

Note: Students may graduate without an endorsement, but a signed acknowledgement from the parent(s) is required. Any student who does not graduate with an endorsement will not be recognized as college ready and no college is required to accept students who do not earn an endorsement as academically ready for college level courses.

Note: See "grade level classification" for transfer student credit requirements to graduate.

### Dropping Courses

Permission from the principal is required for students to drop or add a course after enrollment. No course may be dropped or added after the second week of school unless school administration deems it necessary. There are no refunds on class fees if the course is dropped after the second week grace period.

It must be understood that sports last for a 2 to 3-month season and is not usually regarded as valid reason for course transfer.

### "I" Incomplete

An "Incomplete" may be recorded on the transcript for the following:

1. Excessive absence
2. Student changing courses due to conduct problems.
3. Students changing having received previous credit in that course.
4. Students having received maximum number of credits allowed for a course.

*(Example: a student who was in P.E. more than two years.)*

### Transfer Student Grade Level Classification

F.C.A. requires more credits for graduation than the minimum requirement in the State of Texas. Transfer students will be classified according to the following requirements.

#### ***Transfer students will be classified by the following minimums:***

5 credits = Sophomore
10 credits = Junior
16 credits = Senior

**Note:** Specific credits for particular subjects may also decide grade level status.

### Report Slips and Report Cards

Student progress reports are 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 Consequence

#### 6th - 8th Grade

- Yearly average 69 or below in Math or English - Summer school or 18 hours tutoring by a F.C.A. teacher or a professional will be required for promotion
- Yearly average 69 or below in **both** History and Science - Summer school or 18 hours tutoring required in the subject having the lowest average of the two subjects for grade level promotion.

#### 9th - 12th Grade

Semester average in primary academic subject is 69 or below: Summer school by F.C.A. or an approved educational program is required to achieve needed ½ credit. (SEE SUMMER SCHOOL SECTION ABOVE)

### Student Retainment

(1st-8th) An elementary or junior high student that fails both Math & English or 3+ subjects will be retained for the following year.

(9th-12th) As high school students are required to earn specific credits in various subjects in order to graduate, student grade levels are based on credits acquired; thus, students will be required to make up lost credit in some acceptable fashion prior to the following year or graduation.

### Summer School

Family Christian Academy is a private school that has a specific Christian philosophy of education, a mission to uphold that philosophy and a specific educational program designed to fulfill that mission. Due to these foundational standards and in addition to the average class size, class schedule and faculty availability, Family Christian cannot cater to or adjust its program to fit the various academic needs or desires of each individual student outside of the program offered. Thus, it is the parent and student's responsibility to evaluate the complete Family Christian Academy program and decide whether to enroll and comply with the program itself.

Unless required by Family Christian Academy, initial credit cannot be earned in any regular summer school course offered by public high school districts. These public-school summer programs are primarily designed for credit/course make-up from previous failure or difficulty.

Note: The student is required to receive signed documented pre-approval by the high school principal prior to enrollment of any outside or summer course. (Note: A review of the course curriculum and class hours may be required by the F.C.A. Academic Committee prior to approval.)

If a student is required to take a summer course for credit make-up and the course is not offered by an approved outside educational institution, (i.e. Bible, Speech, Spanish, P.E., etc.), Family Christian Academy administration will provide a make-up course at a reasonable rate or implement a credit track plan by which course credit can be acquired in a future year at Family Christian Academy.

### Dual Credit Courses

Upon review and approval of the F.C.A. Academic Program Committee and/or administration, F.C.A. may accept dual credit courses from colleges and universities of core subjects for the junior and senior years (only). It is to be understood that dual credit courses cannot interfere with the regular school track and may have to be taken when regular school is not in session. Depending on the subject and upon school administration's discretion, a dual credit course may also count in honors qualification calculations.

The student must provide an official course completion report from the educational institution by which credit was earned to Family Christian Academy in order for course credit to be accepted.

Although Family Christian Academy encourages higher academic pursuits, Family Christian Academy will not be held responsible or accountable to provide each student a standard classroom setting and curriculum outside of the normal class track provided for that grade level due to dual credit courses previously taken. In efforts to address credit tracking and scheduling concerns, it is to be understood that specialized curriculum may be used and thus may not provide the same academic lecture as the regular track provides.

### Transcript Credit or Calculation for Outside Courses/Dual Credit Courses

Family Christian Academy will not include outside courses (summer school or transfer) in transcript calculations for final ranking. (Dual credit courses may be included for various honors qualifications based on administrative discretion.)

### 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
2. Parents and students reviewing tests generate constant confrontations with the teacher involved concerning judgment of grading and points.
3. It is very difficult getting numbers of tests returned that were sent home for signatures. This results in a constant daily effort of retrieving these tests on the teacher's part, plus administrating discipline for non-return. Some tests are claimed to have been lost with no proof.



### 9 Weeks Exams

Nine weeks exams will be given in all primary academic subjects in 4<sup>th</sup> Grade through 12<sup>th</sup> Grade classes.

### Semester Exams (9th - 12th grades only):

At the end of each semester (18 weeks) a semester exam will be given.

A special exam schedule will be distributed for the semester exam week. No regular classes will be conducted during this time.

### Exam Exemption: (12th grades only)

#### Qualifications:

1. Only Seniors may qualify for exemptions
2. Students must have a 90 semester average or greater in the subject they wish to exempt.
3. Students may not have below an **S** in conduct in the subject they wish to exempt.
4. Students may not have more than 3 (Level 2) detentions in the last 9 weeks of semester.
5. Students must not have been assigned S.A.C. or suspended in that semester.

Seniors are automatically exempt from all finals at the end of the school year unless a failing grade needs to be improved for credit to be earned, an unexcused absence has occurred, or a behavioral consequence has been given as per school administration.

**Note:** SENIORS who qualify for exam exemption and yet desire to still take their exams in efforts to raise their grade average may do so. These students may choose to reject or accept their exam grade once it is released.

### Achievement Testing

FCA Students in grades K5-11<sup>th</sup> will take the TerraNova Achievement Test in the spring of each year. The TerraNova 3 is one of the most respected and widely used achievement tests, measuring mastery in the core subjects. By design, it is a standardized norm-referenced test used to provide information about students' achievement in various areas of the curriculum.

When standardized tests are administered, the scores compare your student's performance with all other students who took the same test in the national norm group. Test results are made available to parents at the end of the school year to help them understand their child's progress individually & nationally.

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

#### *(Preliminary Scholastic Aptitude Test)*

The sophomore and junior class will take the Preliminary Scholastic Aptitude Test (PSAT) toward college preparation each year.

#### *(Scholastic Aptitude Test)*

The Scholastic Aptitude Test (SAT) will be taken off campus each year by the junior and senior high students. **High School Seniors are required to take the SAT or ACT** in lieu of taking the TerraNova 3. The SAT/ACT college entrance exams will be administered by the College Board testing centers. Students are responsible for paying the appropriate fees for these tests. SAT and ACT scores are to be sent to FCA for recording on students' academic records.

The PSAT & SAT program is a testing program of the College Board, a national nonprofit association that champions educational excellence for all students through the ongoing collaboration of nearly 2,900 member schools, colleges, universities, education systems and organizations. The Board promotes - by means of responsive forums, research programs, and policy development - universal access to high standards of learning, equity of opportunity, and sufficient financial support so that every student is prepared for success in college and work. Family Christian Academy is a member of the College Board Association.



## HONORS

F.C.A. provides different honor programs and/or societies for both the junior high and high school students. Certain qualifications, awards, privileges, and responsibilities will accompany honor members. These honor opportunities and guidelines will be shared to students throughout the year from the related sponsor.



### F.C.A. Letter Jacket

F.C.A. students must have completed two full years in high school at F.C.A. to wear a letter jacket. Therefore, only 11<sup>th</sup> and 12<sup>th</sup> grade students will qualify to wear letter jackets. F.C.A. allows a student to purchase a school letter if they have completed two seasons/years in the same varsity sport or competed twice in an organized academic and arts state competition. Only one letter jacket will be awarded to a student during his/her high school career. When a student qualifies for a letter jacket, the jacket will be awarded with a six-inch chenille letter.

A high school transfer student will be required a minimum of 2 years of total seasonal play or state academic/art competition of which 1 year must take place at FCA to qualify for a FCA school letter.

F.C.A. does not award special patches for any electives, clubs, honor societies or individual accomplishments through TAPPS or other outside organizations. These patches are left to the student's desire for purchase. Should a varsity sports team or individual win first place in a state competition, a TAPPS patch is usually provided.

**(NO PATCH OR SERVICE BARS MAY BE ORDERED WITHOUT SCHOOL CONFIRMATION OF ACHIEVEMENT. A PATCH APPROVAL FORM IS AVAILABLE IN THE SCHOOL OFFICE. THIS FORM MUST BE SIGNED BY THE RELATED SPONSOR/TEACHER PRIOR TO ANY PATCH PURCHASE.)**

Chevrons or service bars may be purchased to show the number of years a student has participated in a particular activity or sport.

Letter jackets and patches are normally ordered through the school in the spring. Jacket order forms and information will be sent home for parents and students to review and order. The manufacturer will sew all patches on the jackets by which the parents and students are responsible for processing and purchase.

### Honor Rolls

An honor roll assembly will be held at the end of the year to honor students that have earned various academic accomplishments.

The following levels of academic achievement will be recognized at FCA Honor Roll Assemblies:

1. "A Honor Roll" (All "A's" and "E's or S's" in all subjects)
2. "A/B Honor Roll" (All "A's or B's" & "E's or S's" in all subjects)
3. "Perfect Attendance" - Must have perfect attendance according to full day qualification guidelines.

### Graduate Honors (Valedictorian/Salutatorian)

To qualify for graduate honors, the student must have been enrolled in F.C.A. for the entirety of his/her junior and senior year. The grade point average of all courses, student leadership, character and conduct will determine the recipients of these titles.

The graduating senior with the highest average from his/her ninth grade through the first semester of the senior year will be the primary candidate for Valedictorian. The student with the second highest average will be the primary candidate for Salutatorian. School administration will review each candidate's leadership, character and conduct by which final decision will be made and officially announced in the spring.

In case of an academic tie, the primary Valedictory candidate will be the student who has attended Family Christian Academy the longest. If there is still a tie, the third quarter senior grades will <sup>25</sup>be included for calculation decision. Again, school

administration will review the candidate's leadership, character and conduct by which final decision is made.

**A minimum GPA average of 90 is required to qualify for these titles.**

Students that do not earn their base course credits (Bible, English, Math, Science) at Family Christian Academy during the last four semesters of their high school career, (junior and senior years) will not be eligible for the Valedictorian and Salutatorian title at graduation. These titles are only for students that have earned their credits under the Family Christian Academy academic programs and the assessment and observation of school faculty and administration in these core subjects. This policy also includes transfer students from other schools. (Exception: See dual credit college courses under summer school section)

#### Disqualification

If a senior student's conduct has proved to be unacceptable according to the Student Standard of Conduct and/or administration, thereby bringing reproach to Family Christian Academy, that student may be penalized or disqualified from receiving any honors award and/or may not participate in the commencement ceremonies.

#### Class Rank

Due to the average size of our senior class, F.C.A. does not rank students outside of the Valedictorian and Salutatorian rank honors.

### **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. (School administration must have documentation on file of any legally terminated rights by the court).

The school forwards student's 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.

NOTE: The parent's or student's right of access to student records, does not extend to all behavioral or correspondence documentation.

### **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 cleared, 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, athletic uniforms, library books, etc. have been cleared with the school.

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

### **CUSTODIAL AND NON-CUSTODIAL PARENTS**

When custody rights have been established by a court of law, **a copy of all pertinent legal documents must be on file with the Admissions office.**

Divorced and separated families are realities of contemporary life that affect FCA's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school:

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.

2. A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
4. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order, comparable legal document, or notarized written authorization signed by the custodial parent.
5. By law, both parents, whether married, separated or divorced, have access to the records of a student who is a minor or a 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 of the school if the school has been given a copy of the court order terminating these rights.

### **PRINCIPLES OF CONDUCT**

Family Christian Academy's main principle of conduct is:

BE WHERE YOU ARE SUPPOSED TO BE, WHEN YOU ARE SUPPOSED TO BE THERE, DOING WHAT YOU ARE SUPPOSED TO BE DOING AS WELL AS THAT TASK CAN BE DONE.

The FCA plan for student disciplinary and academic conduct is founded upon Biblical principles and developed through the collaborative efforts of the school faculty and administrative staff.

Family Christian Academy is committed to a student behavior plan that effectively supports the philosophy, doctrinal statement, and goals of Family Church. Certain fundamental principles directly impact this area of student management:

- a. Education is the product of a fully cooperative relationship between the home and school.
- b. Attendance at FCA is a privilege, not a right.
- c. FCA will not discriminate on the basis of race, sex, color, or national origin.
- d. FCA reserves the right to establish and enforce rigorous academic and disciplinary standards and to take decisive actions when these standards are not met.
- e. While FCA must be firm in maintaining an academically sound, safe, and effective environment for learning, FCA is extremely sensitive to the well-being of each student and family.
- f. The ongoing success and welfare of the entire school must take precedence when decisions are made regarding a student's admission or continuance at Family Christian Academy.

The student behavior plan and the family hand book are not intended to be all-inclusive and do not define all types and aspects of student management standards. ***The administration reserves the right to evaluate each discipline infraction to apply appropriate sanctions.***

While FCA acknowledges that the education of the student is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of the school. Therefore, in adherence to FCA's purpose, philosophy, and mission statement, FCA does not hesitate to require appropriate behavior and academic discipline from each student.

### **BIBLICAL GUIDELINES FOR STUDENT BEHAVIOR**

#### **Respect Authority**

"Everyone must submit himself to the governing authorities, for there is not authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.

For rules hold not terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God 's servant to do you good." Romans 13:1 -4

### **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 High School 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. High school 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 and/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, high school 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 zero ("0") 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.

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. (See student detention, probation, suspension, and expulsion.)

NOTE: A student who has been disciplined for cheating may be placed on probation for a specified amount of time, upon which the student may not run for office in any school sponsored group or organization and may not participate in any extra curricular activity.

**DISCIPLINE**

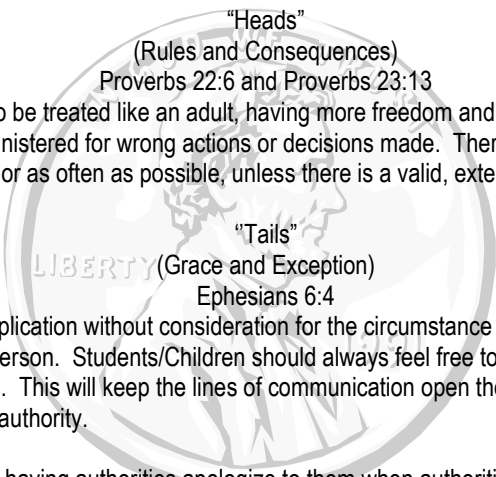
**Question:** What would be the value of a coin if either heads or tails were removed from it?

**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, the child will develop a special respect and bond in the relationship.

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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

- No PDA (public display of affection) on the school campus (holding hands, kissing, etc.).
- 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, soft drinks or food 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.
- No spiral notebooks are allowed.
- Electronic games, cell phones, laser pens, pagers or radio/tape/CD players may be used before or after school hours only. (See additional guidelines & consequences)
- Pocket knives 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 class 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.)*.
- No soft drinks/candy/gum/seeds/nuts allowed in the classroom
- 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.

#### Arriving and Leaving

Students in 6<sup>th</sup> -12<sup>th</sup> grades should arrive no earlier than 7:30 am and are to wait in the lunchroom until the 7:50 am entrance bell. There are no other designated areas for students to wait. Students are not allowed to enter the classrooms and locker areas prior to the 7:50 am bell unless a teacher or administration gives permission.

### Detention

Detention is to be held at the high school campus from 3:40pm to 4:30pm on Tuesday and Thursday and the elementary would begin at 3:30-4:00pm. If a student is assigned detention for an infraction of the rules, a Detention Notice will be emailed to the parent and a detention form will be given to the student informing the student and their parent the day it is to be served. A student will be allowed to re-schedule is her or detention only once. If there is a missed detention that is not attended after a re-schedule, that student will serve an SAC in lieu of the detention.

An additional detention will be assigned if during this period the student is involved in:

1. Talking or playing
2. Displaying a bad attitude
3. Not completing the assignment satisfactorily
4. Not reporting to serve without permission by the principal

**Note:** A seventh (7th) detention accumulated in a semester from areas noted on the detention slip will result in immediate SAC or suspension.

### 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,

1. 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
2. A suspended student will not be allowed to return to school without a parent conference with the School Administrator and Dean of Students.
3. Days of suspension are considered unexcused absences from school and may result in loss of academic credit for the period of the suspension.
4. Suspension automatically initiates disciplinary probation.

### 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) may 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.
4. Defiance or direct confrontation with school authorities
5. A second suspension
6. Failure to comply with the terms of disciplinary probation
7. Pregnancy (mother or father)

8. Stealing and other serious moral offenses
9. Repeated instances of cheating
10. Chronic violations of NCA rules and regulations not corrected by lesser measures
11. Activities outside the school which call for police intervention
12. Any off-campus misconduct seriously detrimental to the reputation and Christian witness of the school such as sexual immorality, vandalism, involvement in a felony crime, shameful behavior (e.g. mooning), involvement with the occult, etc.
13. Assault of a teacher or other individual
14. Extortion
15. Arson
16. Intentional destruction of FCA property
17. Possessing, delivering, using, or being under the influence of any alcoholic beverage, controlled substance or dangerous drug; abusing glue, paint, any other chemical substances, mood-changing, mind-altering, or behavior-altering drugs, while on school premises or while in attendance at any school related activity or event, and/or possessing, delivering, or using any firearm, explosive, knife, or other weapon while on school premises or while in attendance at any school-related activity or event.

### **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 scriptures, 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 8:00 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:**

1. Contact the teacher directly involved first. Do not call the school principal, administrator, or pastor. Do not call the teacher's home.
2. If restoration is not accomplished, contact the principal.
3. Should the parent feel dissatisfied and desire to appeal further, a letter of appeal must be written to the school administrator explaining the situation & concern.
4. A final appeal may be made to the board of directors in writing. The directors' decision will be final in every aspect.
5. Any legal action must follow F.C.A. 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: GRADES 1<sup>ST</sup> – 12<sup>TH</sup>**

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. (1 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 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.

**(SCHOOL DRESS CODE POLICY BEGINS WHEN STUDENTS ENTER THE WAITING AREA FOR THE 8:20 BELL)**

### **Uniform Guidelines      (Standard Uniform Cut & Style is Required)**

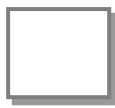
**Here at FCA, all shirts, sweaters and jackets must be bought through the School via our Warrior Shop. Please contact the school office for times and availability.**

Below are samples and colors of what is offered as choices.

- **Knit Polo Shirts**

(Solid Colors: Black, charcoal grey, white and maroon)

- **MANDATORY!** Must be purchased through the FCA Warrior Shop.
- Solid long sleeves shirts may be worn under polos in above colors only
- Shirts must be tucked into skirts, shorts, pants, or Capri's



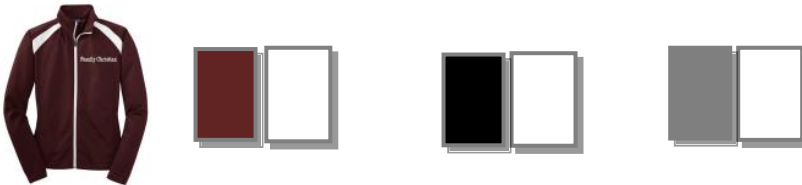
- **Sweaters: Cardigan Style** (Solid Colors: Black, charcoal grey, and maroon)
  - **MANDATORY!** Must be purchased through the FCA Warrior Shop.
  - Solid long sleeves shirts may be worn under polos in above colors only
  - Shirts must be tucked into skirts, shorts, pants, or Capri's



- **Fleece Sweatshirt** (Solid Colors: Black, and charcoal grey)
  - **MANDATORY!** Must be purchased through the FCA Warrior Shop.
  - ¼ Zip up fleece **sweatshirt with school logo.** ( **Colors: Charcoal Gray and black**)
  - Shirts must be tucked into skirts, shorts, pants, or Capri's



- **Jackets** (Windbreaker Style: Colors: Maroon/White or Black/White)
  - **MANDATORY!** Must be purchased through the FCA Warrior Shop.
  - Full Zip **with school logo.**



The following items may be purchased at any department or uniform store. Must be uniform cut. No cargo, no low waisted, no skinny or form fitting styles.

- **Skirts, Shorts, Capris, Pants Jackets** (Windbreaker Style: Colors: Maroon/White or Black/White (Solid Colors: navy blue, khaki and black).
  - Flat or pleated front, uniform style pants or uniform style capri pants with no cargo pockets or pockets on the leg
    - Relaxed fit, not excessively tight or low-rise cut pants (all pants, shorts or skirts should be uniformed style/cut).
  - Skirts must have pleats and must be to the **kneecap** while standing
  - Capri pants should cover the kneecap while standing and sitting
  - No skinny uniform pants are allowed.



Uniform style pleated Chapel skirt (Must have pleats). Solid colors only: Navy Blue, Khaki and Black.



Uniform style flat or pleated pants and Capri pants. Solid colors only: Navy Blue, Khaki and Black



Boy's Uniform style shorts



Girl's Uniform style shorts

**FCA expects parents to assume the responsibility for their student(s) to follow the dress code and leave the school free to focus on its primary goals of building Godly character and academic excellence.**

Violators of the uniform dress code will be subject to discipline sanctions. FCA also reserves the right to remove a student from the classroom immediately for inappropriate dress. A parent will be called to bring appropriate clothing and a parent conference may be requested.

## JEWELRY

(Jewelry must be conservative and in good taste.)

Jewelry cannot portray anything that is not in keeping with Christian values. Stones, rings, necklaces, bracelets etc., reflecting new age, gothic, grunge, witchcraft or death concepts are not acceptable.

(EX: skulls, spikes, dragons, snakes, and such like.)

- Body piercings is not allowed (pierced jewelry worn on other parts of the body besides the ear-lobe)
- Only one earring per ear is allowed for girls only (no boys may wear earrings).  
(Earrings are to be worn in the lower ear lobe area only.)
- Earring loops cannot exceed 1 ½" in circumference or 2" in hanging length.
- No gauges, plugs or ear stretching devices are allowed.

## HAIR, MAKE-UP, NAIL POLISH AND TATOOS

Make-up, cologne, perfumes, and hair spray are not to be applied in the classroom or lunchroom at anytime. Braiding, brushing and combing hair is to be done outside the classroom and lunchroom.

- ❖ Hair must be neat, clean and well groomed. Styles must be in good taste, and not covering the eyes.
- Radical hairstyles reflecting rebellious type groups such as: heavy metal, punk, skinheads or gangs will not be tolerated. Shaved heads or symbols cut into hair are not allowed.
- Hair may not be dyed two or more distinct colors at once.  
(EX: Black hair with blonde highlights)  
Soft, modest highlighting is acceptable in natural hair colors.
- Hair may not be dyed in a color not a natural tone. (ex: green, red, blue, etc)
- **BOYS**
  - Hair must be above the eyes and top of the collar. Hair may not extend below the ears.
  - Beards and mustaches are not allowed. Sideburns are not to extend below the ears.
  - Face and neck must be clean-shaven at all times.
  - No extreme hair styles are allowed- this includes mo-hawks, ponytails, man-buns or one side of head closely cut while other side remains a differing length.
- **GIRLS**
  - Make-up may be worn in moderation and in good taste and does not draw attention to one-self.
  - Nails should be painted the same in moderation and good taste that does not draw attention to one-self. (Glitter is considered artwork and is therefore unacceptable)
  - Tattoos of any kind or writing or artwork on the skin is not allowed.
  - No extreme hair styles are allowed- this includes mo-hawks, or one side of head closely cut while other side remains a differing length

## BELTS

Belts must be worn where belt-loops are provided.

(Solid Colors: navy blue, brown, or black)

- Dress belts (Solid or tweed)
- No western, glitter, metal or such like

## SOCKS (Solid colors only/no designs)

**Socks must be visible with all shoes and at all times**

- Socks must be worn with shoes.
- Socks cannot go above the knee.
- Sheer or lace style hosiery worn as socks, is unacceptable.

## TIGHTS/LEGGINGS (Solid colors only: Navy blue, black, or brown)

- Tights or leggings may be worn under skirts.
- No fish net stocking.

**SHOES** (Footwear with socks must be worn at all times)

- No flip flops, crocs, sandals, backless, or open-toe shoes,
- No shoes with heels or soles higher than 1 1/2 " in height
- Cowboy style boots can be worn with pants or jeans only (not shorts or skirts) (Not tucked inside of pants)
- No Ankle, over the knee, or Mid-calf boots (regardless of style. This includes Uggs, crocs, chuckas or laced up boots.
- Flats may be worn with socks visible.

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**Chapel Day (Every Thursday- 6<sup>th</sup> - 12<sup>th</sup> Grades Only)**

Chapel day is a special day in which the whole student body gathers to worship the Lord in song and devotion.

Oxford Style Shirts - Solid Colors only: (Light Blue, or White)

- Boys will wear a uniform oxford dress shirt with uniform pants (tucked in) (*ties are acceptable*).
- Girls will wear a uniform pleated skirt and an oxford shirt. (Tucked in)
- Girls No pants, capri pants, or shorts allowed
- Sweaters or jackets cannot be worn during chapel.
- Only proper undergarments may be worn with oxford shirts.
- No long sleeve, low cut, or iron on undershirts allowed

**(6<sup>th</sup> – 12<sup>th</sup> Grade Students are to wear chapel day dress on Thursday regardless of event unless exception is announced by administration)**

**Sport Games Home or Away**

All students are expected to wear modest apparel when attending FCA athletic events! School administration reserves the right to speak to a student and/or administer discipline for students dressed inappropriately while attending extracurricular school functions.

- Underwear must not be visible. Tank or sleeveless tops/shirts must conceal all
- undergarments as well as any low-cut style pants.
- All shirts must cover the midriff completely, even when one's arms are
- extended.
- Shorts may be worn, but should not be excessively short or tight.
- No ripped, frayed or torn clothing where skin is visible.
- No clothing with inappropriate slogans, sayings, or pictures.
- No shoes w/ heels or soles 1 ½ " in height.

**Field Trip Days (PreK – 5<sup>th</sup> Grades only)**

Spirit Shirt and Jeans are to be worn unless specified by Teachers or Administration for students to wear something different depending on the location and type of field trip taken.

**Spirit Day/Jean Day (Friday's Only)**

Jeans with current school year spirit shirt with FCA logo, and tucked into standard basic jeans with a belt.

Jeans can only be worn with spirit shirt (not with polos)

- Jeans must be BLUE in color. **9<sup>th</sup> – 12<sup>th</sup> grades may wear black jeans**
- No skinny jeans
- No decorations, metal beads, or colored designs on the back pockets
- No jeans with holes, rips, frayed, or bleached,
- No cargo pockets or pockets on the leg
- No capri style jeans
- No blue jean shorts
- No blue jean skirts (unless approved by School Administration)

### **Violation of Jean Day:**

**1<sup>st</sup> Offense:** sent to the School Office. Parent Notified. Student not allowed back into class until proper jean or uniform is changed into.

**2<sup>nd</sup> Offense:** Loss of privelage for the remainder of the Semester or Year depending on the attitude of the student and parent.

### **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 sleeveless or midriff shirts
3. No iron-ons or embroidered letters are allowed
4. Shorts must be uniform shorts if worn.
5. 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, FCA 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, etc. Students are encouraged to participate and enjoy these special opportunities to make memories.

### **Game Days**

In support of school spirit, students who are team members of a particular FCA sport team may wear their shirt/jersey on the day of the game. **Uniform shirts must be worn under jerseys that do not have sleeves.**

### **Weekday Detention Dress**

Regular school dress is expected unless P.E. or sports uniforms are worn due to scheduling.

### **Dress code for school sponsored events**

(Any event sponsored by the school home or away)

Our students dress and appearance here at FCA events home and away should reflect Christian modesty and values. Students not reflecting these values will be asked to leave the event and will meet with the administration the following school day.

Please Note: These include sporting events (even as a fan), all club events, awards ceremonies, art competitions, speech and math meets.

- No shoes w/ heels or soles 1 ½ " in height
- No dresses that are form fitting, too short, or sleeveless,
- All outerwear (pants, jeans, skirts, shirts, tops, etc.) must be modest in terms of fit and Style. This includes wearing clothing that is appropriate and not form-fitting.
- All shirts must cover the midriff completely, even when one's arms are extended.
- No ripped, frayed or torn clothing where skin is visible.
- No clothing with inappropriate slogans, sayings, or pictures.

### Dresses for High School Banquet

(9th thru 12th grades)

The following guidelines are intended to preserve and promote an atmosphere of respectful and appropriate social interaction.

- All dresses must be pre-approved by the front office. All females will need to try dress on in front of designated female staff.
- Dresses should reflect good taste and modesty.
- Dress length, including slits, must be at least that of normal uniform skirt regulations.
- Dress may not show cleavage in the front

### Dress Code Violation

#### **Basic Violation:**

- Sent to the Office & parent notification.
- Detention for each violation above 3 within a nine-week period. Examples: no belt, shirt not tucked, wrong jacket, ect...

#### **Extreme Violation:** (*i.e. non-uniform pants, shorts, wrong jeans, revealing dress and such like*)

- Automatic Detention. Sent to the Office followed by parent notification and will not be allowed to return to class until proper adherence to dress code is followed.
- With regard to Jean violation and improper fitting, **1<sup>st</sup> offense** is to be sent to office, parents notified and must bring proper attire or regular uniform before being allowed back into class.
- **2<sup>nd</sup> Jean Offense:** Parents notified. Student not allowed back into class until in proper uniform and loss for the remainder of the year for wearing jeans on Friday.

### 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.



### STUDENT DRIVERS

Students should be aware that driving to school and parking on campus is a privilege and may be revoked at the discretion of the administration.

Students must hold a valid driver's license and proper auto liability insurance to drive to school. Students must register their vehicles with the front desk personnel by signing, along with their parents, the FCA Student Driver Agreement. Proof of insurance is required.

**Students must observe the posted school zone limit of 20 mph, the campus speed limit of 5 mph, and must properly park in the assigned student parking space.** A student who is observed driving recklessly on campus or on the neighboring streets **may lose the privilege of driving to campus** for a temporary or permanent duration. Students must not use cell phones in any way (talking, texting, using apps, etc.) while driving on campus and may not participate in any type of activity resulting in racing, excessive noise, or dangerous maneuvers.

Upon arrival at school in the morning, students are required to immediately enter the building. Students are not permitted to go to their vehicles during the course of the school day without permission from the front desk personnel. Books, lunches, and other items should be stored in the student's locker.

Students (non-siblings) wishing to ride with a student driver for school related activities must provide the school written permission from their parent or guardian. The permission must indicate if this is a one-time event or permanent permission. Student drivers transporting passengers without such authorization may have their driving and parking privileges revoked.

FCA will not allow students to park off campus.

F.C.A. is not liable or responsible for student transportation home. Parents and students are responsible for who they are riding home with after school.

Any violation of the above requirements will be: 1<sup>st</sup> offense: Detention 2<sup>nd</sup> Offense: Possible loss of privilege to drive to FCA school campus.

### 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.

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

### Junior/Senior Yearly Trips

The Junior and Senior classes take a yearly trip either to Washington DC or overseas for a mission trip opportunity. These trips are usually reserved through Joshua Expeditions. These trips are a special privilege that affords FCA students the opportunity to learn more about the United States' history and the Nation's capital and to experience first-hand the sharing of Christ's love with others as Christ did while on earth. These trips are privileges which are earned by a student's proper behavior prior to the trip and during the trip. Each student's academic work must be up-to-date before departure. Once reservations have been made for the trip, students choosing not to go on the trip will be responsible for any nonrefundable fees. Additionally, any student who is expelled from the school and has reserved his or her place on the yearly trip, forfeits the trip and all expenses paid for. Please see Joshua Expeditions policies concerning reimbursement as FCA will not be responsible for fees associated with a student's trip. **Any student sent home from the senior trip will be responsible for reimbursing the school for travel expenses to return home.** Students sent home for inappropriate behavior may forfeit the privilege of participating in the graduation ceremony.



The Senior trip takes place near the end of the school year and usually takes place during the school day. This trip is a special trip for the Senior class to have an opportunity to make lasting memories. This trip is a privilege earned by a student's proper behavior prior to the trip and during the trip. Each student's academic work must be up-to-date before departure. Once reservations have been made for the trip, students choosing not to go on the trip will be responsible for any nonrefundable fees. Any student who does not represent himself or herself according to FCA guidelines and/or expectations will be subject to disciplinary action and may be required to sit out of the day's activities and forfeiting any nonrefundable fees or other costs associated with the trip. Students who grossly misbehave may forfeit the privilege of participating in the graduation ceremony.

**PHYSICAL EDUCATION**

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. Two uniforms must be purchased from the athletic department.

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.



**Co-Curricular Sports**

Family Christian Academy is a member of Texas Association of Private and Parochial Schools (TAPPS). TAPPS is the largest athletic organization for private and parochial schools in Texas, enabling students to compete on a state level. Due to the size of some sports teams or the type of sport played, F.C.A. is not TAPPS affiliated in every sport. Boys and girls compete on the Junior High and High School level.

**Note: A sports fee is required for each competitive sport as required by the athletic department.**

Sports Offered: (Sports offered are not necessarily automatic; certain criteria must be met before a sport is implemented. The following qualification criteria is the amount of student interest, approved coach availability and district participation.)

<p><b>Boys:</b></p> <ul style="list-style-type: none"> <li>• Basketball</li> <li>• Baseball</li> <li>• Flag Football</li> <li>• Track</li> </ul>	<p><b>Girls:</b></p> <ul style="list-style-type: none"> <li>• Volleyball</li> <li>• Basketball</li> <li>• Softball</li> <li>• Track</li> <li>• Cheerleading</li> </ul>
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**Academic Qualification for Sports**

FCA follows the guidelines as outlined in the TAPPS guidelines for High School participation.

**NOTE:** Students are encouraged to seek tutoring before or after school.

The administration reserves the option to revoke a student's privilege of participating in co-curricular activities if a student's behavior is in violation of the school's Principles of Conduct. Examples of co-curricular activities include but are not limited to:

- Athletic, Academic, and Art Activities (Including FieldTrips)
- Any "overnight" school function
- School Banquets
- Class Trips, Retreats, etc.

***NOTE: If a student is removed from an athletic team because of conduct, he or she will not receive credit toward physical education requirements.***

### **Athletic Fees**

FCA student athletes that compete on a Junior High or High School team are required to pay an athletic fee. The fee is due no later than when the first scrimmage or regular season match/game has been played. The athletic department will notify families of athletes when the fee is due.

### **Athletic Physicals**

Students in sixth through twelfth grades who become involved in interscholastic athletic competition **must get a physical examination** by a licensed physician and secure **written permission from their parents** before being allowed to participate.

### **Eligibility Status Notification**

Notification of eligibility status comes from the Office of the Athletic Director or designated representative. Notification of ineligibility will be communicated to the student verbally and if time permits a letter to the student's parents or guardians. The Athletic Director or designated representative will notify parents and students when eligibility is regained. No student may return to eligibility until notified by the Office of the Athletic Director.

### **Letters for Athletics**

To earn a letter in cheerleading, baseball, basketball, volleyball, football, soccer, or softball, a student athlete must complete the season and must participate in a minimum of 50 percent of the competitions. To earn a letter in swimming, golf, track, cross country, or tennis, a student athlete must place in the district or regional meet or match. The head coach may letter a student he/she deems worthy of that honor but does not meet the criteria mentioned above.

### **Lockers (6<sup>th</sup>-12<sup>th</sup> grade only)**

Lockers are assigned to students for the protection of their property. Students must use only the locker assigned him/her. School officials reserve the right to enter students' lockers for inspection of wrongful use or items stored. Students are responsible for their personal property; therefore, valuables should be left at home.

### **Only F.C.A. school provided locks are allowed.**

- \* Lockers are to be kept neat and clean from trash and food.
- \* Lockers are not to be shared with any other student
- \* Stickers are not allowed on lockers at all.
- \* Aggressive treatment of lockers will receive consequence and will include re-embursement for damage caused by student in question.
- \* Locker decoration must reflect Christian values
- \* Only pictures of family and friends are allowed on locker walls. All posters and pictures of celebrity figures, sports, music and model personalities are not acceptable and must be removed. All other materials and messages must reflect Christian values. Violation will result in a detention.

Students found to be vandalizing, stealing or hiding another student's locker belongings will report to the principal for consequences.

### **Backpack & Gym Bag Rules:**

- Students are not allowed to leave backpacks in the hallway areas (no exceptions). They may carry their books from classroom to classroom and place them in the designated area assigned by the teacher. Students are not allowed to share lockers (no exceptions).
- Backpacks are to be emptied in the morning and stored inside the locker. Backpacks are not allowed on the floor.

### Safety Drills

Fire, weather and shelter in place drills are rehearsed throughout the year for personal safety. Students will be informed and trained throughout the year.

### 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. **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.

### Visitors & Guests

Family Christian is a closed campus. Former students (who are not alumni) and other students not associated with FCA are not allowed on campus during normal business hours (including lunch times). Students must obtain prior administrative approval for visitors to school. Any student given permission by school administration to visit, needs to be dressed appropriately and still honor the standards set here at FCA as it pertains to this area of our code of conduct.

FCA parents are encouraged to participate in the education of their student(s). With prior teacher approval (for the appropriate classroom), parents may spend time observing their student's classroom. Parents will contact teacher through the school office to schedule observation time. The school office will contact the teacher to verify appointment of parent's schedule. Parent will then sign in at front desk before the appointment.

Parents and/or guardians are not allowed to go to classrooms to check out their student(s). Parents must sign their student out at the front desk and FCA personnel will retrieve student from classroom for dismissal.

All visitors must sign in at the front desk and receive a visitor's pass and sign out when leaving the building. The Administrative Team may refuse visitation to any guest who is deemed inappropriate in dress or behavior.

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.*)

### Change of Address and Phone Number

Families who change residence, mailing address, telephone numbers (home, work, or cell), or e-mail address after enrollment are asked to report the change to the front desk personnel so that all records may be updated.

### Lunch

Lunchtime is usually thirty to thirty-five minutes long each day. FCA provides a full service hot lunch program Monday through Friday. Students use their student ID cards to purchase lunches. Parents may prepay for lunches via their RenWeb parent page. Otherwise, students may bring their own lunches from home. Microwave ovens, soft drinks and snack machines are provided as well.

Note: 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. An emergency lunch card is available as needed.
- Students are not allowed to take up money from other students for a parent to bring lunch for a group of students. This causes a lot of confusion between students and often results in lunch time delay. Parents can only deliver lunch for their children unless it is a parent assisting a parent or a special birthday party situation.
- 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 <sup>43</sup> not allowed.

- No loud talking or shouting from table to table.
- Students may sit where they please unless conduct is unacceptable and they are moved.
- Students must pick-up around their area including the floor beneath them 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 through the school office. Parents who need to contact their children during normal business hours may contact the Front Desk. In the event of an emergency, if a parent needs to speak with their child during school hours, they may use the designated phone at the Front Desk or an office phone of one of the FCA administrators. 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 school office phone when receiving an emergency call from parents, 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 Device Use: (Cell phones, IPODS / Smart Phones / Phone Capable Watches, Game Boy / etc.)

Students are not allowed to use electronic devices during school hours. (8:00AM entrance bell to scheduled dismissal)

In order to preserve and protect the academic integrity of the FCA education, the administration has determined that our campus will be "unplugged" with respect to cell phones and music devices (such as iPods and MP3 players).

**Students at the PreK-5<sup>th</sup> grades are not permitted to have cell phones or music players in their possession on campus during official school hours (8:00 - 3:30).**

**Students at the 6<sup>th</sup>-12<sup>th</sup> grades must have their cell phone, iPod, or MP3 player turned off and stored in their lockers during official school hours (8:00-3:30).**

The teachers and administration at FCA feel that the presence of these devices during school hours has served as a tremendous distraction to the type of education we are providing. Parents who need to contact their children during normal business hours may contact the Front Desk. In the event of an emergency, if parents need to speak with their child during school hours, they may contact the school office.

"Use" is defined as a student found to be checking messages, talking on or playing with the device during school hours. Texting of any type (including texting or receiving text from parents to students or student to parent initiated during school hours. "Use" also includes a device that emits an audible or vibrating signal/sound during school hours.

(Administrative Advice): To avoid risk of a device being sent to the office, no phone or device should be turned on during school hours. Students may check or use their devices before or after school hours.

#### **"NO EAR PHONES OR EARBUDS ALLOWED"**

Students are not allowed to use any type of earphones, except for classes in the computer lab area that require such a device for audio purposes. This non-usage includes sports practice, on bus trips for sports or field trips. This rule is established to govern what is being listened to.

#### **STUDENT CONSEQUENCES FOR VIOLATING E.D.U. POLICY:**

(Per Nine Week Quarter)

**1<sup>st</sup> Offense:** Device is confiscated, **given to the Administrator** and held in the office for 3 calendar days PLUS a \$10 fine. If a parent chooses to retrieve the device prior to the 3-day policy, the student will, in-turn, serve a detention for each day the device was not held.

**2<sup>nd</sup> Offense:** Device is confiscated and held in the office for 7 calendar days, plus a \$20 fine.

**3<sup>rd</sup> & Repeated Offense:** Will result in further punishment and loss of privilege.

**Note:** F.C.A. is not responsible for any lost or stolen electronic equipment and will not involve itself in such matters.

### **Cyber-bullying**

Cyber bullying involves the use of information and communication technologies to support deliberate and hostile behavior by an individual or group that is intended to harm others. This includes, but is not limited to, the use of the internet, social networking sites (such as Facebook and Twitter), and cellular telephones to intimidate, harm or ridicule another student. The board, administration and faculty at Family Christian Academy considers cyber-bullying, regardless of when the act occurs (either during or after normal school hours), to be a direct violation of our Student Code of Conduct. Consequently, any student who supports or participates in any form of cyber-bullying of another student will be subject to disciplinary actions at school, up to and including expulsion from Family Christian Academy.

### **Sexting**

In keeping with the school's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or another digital device. Students engaged in such activities - regardless of when such act occurs (either during or after normal school hours) - are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages or emails that contain a sexual message or image a violation of the Student Code of Conduct, a violation that will result in school discipline up to and including expulsion from Family Christian Academy as well as the notification of law enforcement.

### HAZING, RACIAL SLURS, SEXUAL HARASSMENT, PORNOGRAPHY

Possible Sanctions include but are not limited to:

1st - One or two day in-school suspension assigned by Administration, parent conference/placement on disciplinary probation or possible withdrawal from school

2nd - Withdrawal from school

### IMMORALITY/SEXUAL ACTIVITY ON CAMPUS

Possible sanctions include but are not limited to:

1st - Parent conference/withdrawal from school

### LEAVING CAMPUS WITHOUT PERMISSION

Possible sanctions include but are not limited to:

1st - One day SAC as assigned by Administration or loss of off campus privilege for one week if a senior, Parent Notification

2nd - Two day in-school suspension assigned by Administration or loss of off campus privilege for two weeks if senior, Parent Notification

3rd - Withdrawal from school

### POSSESSION OF DRUGS, ALCOHOL, OTHER ILLEGAL SUBSTANCES

Possible sanctions include but are not limited to:

On Campus

1st - Parent conference/withdrawal from school

Off Campus

1st - Parent conference/drug testing regimen/drug-abuse counseling/placement on disciplinary probation or possible withdrawal from school

2nd - Parent conference/withdrawal from school

### PREGNANCY

Pregnant students are not permitted to be in attendance at FCA. Neither a mother-to-be nor a father-to-be, if his identity is established, will be permitted to be students at FCA.

### 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 his/her schoolbook for 10 school days, a new book must be purchased by the parent. (School book includes Agenda book).

Any backpacks, books, etc. found in the hallway floor will be taken to lost and found in the gymnasium. After each 9-week period, an announcement will be made reminding students to retrieve any such lost items from the lost and found bin. All items thereafter will be donated to a local thrift store.

V.7.31.17