

Fellowship Christian Academy

Handbook

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FCA is a member of ACSI
~Association of Christian Schools International~

Fellowship Christian Academy

Fellowship Christian Academy is a ministry that provides a place for children to grow and to learn while surrounded by God's love. The early years of a child's life are the years that shape their future; therefore, the curriculum is carefully selected and developed to enrich the spiritual, intellectual, emotional, and social development in each child.

Christian education is an important part of FCA's educative process. Every school day begins with Chapel! In addition, preschool children have Bible stories each day, and children in kindergarten and above have Bible class each day. The A Beka curriculum adds academic excellence to a wonderful Bible based setting!

God has blessed us with children that represent all denominations and religions. A major goal is to teach and to affirm to the students that they are unique individuals created and loved by God.

**"Train up a child in the way he should go, and when he is old he will not turn from it."
Proverbs 22:6**

STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant; there are no contradictions, no historical inaccuracies, and no false scientific information in the original manuscripts (II Timothy 3:16,17). We believe that the Old and New Testaments not only contain the Word of God but are the Word of God in the entirety, and are the final authority in all subjects on which they speak (II Peter 1:21).

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit (Matthew 28:18,19; Mark 12:29; John 1:1,14; Acts 5:3,4).

We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary (Matthew 1:22,23), and is true God and true man (John 1:1 and 1:14).

We believe that human beings were created in the image of God (Genesis 1:26) from dust, as a perfect man named Adam; that Adam sinned and thereby incurred not only physical death but also spiritual death that is separation from God (Genesis 2:17, 3:6; Romans 5:12); and that "all have sinned and fall short of the glory of God" (Romans 3:23).

We believe that the Lord Jesus Christ died for our sins and for the sins of the whole world (I John 2:2), was buried, and bodily rose from the dead according to the Scriptures (I Corinthians 15:20). We believe that He died as a representative and substitutionary sacrifice, and that all who believe in Him are justified by grace on the basis of His shed blood (John 3:16 and Titus 3:5).

We believe that all who receive by faith the Lord Jesus Christ are born again of, and indwelt by, the Holy Spirit when they become children of God (John 3:3; 14:16,17). We believe that regenerate persons must walk in dependence upon the Holy Spirit in order to please God (Galatians 5:16).

We believe in that blessed hope, the personal and imminent return of our Lord and Savior Jesus Christ (John 14:28 and I Thessalonians 4:13-18).

We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the just, and the everlasting punishment of the unjust (i.e., there is no second chance in hell or the lake of fire for a restoration; nor is there a universal salvation). A person's eternal destiny is set when he or she dies with no hope of a second chance of salvation (I Corinthians 15:51,52 and Revelation 20:11-15).

We believe that the church, composed of all those who truly believe in the Lord Jesus Christ as their Savior, is the body and bride of Christ. We believe that Christ is the head of the body, the church (Ephesians 1:22,23); that all believers are baptized into the body of Christ by the Holy Spirit, and thus having become members of one another, are responsible to keep unity of the Spirit in the bond of peace (I Corinthians 12:13 and Ephesians 4:3).

*"All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be equipped for every good work."
II Timothy 3:16,17*

*"For prophecy never had its origin in the will of man, but men spoke from God as they were carried along by the Holy Spirit."
II Peter 1:21*

*"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.'
Matthew 28:18-20a*

*"The most important one,' answered Jesus, 'is this: Hear, O Israel, the Lord our God, the Lord is one.'
Mark 12:29*

*"In the beginning was the Word, and the Word was with God, and the Word was God. The Word became flesh and made his dwelling among us. We have seen His glory, the glory of the One and Only, who came from the Father, full of grace and truth."
John 1:1,14*

*"All this took place to fulfill what the Lord had said through the prophet: 'The virgin will be with child and will give birth to a Son, and they will call Him Immanuel' -which means, 'God with us.'
Matthew 1:22,23*

*"Then God said, 'Let us make man in our own image, in our likeness, and let them rule over the fish of the sea and the birds of the air, over the livestock, over all the creatures that move along the ground.'
Genesis 1:26*

"But you must not eat from the tree of the knowledge of good and evil, for when you eat of it you will surely die."

*"When the woman saw that the fruit of the tree was good for food and pleasing to the eye, and also desirable for gaining wisdom, she took some and ate it. She also gave some to her husband, who was with her, and he ate it."
Genesis 2:17; 3:6,7a*

"Therefore, just as sin entered the world through one man, and death through sin, and in this way death came to all men, because all sinned..."

Romans 5:12

"For all have sinned and fall short of the glory of God,"

Romans 3:23

"He is the atoning sacrifice for our sins, and not only for ours but also for the sins of the whole world."

I John 2:2

"But Christ has indeed been raised from the dead, the first-fruits of those who have fallen asleep."

I Corinthians 15:20

"For God so loved the world that He gave His one and only Son, that whoever believes in him shall not perish but have eternal life."

John 3:16

"But when the kindness and the love of God our Savior appeared, He saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit, whom He poured out on us generously through Jesus Christ our Savior, so that, having been justified by His grace, we might become heirs having the hope of eternal life."

Titus 3:4-7

"In reply Jesus declared, I tell you the truth, no one can see the kingdom of God unless he is born again."

John 3:3

"And I will ask the Father, and He will give you another Counselor to be with you forever—the Spirit of truth. The world cannot accept Him, because it neither sees Him nor knows Him.

But you know Him, for He lives with you and will be in you."

John 14:16,17

"So I say, live by the Spirit, and you will not gratify the desires of the sinful nature."

Galatians 5:16

"You heard Me say, 'I am going away and I am coming back to you.' If you loved Me, you would be glad that I am going to the Father, for the Father is greater than I."

John 14:28

"Brothers, we do not want you to be ignorant about those who fall asleep, or to grieve like the rest of men, who have no hope. We believe that Jesus died and rose again and so we believe that God will bring with Jesus those who have fallen asleep in Him. According to the Lord's own Word, we tell you that we who are still alive, who are left till the coming of the Lord, will certainly not precede those who have fallen asleep. For the Lord Himself will come down from heaven, with a loud command, with the voice of the archangel and with the trumpet call of God, and the dead in Christ will rise first. After that, we who are still alive and are left will be caught up together with them in the clouds to meet the Lord in the air. And so we will be with the Lord forever. Therefore encourage each other with these words."

I Thessalonians 4:13-18

*"Listen, I tell you a mystery: We will not all sleep, but we will all be changed—in a flash, in the twinkling of an eye, at the last trumpet. For the trumpet will sound, the dead will be raised imperishable, and we will be changed."
I Corinthians 15:51,52*

*"Then I saw a great white throne and Him who was seated on it. Earth and sky fled from His presence, and there was no place for them. And I saw the dead, great and small, standing before the throne, and books were opened. Another book was opened, which is the book of life. The dead were judged according to what they had done as recorded in the books. The sea gave up the dead that were in it, and death and Hades gave up the dead that were in them, and each person was judged according to what he had done. Then death and Hades were thrown into the lake of fire. The lake of fire is the second death. If anyone's name was not found written in the book of life, he was thrown into the lake of fire."
Revelation 20:11-15*

*"And God placed all things under His feet and appointed Him to be head over everything for the church, which is the body, the fullness of Him who fills everything in every way."
Ephesians 1:22,23*

*"For we were all baptized by one Spirit into one body - whether Jews or Greeks, slave or free - and we were all given the one Spirit to drink."
I Corinthians 12:13*

*"Make every effort to keep the unity of the Spirit through the bond of peace."
Ephesians 4:3*

STATEMENT OF PHILOSOPHY

We believe . . .

- That the Holy Bible is God's inerrant Word.
- That Christ died and rose again for the salvation of children and adults.
- That parents are the primary educators of their children spiritually, physically, emotionally, academically, and socially.
- That the Christian school should cooperate with the parents to provide a Christian education for the child.

STATEMENT OF PURPOSE

We purpose . . .

- To honor God by providing quality care and facilitating growth in the lives of children in a loving and safe environment where they can develop spiritually as they grow emotionally, physically, cognitively, and socially.
- To provide a Christian service to the families and children of the community.
- To support the values of the Christian home.
- To foster learning and allow the child to develop socially in an age-appropriate environment.
- To provide facilities where all are welcome regardless of race, color, sex, or national and ethnic origin.

STATEMENT OF AIMS

We aim . . .

To develop the total personality of each child by providing an educational experience of lasting value:

- **Spiritually**
Through including God's Word in the daily program in Bible stories, Bible curriculum, verse memorization, and songs; through the modeling of Christ by the faculty and administration.
- **Emotionally**
By providing a loving and caring faculty in a safe and nurturing environment designed specifically for the needs of the child.
- **Physically**
By offering experiences that will develop large- and small-muscle coordination and motor skills.
- **Cognitive/intellectually**
By exploring and using firsthand experiences that will help to build an enthusiasm for learning.
- **Socially**
By encouraging participation in group activities and getting along with others.

ACADEMIC DISHONESTY

Academic dishonesty ~ cheating, forgery, or plagiarism ~ is not acceptable.

Cheating includes copying of another student's work, either by giving or receiving information, on homework, class assignments, and/or tests.

Forgery is another form of academic dishonesty.

Plagiarism is the use of another person's original idea or writing without giving credit to the true author. Plagiarism will be considered to be cheating and the student will be subject to disciplinary action.

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests, which may include a score of zero on the assignment and disciplinary penalties. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

ACADEMIC POLICIES

Progress reports of children's work are made to parents through report cards, progress reports, parent-teacher conferences, and as needed, supplementary written reports.

*Grade Scale

Grades are based on students' performance in the curriculum. The following Grade Scale is used:

A	90 - 100	E	Excellent
B	80 - 89	S	Satisfactory
C	75 - 79	I	Improving (Kindergarten report card)
D	70 - 74	N	Needs Improvement
F	69 and below	U	Unsatisfactory

***Honor Roll**

Principal's Honor Roll	All A's, All E's
A Honor Roll	All A's, E's, and S's
A/B Honor Roll	All A's & B's, E's and S's

An S- or below in any area except handwriting will keep a child off of the honor roll

ADMINISTRATION

The Administrator/Principal of FCA is Karen Bowen. The Assistant Principal is Janis Melendez. They may be reached between the hours of 8:30 a.m. and 4:15 p.m. Monday through Friday at (281) 495-1814.

ADMISSION REQUIREMENTS

1. All enrollment forms, including immunization records and medical history forms, completely filled out and returned before the student's first day of attendance.
2. Child must be eligible to re-enroll in school last attended or have approval by Principal.
3. Child must have a "C" average in academics and a satisfactory or "B" average in conduct or have approval by Principal.
4. Child's report card must be available for approval before student enrolls.
5. Records request for previous school submitted with application for those children who completed Kindergarten through 6th grade and did not attend FCA the previous year.
6. Registration fee paid (non-refundable).

***Application and Acceptance**

Written application must be made and accompanied by the non-refundable registration/enrollment fee. **The administrative staff will determine grade placement for all students.** If application requirements are satisfactorily met, acceptance is based on date of application. Enrollment is not complete until all fees are paid and all enrollment forms returned.

Note: It is the parent's responsibility to provide current address and phone numbers; therefore, any changes must be given to the school office immediately. This information is used for emergencies and all contact with parents.

***Re-enrollment**

Applications for re-enrollment of presently enrolled students will be accepted beginning mid January, 2010, before new applications are processed. After January, 2010, enrollment will be opened to new students. Parents will be notified in writing of any changes in enrollment procedures.

***Note: Any exceptions to the above requirements are at the discretion of the Administration. FCA reserves the right to revoke admission/enrollment of a student at any time if the student and/or parents do not abide by school policies and procedures. This includes, but is not limited to, following school rules, being respectful of students and staff, proper conduct and behavior, and being current on tuition and extended care payments.**

ATTENDANCE

Each day is new and different with opportunities for learning, achievement, and Christian development. A student must be in attendance at least 90% during the semester. **All absences and tardies, whether excused or unexcused, are considered in determining the minimum attendance.**

When your child is absent from school please call the school office. When he/she returns please bring a note stating the child's full name, the reason for the absence, the date(s) involved, the parent's signature, and a telephone number where the parent can be reached.

A student absent for any reason should promptly make up all missed assignments. A student who does not make up assigned work within the allotted time (one day for each day missed in most circumstances) will receive a grade of **zero** for the assignment.

***Perfect Attendance Award**

The Perfect Attendance Award is given to those students who have been present every day throughout the school year. Tardies and partial day attendance will nullify a perfect attendance standing.

***Tardies**

Parents must come to the office and sign children in if arrival to class is later than 8:30 a.m.. **Three unexcused tardies will constitute one absence. A student is considered tardy if they are not in the Sanctuary for Chapel by 8:30 a.m.**

Please remember that FCA is a school and not a daycare. **It is important that all children, preschool and pre-kindergarten included, be to school on time.** Our day begins at 8:30 a.m. with a specific routine and children are more comfortable and adjust easier to the classroom when they arrive on time and can begin their day with the rest of the class.

***Hours**

Preschool	8:30 a.m. to 12:00 noon	Monday through Friday
PreKindergarten	8:30 a.m. to 12:00 noon	Monday through Friday
Kindergarten and above	8:30 a.m. to 3:30 p.m.	Monday through Friday
Lunch Bunch	12:00 noon to 3:30 p.m.	Monday through Friday
Extended Hours	6:30 a.m. to 8:15 a.m.	Monday through Friday
	3:30 p.m. to 6:00 p.m.	Monday through Friday

Note: *Children may begin arriving for classes at 8:15 a.m. They will be counted tardy if they are not in the Sanctuary for Chapel by 8:30 a.m.

***See school calendar for all holidays, early dismissal days, staff development days, and other information.**

CARPOOL PROCEDURES

It is preferred that all students be dropped off and picked up in carpool if they arrive or leave during carpool hours. All cars are to enter the parking lot from McKaskle Road, turn right and proceed to the end of the lot, turn left for a short distance, and turn left and proceed in front of the main church building. School staff will unload all students brought from 8:15 a.m. to 8:25 a.m. Any student brought after 8:25 a.m. must come in through the main entrance and go directly to the Worship Center. After 8:30 a.m. a student is considered late and must be brought to the office and signed in. A tardy slip will be given to the student that will enable him/her to go to class. **All students that arrive before 8:15 a.m. must be walked in by a parent and signed in with the before care worker.**

All students that leave at 12:00 noon or 3:30 p.m. will be loaded in carpool by school staff. **For the safety of everyone concerned, parents must wait in line until it is your turn to pick up your child.** Students that are in extended care at any time other than those described above need to be picked up and signed out by a parent/guardian. If it is necessary to pick your child up during carpool times, please park and students will be allowed to leave after carpool is over. This will ensure that there is no interference with regular carpool procedures. **Please be cautious when entering and/or leaving the parking lot. These procedures are for the safety of everyone!**

CELL PHONES

Students may bring cell phones as long as they are turned off and kept in a backpack or purse while the student is on campus. If a cell phone is used for any reason, at any time while a student is on campus, the phone will be taken away and the following steps must be taken to retrieve the phone.

- First offense: \$25 charge ~ Parent must come to office and pick up phone
- Second offense: \$50 charge ~ Parent must come to office and pick up phone
- Third offense: Cell phone will not be returned

CHILD ABUSE/NEGLECT

All FCA Staff are trained in recognizing symptoms of child abuse and/or neglect. We are required by law to report any suspicions of abuse or neglect to the Texas Department of Family and Protective Services.

COMMUNICATION/CONFERENCES

Good communication between home and school regarding a child's progress is essential. School communication begins with information documents such as this handbook, planners, weekly progress reports, and report cards. We also schedule conferences, have an open house, and have regular interaction with teachers/staff. We encourage parents to be involved as well. We welcome your input and suggestions! Please remember that carpool or 'drop in visits' are not the time for conferences. Call the school office and we will set up a conference for you and your child's teacher at the earliest convenience for all concerned.

CONDUCT/DISCIPLINE POLICIES

We believe that God has delegated authority to parents, pastors, and teachers to "train a child in the way he should go", and that the child should render proper respect and obedience to God-given leadership. When parents enroll their children at FCA, they give permission to the school to discipline their child, when and if it is deemed necessary. This discipline is always administered with firmness, but tempered with love, according to God's instructions as recorded in His Word.

When imposing discipline, FCA personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school staff, property, or to maintain order and discipline.
1. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case.
2. Preschool Children - Each teacher shall be responsible for the complete discipline in the classroom. Mild forms of discipline shall be used such as calling the child's name, time out (1 minute per year), and/or separating the child briefly from the group.
3. Elementary and Middle School Students - (grades Kindergarten and above) - Each teacher shall be responsible for the complete discipline in the classroom. In the event a stronger disciplinary action must be taken the following guidelines shall apply:
 - a. Withdrawal of privileges
 - b. Counseling by teacher
 - c. Counseling by assistant principal and/or principal
 - d. Parent/teacher conferences by telephone or in person
 - e. Suspension and/or Expulsion of student
 - 1) Suspension ~ In-school or out-of-school suspension may be used during the year at the discretion of the Administration. In-school suspension (ISS) constitutes a student being suspended from class and studying apart from the classroom for one or more days. He/she will not be permitted to go to support classes (P.E./Recess, Music, etc.)
 - a) Students may be placed in ISS at any time during the day.
 - b) Students may receive a zero or have points taken off assignments due to suspension.
 - c) Parents/guardians will be advised of In-school suspension as soon as possible.
 - d) No refunds of any fees will be given if a student is suspended.
 - 2) Expulsion ~ If FCA finds it necessary to dismiss a student, several procedures will occur.
 - a) Communication will be sent to the parent/guardian describing the problem(s).
 - b) A conference will take place among the parents/guardians, the Administrator, and possibly the teacher.
 - c) Parents/guardians will receive a letter from the administration.
 - d) No refunds of any fees will be given if a student is expelled.
4. It is not FCA policy to permit any physical or corporal punishment. If such a serious action must be taken an immediate conference will be called with a parent, the teacher, and the principal of the school. Any physical punishment will be at the discretion of the parent and carried out away from campus.

**"Discipline your son in his early years while there is hope; if you don't you will ruin him."
Proverbs 19:18**

**"You children must always obey your mothers and fathers, for that pleases the Lord".
Colossians 3:20**

**"Train up a child in the way he should go, and when he is old, he will not depart from it."
Proverbs 22:6**

"My son, do not make light of the Lord's discipline, and do not lose heart when He rebukes you, because the Lord disciplines those whom He loves, and He punishes everyone He accepts as a son."

Hebrews 12:5,6

The following are used as our discipline (discipling) techniques for students:

- * **Heart Beat!** ~ This is a positive reinforcement tool that looks at what fruit of the Spirit (Galatians 5:22) the child is exhibiting.
- * **Heart Check** ~ This is a reinforcement tool that looks at what fruit of the Spirit (Galatians 5:22) the child is not exhibiting. These are used to make the child aware of undesirable behavior and to encourage positive behavior.

DRESSING AND GROOMING

Student attire and grooming shall not distract, disrupt, create a safety hazard, or take away from the learning process. Appropriate dress and personal grooming by each student for all school activities shall reflect the high standard of the school. Students should adhere to the following guidelines:

Uniform requirements:

- Shirts Polo (any solid color; may have a small emblem on upper left side; no words)
Shirts must be tucked in at the waist for students in Kindergarten and above
- Pants Khaki and/or dark blue (worn at the waist with a belt)
- Shorts, capris, skorts, skirts, jumpers
Khaki and/or dark blue (worn at the waist with a belt/must be knee length)
- Belts Must be worn with all clothing that have belt loops for Kindergarten and above
- Shoes Shoes with non-marking soles (no backless shoes or flip flops)
Tennis shoes with non-marking soles must be worn for recess and P.E. classes

It is our desire that this dress code will enhance our program as well as be affordable. All clothing may be purchased at most stores.

Clothing should:

- Adhere to uniform requirements
- Be neat and clean
- Include appropriate underclothing
- Include shoes (and socks when called for); shoes with laces must be tied
- Fit properly (not too tight or too loose) for sitting, standing, stooping, or bending
- Shorts are permitted; however, they should be approximately knee length
- *Girls must wear shorts under dresses, skirts, jumpers, etc.
- Shorts, skirts, and pants must be worn at the waist
- Shirts must be tucked in for students in Kindergarten and above

Hair should:

- Be neat, clean, and well groomed
- Be styled in an acceptable, nondistracting manner (no extreme hair styles are permitted)
- Be kept in moderation; hair should not be in eyes

The following are not permitted:

- Brightly colored hair or designs cut into the hair
- Cut-off clothes and torn or ripped clothing
- Hats in the building
- Heavy chains, medallions, headbands, or jewelry that may cause injury
- Symbols, designs, or words referring to satanism or halloween in any way, racism, alcoholic beverages, drugs, smoking, violence, death, gangs, profanity, nudity, or obscenities
- Tattoos
- Body piercings
- Earrings (for young men)

Friday Dress: Students may wear jeans/knee length jean shorts on Fridays at the cost of \$1/Friday. Jeans may be worn with school polos or Christian t-shirts only. Jeans are optional; uniforms may be worn as usual. This is **not** a free dress day.

***Parents should check clothing for modesty.** Thong sandals, flip-flips, or backless shoes should not be worn for safety reasons. Students should wear or bring tennis shoes and socks for P.E.; girls are required to wear shorts under skirts and dresses at all times. **It is highly recommended that all students have an extra change of clothes (school polo and uniform short/pant/etc) in their backpacks at all times.**

Note: The Principal or Assistant Principal has final authority on the appropriateness of hair and dress.

DRILLS

Fire drills and bad weather drills will be practiced several times throughout the school year. When the alarm sounds all students should follow the direction of their teacher or others that are in charge quickly, quietly, and in an orderly manner.

EMERGENCY SCHOOL CLOSING

In case of inclement weather, Ft. Bend ISD and/or Alief ISD bulletins will more than likely be observed. Announcement of our school closing will be made available to the news media; however, it is at the station's discretion to include private school closings. If at all possible, teachers will contact their students and an announcement of the closing will be placed on the school's phone at (281) 495-1814.

EXTENDED DAY

Extended day hours are offered as a service to our families that need it. These hours are listed in the 'Attendance' section of this handbook. Parents, guardians, or others listed on the enrollment forms are the only ones allowed to pick up the students. A written note must be brought to the school office to add or delete people for authorization for pickup of students. Those picking up students must come to extended care, sign the student out with the appropriate caregiver, and leave the facility in a timely manner. Extended day is not a time to visit with the staff or with the students.

FEES

* Tuition

It is in the goal of Fellowship Christian Academy to keep low tuition rates to make Christian education affordable to as many families as possible. Therefore, we depend on God's blessings and your prayers and support to keep our school operating. We have several fundraisers throughout the school year and we encourage your strong support of these projects. At this time, tuition is not tax deductible (for students in kindergarten and above); however, gifts to the school are. Donations made to the school for scholarships are tax deductible! We have families each year that bless the school beyond their tuition payments and have received a tax deduction at the same time! We encourage you to remember the school when God adds His blessings to your labor.

Tuition is due on the first of each month and is considered late if it is not received by the 10th. **A late fee of \$15 is assessed if payment is not received by the 10th of each month.** Extended care payments may be made weekly, biweekly, or monthly. Other arrangements for payments may be made in the school office, if necessary. Payment may be placed in the wooden payment box across from the office, brought to the school office during office hours, or mailed. **Please do not send payments in with your child! Lost payments are the responsibility of the parents. No refunds will be made on tuition for absences.**

All enrollment fees, book rental fees, and monthly tuition payments are non-refundable and non-transferable. Children with fees that are more than one month in arrears will be withdrawn. No records will be released until all fees have been paid.

* Late Fees

Preschool and Pre-Kindergarten - All children should be picked up promptly at 12 noon. Any child left after carpool will be taken to Lunch Bunch and charged accordingly.

Elementary and Middle School - All students should be picked up promptly at 3:30 p.m. Any student left after carpool will be taken to Extended Care and charged accordingly.

Extended Care - All children must be picked up by 6:00 p.m. A late fee of \$10 for the first fifteen minutes per child will be charged. A late fee of \$1 per minute per child will be charged thereafter.

Late fees must be paid before a student is permitted back in school.

* Returned Check Fees

A \$30 fee will be charged for any check that is returned to FCA due to insufficient funds, closed account status, stop payment, etc...

FIELD TRIPS

The Principal or Assistant Principal, with information from the teacher, will carefully consider each request made for a field trip. A permission slip will be sent home and students must return it with a parent's signature in order to go on the field trip. Students are required to wear a white polo, socks, and tennis shoes on all field trips. Parents are welcome to attend most field trips. However, due to limited space at some locations, last minute decisions to go on a field trip may result in a parent not being allowed to attend. Any person that volunteers to drive on a field trip is required to fill out a Volunteer Driver Application form that will be kept on file in the school office. Due to liability for parents and FCA, buses will be used for some field trips.

* **Note:** Preschool children (two and three year olds) will have in-house field trips only. They will not leave the facility. Pre-Kindergarten children may leave the facility for a field trip; however, parents will be required to accompany their child on any outside field trip.

FUNDRAISING

Fundraisers are designed to help raise funds for special desires and/or needs of the school. We encourage all families to participate! We usually have a fundraiser in the fall, 'Jump Rope for Jesus' in the spring, and an end of year celebration in May.

HALL PASSES

All students must have a hall pass when not in the classroom during class time. All parents and visitors **must sign in** with the school office, and receive a visitor badge **before** entering the hallway or proceeding to the classrooms.

HARASSMENT

FCA is committed to maintaining an academic environment in which all individuals treat each other with dignity, free from all forms of intimidation, exploitation, and harassment (including sexual harassment). We are prepared to take action to prevent and correct any violations of this policy. Any student who violates this policy will be subject to discipline, up to and including expulsion.

HOLIDAYS

Please see our school calendar for all holidays, early dismissals, and staff in-service days. FCA will be closed on Labor Day, Thanksgiving, Christmas, Spring Break, Easter, and Memorial Day; childcare will not be available. However, daycare will be available on all conference days, two days of Thanksgiving break, the last day before Christmas break, MLK Day, and President's Day. Please plan early for childcare if it is needed!

HOMEWORK

Children will often be required to complete work at home. The amount of assigned homework will depend upon age, ability, and need of each child. It is given for several reasons: for reinforcement, for practice, for remedial activity, and/or for special projects. We request parents' full cooperation in seeing that the assignments are completed. Each day's work is a foundation for the next day's assignments. Failure to complete homework will affect the student's ability to do the work as well as affect their grades. It is essential that homework be completed for specialty classes as well as core classes; homework may be given in Bible classes. Parent's signatures are required daily on homework folders and/or planners for kindergarten and above.

* **Lifeboat** ~ This is intended to assist parents of students in Kindergarten and above in helping their child reach their learning potential. It will list missing or incomplete assignments, work habits, and any other information needed to improve learning and grades.

ILLNESS

Children should be kept at home if they show any indications of illness. These include:

Fever of 100 degrees or over	Vomiting
Suspected contagious disease, including colds	Diarrhea
Feels too badly to remain in school	Undetermined rash

If any of these conditions develop at school the child will be removed from the classroom. A parent will be notified and must pick the child up immediately. In the event that your child becomes ill with a contagious disease, please notify the school immediately. Some illnesses require school-wide notification.

Note: The State of Texas health code requires that children must be free from fever, vomiting, diarrhea, etc. for 24 hours before being allowed back in school. Students should not be given medication to reduce fever or mask symptoms of illnesses and then sent to school. This results in increasing the risk of further illness to your child and to others.

IMMUNIZATIONS

Any student enrolling must provide satisfactory evidence of required immunizations. The responsibility for providing immunization records of students rests solely with the parents.

The immunizations required are diphtheria, tetanus, pertussis, polio, measles (rubeola), mumps, rubella, haemophilus influenza type b (Hib), and hepatitis B. Tuberculin testing is not required at this time. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubberstamp validation. Failure to provide appropriate documentation may result in removal from school.

LICENSING

A parent may contact the local licensing office @ (281) 341-4082, PRS child abuse hotline @ 1-800-252-5400, or the PRS website @ www.dfps.state.tx.us.

LOST AND FOUND ITEMS

Any item that is left at school will be placed in the lost and found box. Items will be given to a local charity if they are not claimed.

LUNCH

Students will need to bring a healthy lunch and drink that does not require heating or refrigeration. Please do not send drinks in glass containers or drinks that are carbonated. Hot lunches are available on Monday through Friday for those children that choose to order out. Order forms are sent home on Mondays and are due back with payment no later than Thursday. All orders with payments must be brought to the school office or placed in the payment box located in the hallway across from the office. Orders are placed with the appropriate restaurant on Friday morning; therefore, late orders cannot be accepted. Cancellation of orders cannot be done once the orders have been placed.

MEDICAL EMERGENCY

If a medical emergency arises and parent must be notified the following steps will be followed:

1. Notification of emergency personnel ~ Call 911.
2. Notification of parent.
3. Provide necessary medical treatment by qualified staff until emergency personnel arrive.
4. Maintain calm atmosphere during emergency.

MEDICATION

If it is necessary for a child to take medicine throughout the day **an Authorization for Dispensing Medication form must be filled out and kept on file in the school office. A copy of this form is included at the back of this handbook.** The medication must be in the original container with the APPROPRIATE CHILD'S NAME ON IT. MEDICATION WILL ONLY BE GIVEN TO THOSE CHILDREN THAT BRING IT FROM HOME accompanied with a medicine dispensation form. Teachers CANNOT administer any medications, including cough drops.

MINIMUM STANDARDS

Parents are welcome to come by the school office during office hours (8:30 a.m. until 4 p.m.) and review the Texas Department of Family and Protective Services (TDFPS) Minimum Standards and the most recent licensing inspection report. If there are any questions concerning FCA policies and/or procedures a parent should set up an appointment in the school office to meet with the Principal or Assistant Principal.

MONDAY FOLDERS

Monday folders, or 'Red folders' are issued every Monday. Please sign and return these no later than Wednesday morning. These will contain all correspondence from the office, lunch orders, grades and papers from the previous week, and all tests that need to be signed and returned. The front pocket will contain the papers that are to be signed and returned and the back pocket will contain the papers that are to be kept at home.

PARENT/GUARDIAN NOTIFICATION

Most correspondence will be sent home to parents/guardians through Monday Folders (as described above). Correspondence may also be sent home throughout the week in Homework Folders. In case of an emergency, or to discuss an item that needs immediate response, personal phone calls will be made by a FCA staff member.

PHYSICAL EDUCATION/RECESS

Physical education (P.E.) classes are held daily for students in first through sixth grades. Those students in third grade and above will dress out for all P.E. classes. They should wear a pair of shorts (no shorter than mid-thigh, with nothing showing when they bend over), and a short sleeved t-shirt (loose enough to bend, and long enough to stretch without midriff showing). Kindergarten students have recess each day. All children should wear socks, tennis shoes with non-marking soles, and appropriate clothing for exercising on these days. A doctor's note is required if a child cannot participate in activities for more than two days.

PRESCHOOL INFORMATION

Back Packs ~ All preschool children are required to bring a medium sized backpack to school each day with at least one change of clothes that includes: uniform pants or shorts (depending on the weather), polo, underwear or pull-ups, socks, and shoes. **All items, including the backpack, need to have your child's name written in permanent ink.** In keeping with our desire to be excellent for God, we do not allow clothing items or supplies with witches, demons, or anything that promotes idol worship.

Nap Materials ~ Preschool children that stay for lunch bunch must lie down for a rest period. Please send a small blanket and small pillow with your child at the beginning of the week. These items will be sent home at the end of the week to be laundered. **All items sent to school must have your child's name written in permanent ink.**

Potty Training ~ All children that are enrolled in preschool and are not completely potty trained must come to school in pull-ups (with Velcro tabs) and supply the school with extra pull-ups adequate for the amount of time the child is in school.

Note: The staff of FCA will write children's names on all items brought to school if parents/guardians fail to do so.

RELEASE OF STUDENTS FROM SCHOOL

Students who are to leave school for dentist appointments, doctor appointments, or any other reason shall bring written permission from home. The written note is to be presented to the teacher who will in turn bring it to the office.

Note: All students must be signed out through the school office by a parent, guardian, or an authorized person. Students will be released in the following manner: (1) The person picking the student up must come to the school office; (2) The student's file will be checked for authorization of release; (3) If the person is listed as one authorized to pick up the student, the authorized person will sign the student out and the student will be released; (4) If the person is not listed as one authorized to pick up the student, and there is not a note from a parent/guardian for release, a parent/guardian will be called for authorization. If authorization is given, the student may be signed out and released. If authorization is not given, the student will remain at school until an authorized person picks them up.

REPORT CARDS

Report cards are issued every six weeks. These should be signed and returned as soon as possible. If the report card is lost and must be reissued, the student must pay \$10 for each duplicate. If the parent is behind in tuition and/or extended care payments, the report card will be withheld. No academic information will be forwarded to any other school if payments are in arrears.

SECURITY

FCA has implemented standards for the safety and security of our students and staff. Anyone that is on campus for any reason must come to the office, sign in, and receive a visitor's badge. No video equipment, cell phones, cameras, etc. may be used without permission from Administration.

SUPERVISION OF CHILDREN

FCA staff are responsible for supervision of children until they are loaded in carpool or signed out by a parent. Once a child is signed out, it is the parent's responsibility to maintain supervision and control of the child. **A child must be supervised at all times.**

TELEPHONE USE

Telephone messages to students are restricted to emergency situations only. Personal matters between parents/guardians and students should be handled at home prior to coming to school. Students may ask the office to call home in emergency situations. The administration will determine the severity of the request.

TESTING

Testing for vision, hearing, and tracking are required for all children ages four and above. These tests are usually done in September or October.

Standardized testing (Stanford Achievement Tests or SATs) are given after April 1 for students in kindergarten and above.

TEXTBOOKS

Textbooks are purchased from A Beka Books and the Association of Christian Schools International (ACSI). It is A Beka policy that all tests are to be signed by the parents and returned to school.

TRANSPORTATION

Transportation to and from school is not provided by FCA. It is the responsibility of the parent or guardian to ensure safe transportation with a seatbelt for their child.

VISITORS/VOLUNTEERS

Parents are encouraged to visit our school! **All visitors are required to sign in at the office, and receive a 'visitor's badge' before going to the classroom for any reason.** Parents are welcome to observe in their child's classroom with prior approval from administration. Appointments and/or conferences with teachers should be made in advance with the school office. No student is allowed to have any visitors on the campus during the school day without prior approval from the school office. Anyone wishing to volunteer on a consistent basis should contact the school office to receive training information and a background clearance.

Note: The State of Texas Minimum Standards will not allow animals to visit our facility.

WITHDRAWAL FROM SCHOOL

Parents who wish to withdraw their students from FCA are requested to call the office before the last day the student is to attend school. A parent or guardian's signature is required on the withdrawal form before the student is officially withdrawn. All debts must be cleared with the office before records may be forwarded to another school.

Note: The administration reserves the right to add to or delete from the policies listed above at any time.

PARENTS PLEDGE OF ACCEPTANCE

We do hereby state that we have made a thorough investigation of statement of faith, curriculum, testing, counseling, discipline, and motives of the school and pledge to make them our choice for the coming year.

We pledge that if for any reason our child does not respond favorably to the school, we will not try to fit the school to his needs but will withdraw quietly and without delay. (Six weeks are adequate for most students. The one who has not adjusted by the end of twelve weeks should be withdrawn).

We pledge our loyal support to the school through praying for its programs, making contributions as we are able, and paying the tuition and extended care payments regularly and on time.

We hereby invest authority in the school to discipline our child as necessary. We further agree that we will cooperate and discipline our child in the home as needed (Proverbs 13:24; 19:17; 22:6; 23:13; 14:29; 29:15 & 17; Colossians 3:20; Hebrews 12:6).

We understand that assessments will be made to cover damage by our child to school property (including breaking of windows, abuse of books, etc.).

We understand that FCA is not responsible for any accidents or injuries that our child may sustain while in the care of one of the staff members outside of the facility beyond school hours. This includes carpooling and arrangements made for staff to care for your child on holidays or at a time the staff is not at the facility.

We agree to pay the tuition monthly or by the semester and to conclude all required payments on or before the last day of school. We understand that the monthly tuition is to be paid by the 10th of each month. If payment is not made by the 10th of the month, a late fee of \$15 will be charged. We understand that our child will be withheld from classes if tuition and extended care payments are more than one month delinquent. We understand that report cards will be withheld if required payments are not paid in full.

1. I hereby give permission for my child to receive individual diagnostic and achievement tests, which will be administered by professional staff of FCA.
2. I hereby give my permission for FCA teachers and administrators to approve emergency medical treatment for my child in the event I cannot be reached.
3. I hereby give permission for my child to go on all field trips that the teachers deem necessary for learning experiences or for rewards and incentives.

SIGNATURE PAGE

Directions: After you have read the handbook and gone over it with your child(ren) please have each child and each parent/guardian sign in the spaces provided.

I have read, understood, and will abide by all policies and procedures set forth in this handbook.

Student Signature (Kindergarten and above)

Student Signature (Kindergarten and above)

Student Signature (Kindergarten and above)

Parent Signature

Parent Signature

Date

Please sign, date, detach, and return this page to the school office within one week of receiving.

School Directory Information

The following information will be used for our school directory. Please fill out this form and return it to the school office if you would like to be included in our directory.

Name of Student(s) and Class(es)/Grade(s) _____

Address of Student(s) _____

Home Telephone Number _____

Name(s) of Parents _____

Address of Parents _____

Cell Phone Number(s) _____

E-mail(s) _____

What is the best way to get in touch with you? _____

Are you interested in volunteering with an intramural sport, an extracurricular activity, or parent's auxiliary? _____

If so, what? _____

If so, what day(s) are best for you? _____

What times? _____

Other information _____