

FORT BEND CHRISTIAN ACADEMY

2018-2019
Student and Family Handbook

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Declaration of Values

Our Philosophy

Fort Bend Christian Academy is fully committed to a superior academic experience integrated with a consistent, Christian approach to learning. We also proclaim that the Bible is the inspired, inerrant Word of God and that all subjects will be presented from a biblical perspective, with the Scripture as the measuring rod of all truth. Along with academic standards, the goals of the school are to exalt Jesus Christ as each student learns to love God with all their heart, soul, mind, and strength; to love others as themselves; and to learn to serve God first, in all areas of life and in whatever vocation they are ultimately led. The staff at Fort Bend Christian Academy realizes their solemn responsibility before God in molding the life and character of each student in order to give a solid foundation for each student’s future.

IN THIS CHAPTER	
	Our Philosophy
	Vision Statement
	Mission Statement
	Doctrinal Statement
	Core Values
	Code of Ethics and Conduct
	Statement of Curriculum
	Ten Biblical Principals

Vision Statement

Fort Bend Christian Academy’s vision is to be among the premier Christian schools in the nation, inspiring students to excellence for the glory of God.

Mission Statement

Fort Bend Christian Academy exists to glorify God through excellence in college preparatory Christian education. It is the mission of Fort Bend Christian Academy to equip students to thrive spiritually, academically, socially, emotionally, and physically. Accordingly, Fort Bend Christian Academy will strive to:

- provide a biblically-based college-preparatory curriculum;
- equip students with an integrated biblical perspective;
- give students the opportunities to accept, the encouragement to emulate, and the challenge to proclaim Christ;
- provide students opportunities to participate in a balanced program of co-curricular activities;
- provide students opportunities to participate in community service projects.

Doctrinal Statement

1. We believe that the Bible is the infallible, inerrant, verbally inspired Word of God and that it is, therefore, our final authority in matters of faith and practice. (2 Timothy 3:16-17, Psalm 119:8)
2. We believe in the eternally existing, triune God: Father, Son, and Holy Spirit. (Genesis 1:1, John 10:30, John 14:20, John 15:26)
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, where He now acts as mediator and advocate. (Matthew 16:16, Luke 1:34, Hebrews 4:15, John 5:1-9, 1 Peter 2:24, Luke 24:36-43, Acts 1:9-11)
4. We believe salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith in Jesus Christ as Lord. (John 1:11-14, 3:3-21; 2 Corinthians 5:17-20; Ephesians 2:8-9; Titus 2:11-14; Matthew 28:18-20; Mark 16:16; Acts 2:38; Acts 8:12; Acts 2:41; 1 Corinthians 12:13).
5. We believe in the personal imminent return of our Lord Jesus Christ for His own, in His later return in power and glory with His own to reign in righteousness over the earth, and in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of the damnation. (Acts 1:11, 1 Thessalonians 4:16-17, Hebrews 9:28)
6. We believe that heaven is the place of eternal blessedness for the saved and that hell is the place for eternal conscious punishment for the lost. (Revelation 20:11-21, John 5:28)
7. We believe that regeneration is by the Holy Spirit whose indwelling enables all believers to live godly lives. (John 16:7-8, 1 Corinthians 3:16)
8. We believe that all believers are spiritually joined together by the Spirit of God into His Church of which Christ is the Head. (1 Corinthians 12:12-14, 20, 27, Ephesians 5:23, Colossians 1:18)

Core Values

Christ-like Character

Ephesians 5:1-2 "Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God."
(NIV)

1 John 2:6 "Whoever claims to live in Him must walk as Jesus did." (NIV)

Fort Bend Christian Academy will:

1. Lead individual students to a decision of confessing Christ as Savior and Lord.
2. Employ and/or appoint, develop, and retain board members, administrative staff, whose actions and attitudes model Christ.
3. Train and encourage students to apply the qualities of Christ in their own lives.

- a. Help students adopt a realistic and biblical view of life, service, and work, while providing skills for personal relationships and future endeavors.
 - b. Teach students to treat others with love and respect, recognizing that each individual is made in God's image.
 - c. Provide opportunities for students to serve God by serving others in our community through personal giving of their time and talents.
 - d. Impart biblical attitudes toward material things and encourage individual responsibility of using them for God's glory.
 - e. Promote a proper understanding of time as a God-given commodity and a personal responsibility for effective use of time.
4. Equip students to communicate their faith to others.
 5. Train students in the importance of establishing a consistent daily prayer life.

Biblical Focus

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

Colossians 3:16a *"Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom."* (NIV)

Fort Bend Christian Academy will:

1. Teach the Bible as God's inspired Word and develop attitudes of love and respect toward it.
2. Teach the basic doctrines of the Bible.
3. Provide curriculum, instruction, and discipline that are Bibliocentric.
4. Operate by policies and procedures that are in accordance with biblical principles.
5. Train students to apply biblical truths to the issues of everyday life – that is, to live their lives from the perspective of a biblical worldview.

Biblical Morality Policy

Fort Bend Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. *The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.* This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Lev 20:13 and Rom 1:27.)

Partnership between Christian Church and Home

Hebrews 10:25 *"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching."* (NIV)

Deuteronomy 6:1-2, 6-9 *“These are the commands, decrees and laws the LORD your God directed me to teach you to observe in the land that you are crossing the Jordan to possess, so that you, your children and their children after them may fear the LORD your God as long as you live by keeping all his decrees and commands that I give you, and so that you may enjoy long life.*

These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.” (NIV)

Fort Bend Christian Academy will:

1. Impart an understanding of each Christian’s place in the church and its worldwide task of witnessing, evangelism, and discipleship, and stimulate the student’s involvement in those tasks.
2. Partner with local churches to reach the evangelistic goals of the school and meet the spiritual growth needs of its students through inclusion of church pastors as guest speakers in chapel, spiritual life conferences, career day events, etc.
3. Develop lines of communication with university student ministries to assist our alumni in connecting with area churches and ministries.
4. Work with local churches and ministries to provide outlets for Christian service.
5. Be good stewards of our facilities and make them available to local congregations and Christian ministries when possible.
6. Partner with parents in all areas of the student’s development, including assistance in:
 - a. Identifying families within the school who uphold common moral standards in their homes
 - b. Providing up-to-date information on our changing culture and its effect on the home and implications for our children
 - c. Encouraging families in Christian growth and the building and strengthening of Christ-centered homes

Education for Kingdom Purposes

Ephesians 4:11-12 *“It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up . . .” (NIV)*

Proverbs 22:6 *“Train a child in the way he should go, and when he is old he will not turn from it.” (NIV)*

Fort Bend Christian Academy will:

1. Promote high academic standards and help each student gain a comprehensive command of the fundamental processes used in communicating and dealing with others, an understanding of current affairs in all fields, and an appreciation of the fine arts.
2. Encourage students to understand and effectively apply their individual God-given abilities for His glory.

3. Teach and motivate students to develop good study habits, pursue independent study, and commit to lifelong learning and intellectual growth.
4. Establish a lifestyle that includes good health habits and wise use of the body as the temple of God.
5. Help each student develop creative and critical thinking skills and proper use of biblical criteria for evaluation and decision-making.
6. Encourage students to embrace and articulate a biblical view in all areas of their lives, including marriage and the home.
7. Encourage students to embrace work and study ethics that are honest, ambitious, and have integrity.
8. Promote good citizenship by developing an understanding and appreciation of our Christian and American heritage of responsible freedom, human dignity, and acceptance of authority.

School Ministry

The FBCA Chaplain provides pastoral leadership for the development of the Christian life at Fort Bend Christian Academy. The chaplain seeks to help students, faculty, staff and administrators to learn Scripture, biblical attitudes and biblically inspired skills that will contribute to their development as mature, able and responsible Christian men and women to the praise and glory of God. In this campus ministry the chaplain disciples members of the school community through prayer, pastoral care, intentional training, and by providing personal and interpersonal biblical counseling and prayer for students, faculty, staff, and administrators.

Code of Ethics and Conduct

The Fort Bend Christian Academy (“FBCA”) Code of Ethics and Conduct (“Code”) requires all directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of Fort Bend Christian Academy, we must practice honesty, integrity and biblical principles in fulfilling our responsibilities and comply with all applicable laws and regulations.

Statement of Curriculum

Our curriculum goal is to apply the Core Values of Fort Bend Christian Academy by encouraging each student to achieve his/her fullest potential spiritually, academically, socially, physically, and emotionally.

Spiritual Development will be encouraged by providing:

- a. instruction from the Bible concerning the meaning of the Christian Gospel;
- b. opportunities for students to hear, understand, and believe the Gospel of Jesus Christ and trust in Jesus as personal Savior;
- c. opportunities for students to observe and practice the teachings of Jesus Christ throughout the school day and to adopt Christian attitudes and values.

Academic Excellence will be encouraged by providing:

- instruction from a curriculum that stresses the basic skills of reading, writing, computing, listening, and communicating;
- opportunities for logical thinking processes (analysis, evaluation, synthesis, and problem solving);
- opportunities for creative thinking processes involving original combinations of ideas, as well as the development of new ideas and solutions;
- opportunities to understand, appreciate, and participate in musical, dramatic, and other artistic expressions of cultural experiences.

Social Participation will be encouraged by providing:

- instruction concerning civic and social responsibilities;
- opportunities to develop and demonstrate respect for people and property, and for the rights of all other members of society;
- opportunities to form satisfying and responsible relationships with persons of various backgrounds.

Physical Development will be encouraged by providing:

- instruction and activities that promote physical fitness and coordination;
- opportunities to develop a wholesome spirit of competition, cooperation, and sportsmanship in athletic activities;
- opportunities to understand and practice principles of physical health, nutritional habits, and personal hygiene.

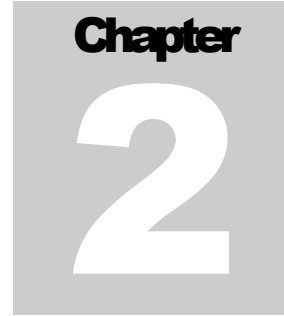
The Ten Biblical Principles of Kingdom Education

In order to raise future generations of Christians who are able to think and act from a biblical worldview, the following principles will direct the education of our children and youth.

1. The education of children and youth is the primary responsibility of parents. *Deuteronomy 6:4-9, 11:18-21; Psalms 78:1-7; Psalms 127:3; Proverbs 22:6, Malachi 2:13-16; Ephesians 6:4*
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth till maturity. *Deuteronomy 6:7, 11:19; Proverbs 22:6*
3. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation. *Psalms 78:6-7; Matthew 28:19-20*
4. The education of children and youth must be based on God's Word as absolute truth. *Matthew 24:35; Psalms 119*
5. The education of children and youth must hold Christ as preeminent in all of life. *Colossians 2:3, 6-10*
6. The education of children and youth must not hinder the spiritual and moral development of the next generation. *Matthew 18:6, 19:13-14; Mark 10:13-16; Luke 18:15-17*

7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. *Exodus 18:21; 1 Samuel 1:27-28, 3:1-10*
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. *Luke 6:40*
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. *Romans 1:20; Psalms 19:1; Proverbs 4:5,7, 3:19, 9:10; Psalms 104:24, 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; 1 Corinthians 8:1, 13:8; Romans 1:28*
10. The education of children and youth must have a view of the future that includes the eternal perspective. *Colossians 3:1-2; Matthew 6:19-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24*









© LifeWay Christian School Resources



School Structure

Accreditation

Fort Bend Christian Academy is accredited by the Southern Association of Colleges and Schools/AdvancEd (SACS/CASI), and the Southern Association of Independent Schools (SAIS).

IN THIS CHAPTER	
	Accreditation
	Affiliations
	Board of Trustees
	School Name and Nickname
	School Identity
	School Mascot, Eagle Fight Song
	School Bible Verse
	School Colors

Affiliations

- Independent School Management (ISM)
- National Association of College Admission Counseling (NACAC)
- Texas Association of Private and Parochial Schools (TAPPS)
- North American Coalition for Christian Professionals (NACCAP)
- Texas Association of College Admissions Counselors (TACAC)

Board of Trustees

Fort Bend Christian Academy is governed by an independent Board of Trustees comprised of men and women committed to the mission of Christ, the local church, and the school. The board has regularly scheduled meetings to deliberate on school issues. All inquiries concerning the board may be directed to the board president, other board members, or the Head of School’s administrative assistant, who will relay them to the board president.

Board meetings are generally not open to public attendance. However, parents who wish to make a presentation to the Board of Trustees may contact the Head of School’s administrative assistant to request time to speak at the next scheduled board meeting. Requests to speak must be made no later than three days prior to the board meeting and must include the topic to be presented. Generally, the board limits its review to matters of policy and not the administration of policy.

School Name and Nickname

Fort Bend Christian Academy- may informally use the name “Fort Bend Christian Academy Lower School”, “Fort Bend Christian Academy Middle School”, and/or “Fort Bend Christian Academy Upper School” Divisions. FBCA is the school nickname. Note: There are no periods between initials.

School Identity

Fort Bend Christian Academy combines two educational traditions: the independent school and the Christian school. Please refer to Fort Bend Christian Academy as an “independent Christian school”.

School Mascot/Eagle Fight Song

The Eagle is the official mascot of FBCA. The animated or costumed mascot is named “Swoop”. The school hand-sign is the “soaring eagle”, a closed fist with thumb and pinky outstretched.

Eagles Fight, Eagles Score, Let’s fight to win this game,

Sportsmanship and loyalty bring honor to His name.

Green and Gold we proudly hail, Fort Bend Eagles will prevail!

Green, Gold, White, Green, Gold, White,

Fort Bend Eagles Fight, Fight, Fight.

Eagles Fight, Eagles Score, Let’s fight to win this game!

E-A-G-L-E-S, Eagles, Go-Fight-Win!

School Bible Verse

“But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.” Isaiah 40.31

School Colors




















The school colors are green and white with a gold accent.

Academic Policies

Academic Integrity

Fort Bend Christian Academy views academic integrity as a key principle at the heart of a Christian education. Academic dishonesty is displayed when a student submits the work of another person for evaluation as if it were his/her

IN THIS CHAPTER

 Academic Integrity
 Attendance
 Grading/Report Cards
 Incomplete Grades
 Testing Schedules
 Standardized Testing
 On-line Parent/Teacher Communications
 Homework
 Make Up Work
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 Dropping/Adding Courses
 Co-Curricular Eligibility
 Summer School Policy
 Withdrawal from School
 Probation
 Dismissal
 Student Records
 Modification for Students with Learning Disabilities

own work (plagiarism). It is also displayed when a student is found cheating (in any form or fashion) on any activity that is to be evaluated. It is the responsibility of the teachers and staff members to establish whether academic dishonesty or cheating has taken place. Each year, all middle and Upper school students at Fort Bend Christian Academy are required to acknowledge understanding and agreement with the following academic integrity policy. This policy is not to be an all-inclusive listing, but a list of general principles.

All FBCA students are expected to conduct themselves honestly and with integrity in their work. As stated in Proverbs 12:22, “The Lord detests lying lips, but delights in the man who is truthful.” Dishonesty and deceit are detestable to God; and therefore, unacceptable in our school. Behavior that is unacceptable includes but is not limited to:

- Copying another student’s homework
- Allowing someone else to complete work for you
- Allowing another student to look at or copy from your homework
- Working with others on assignments, including homework, that are meant to be done individually. Assume that all assignments are meant to be done individually unless directed by the teacher otherwise.
- Looking at or copying another student’s test or quiz

answers

- Allowing another student to look at or copy your answers from a quiz or test
- Using any other method to get/give test or quiz answers (e.g. cheat sheet)

- Taking a test or quiz in whole or in part to use or give to others
- Revealing information regarding questions found on a test or quiz to students in a later class period
- Copying information from a source without properly citing the original work, and
- Taking papers from other students, publications, or the Internet to turn in as your own work.

Attendance

1. Requirements

Absenteeism can have a detrimental effect upon a student's academic performance; therefore, satisfactory attendance must be maintained in order to be considered for promotion to the next grade. The school cooperates with authorities by enforcing the compulsory attendance statutes of Texas.

2. Compulsory School Attendance

"Every child in the state who is as much as six (6) years of age, or who is less than six (6) years of age and has previously been enrolled in first grade, and who has not completed the academic year in which his 17th birthday occurred shall be required to attend the public schools in the district of his residence or in some other district to which he may be transferred as provided or authorized by law a minimum of 90% of the days each semester of the regular school term of the district in which the child resides or to which he has been transferred." *Texas Education Code 25.085.*

3. Attendance and Credit: In order to receive credit for a class, a student cannot be absent more than 10% of the total days per semester. (*Texas Education Code 25.092*). If absences exceed this number, the case will be handled by the campus administration. Parents may appeal any decision by the campus administration to an Attendance Review Committee. Parents are responsible for seeing that their student attends classes regularly. Parents will be contacted about repeated or extended absences. **If a student is absent more than five (5) consecutive days, a written doctor's excuse is required.** Parents of students with chronic and/or recurring medical problems that do not require medical attention each time should inform the school at the beginning of the school year regarding the medical problem.

4. Attendance and Co-Curricular Participation

(See Co-Curricular Eligibility.)

5. Attendance Policies specific to the UPPER SCHOOL

- a. **Half-Day Policy:** A student arriving after 10:30 a.m. will be counted absent for half day. A student leaving before 12:30 p.m. will be counted absent for half day.

- b. **Tardies to School:** It is very important for students to arrive to class on time and ready for the day. Five (5) tardies (for any reason) in any one grading period will result in one early morning detention. Each additional tardy in the same grading period will result in a detention. The student who is tardy MUST check in through the office in order to be admitted to class.
- c. **Notification of Absence & Documentation:** When a student misses a day of school, the student MUST bring a note containing the following information on the day of his/her return to school:
 - name of student (include first and last name) and homeroom teacher
 - date of absence
 - reason for absence
 - signature of parent or guardian

6. **Attendance Policies specific to the MIDDLE SCHOOL**

- a. **Tardies to Class:** Students are given five (5) minutes to change classes from period to period. This is more than adequate time for the student, in most cases, to go to his/her locker before each class and take care of personal needs. However, some situations will call for the student to plan his/her break carefully. It is the student's responsibility to manage this time effectively. Three (3) unexcused tardies per quarter will result in a Disciplinary Notice and an after-school detention. Excessive tardiness will result in further disciplinary action if the problem persists.
- b. **Tardies to School:** It is very important for students to arrive to class on time and ready for the day. Five (5) tardies (for any reason) in any one grading period will result in one detention. Each additional tardy in the same grading period will result in one detention. Each additional tardy in the same grading period will result in a detention. The student who is tardy MUST check in at the middle school receptionist's desk in order to be admitted to class.
- c. **Notification of Absence & Documentation:** When a student misses a day of school, the student MUST bring a note containing the following information on the day of his/her return to school:
 - name of student (include first and last name) and homeroom teacher
 - date of absence

- reason for absence
- signature of parent or guardian

Excuse notes that do not contain all of the above information will be marked as an **unexcused absence**. Students are not to sign their parent's signature under any circumstances. All excuses are to be brought to the campus front desk upon arrival at school. If you need to contact the front desk please call 281-263-9191.

- d. **Co-Curricular Participation:** In order to compete or perform the student must be in attendance at school at least 3.25 hours on the day of the competition or performance.

e. **Prearranged Absences**

Prior approval for family trips, church activities, etc. must be obtained from the school division head using the *Prearranged Absence* form (form may be obtained from front desk). The teacher will use his or her discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation must be completed and turned in the day the student returns; otherwise, no credit will be given for the assigned work. In most cases, tests and projects will be taken or turned in beforehand or immediately upon returning to school. Additional time may be given for test make-ups, if arrangements are made prior to the absence. Further, if it is decided that no homework be given prior, then all work must be completed by the date designated on the prearranged absence form. It must be recognized that missing school for any reason is detrimental to a student's progress in school. **Family trips and church activities WILL be counted toward the total days absent in the school semester and year.**

7. **Attendance Policies Specific to the UPPER SCHOOL**

- a. **Tardies to Class:** Four (4) tardies in one quarter will result in a discipline referral to the assistant principal. Each tardy thereafter per quarter will result in detention or other disciplinary action. Excessive tardiness will result in further disciplinary action. All students who arrive to campus after school has started, for any circumstance, must sign in at the front desk.
- b. **Tardies and Credit:** A student who is more than five (5) minutes tardy to any class will be counted absent (unexcused). This policy is in accordance with state law, which defines attendance in class as being present for 90% of the 50-minute class period.
- c. **Excused Absences:** Excused absences may be granted for the following reasons:

- personal illness
 - serious illness or death in the student's immediate family
 - extenuating circumstances, which must receive administrative approval
 - doctor and/or dentist appointments; students must bring a note from the parent/guardian to the school stating the time of the appointment. Parents must check the student out through the office. The absence will be excused for the time determined to be reasonably necessary for the appointment (i.e. a student with an 8:45 a.m. dental appointment for a general check-up or cleaning should not miss a full day of school).
 - Prearranged absences (See Prearranged Absences).
- d. **Notification of Absence:** Parents must notify the front desk each morning their child will be absent from school, (281) 263-9175.
- e. **Absence Documentation:** When a student misses a day of school, the student **MUST** bring a note containing the following information on the date of his/her return to school:
- name of student (include first and last name) and homeroom teacher
 - date of absence
 - reason for absence
 - signature of parent or guardian

Excuse notes that do not contain all of the above information will be marked as an **unexcused absence**. Student are not to sign their parent's signature under any circumstances. All excuses are to be brought to the campus front desk upon arrival at school. If you need to contact the front desk please call (281) 263-9175.

f. **Athletic or School Competition**

Any student participating in an athletic and/or academic competition on a school day must be present and attending classes for at least half of the day. If not present at the start of the school day, the student **MUST** be checked in no later than 11:30 a.m.

g. **Unexcused Absences**

Absences for any other reason than those described above are considered unexcused. Final authority for judging the legitimacy of an absence rests with the school administration. All grades for the day(s) missed will be zero. Truancy, of course, is unexcused. Students who are out of class during the day for any length of time without the teacher's permission, or without following proper check-out procedures, will receive a zero for work missed and/or will be subject to disciplinary action. Any anticipated absences not cleared in advance will be unexcused. (Excessive unexcused absences may result in a student's dismissal from the school). Court appearances for violations are unexcused.

h. **Prearranged Absences**

Prior approval for family trips, church activities, etc. must be obtained from the school division head using the *Prearranged Absence* form (form may be obtained from the front desk). The teacher will use his or her discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation must be completed and turned in the day the student returns; otherwise, no credit will be given for the assigned work. In most cases, tests and projects will be taken or turned in beforehand or immediately upon returning to school. Additional time may be given for test make-ups, if arrangements are made prior to the absence. Further, if it is decided that no homework be given prior, then all work must be completed by the date designated on the prearranged absence form. It must be recognized that missing school for any reason is detrimental to a student's progress in school. **Family trips and church activities WILL be counted toward the total days absent in the school semester and year.**

Grading Procedures

A grade is a numerical indicator of mastery of the curriculum and overall performance within a designated time. Written communication of the student's achievements will be reported to the parents on a **quarterly basis**. The student's actual numerical grades will be recorded in the grade book and/or electronically and on his/her report card. For 7th-12th grade students, the actual numerical score earned on the semester exam is also recorded on the report card.

1. **Middle School Students:** There shall be a sufficient amount of major grades and minor grades per grading cycle. The tests, projects, research papers, etc. shall be in the professional judgment and at the direction of the Department Head.
 - a. Semester grades are computed by the following formula:
Grades 5 and 6 – the first quarter and second quarter each count 50% of the semester grade.

Grades 7 and 8 - the first quarter and second quarter each count as 43% of the semester grade and the semester exam equals 14% of the semester grade.

- b. Progress reports will not be distributed. Parents and students should access student scores via MyFBCA (see On-line Parent/Teacher Communications below).
2. **Upper School Students:** There shall be a sufficient amount of major grades and minor grades per grading cycle. The tests, projects, research papers, etc. shall be in the professional judgment and at the direction of the Department Head.
- a. Each quarterly cycle is worth 40% and the semester exam is worth 20% of the semester grade.
 - b. Progress reports will not be distributed. Parents and students should access student scores via MyFBCA

On-line Parent/Teacher Communication

All parents are required to enroll in and must maintain an active MyFBCA account. Account information and passwords are distributed to new parents/students in August of each school year. It is the parent's responsibility to maintain accurate contact information, especially email addresses, on the MyFBCA account.

MyFBCA is an internet service that allows parents and students access to a variety of school information. Tracking of daily assignments, test dates, and long-term projects, as well as weekly campus newsletters, email notifications, teacher contacts, field trip forms, etc. are available via MyFBCA. All school parents have secure access to their own student's grades; middle/Upper school student have access to personal accounts, as well. MyFBCA is updated on a weekly basis at a minimum.

In addition to Parent-Teacher online communication, Fort Bend Christian Academy's primary communication portal is MyFBCA.

Report Cards

1. Report cards are issued to **lower and middle school students** every quarter. The report card is issued to students for delivery to the parent/guardian a few days after the close of each grading period (see school calendar for dates). Parents should be alerted to these dates and expect report cards.
2. **Upper school** report cards will be available online at the end of each quarter.
3. ***Records and report cards cannot be released until all accounts are paid in full.***
4. **Lower School Honor Certificates:** After each quarterly grading period, academic honor certificates will be included with report cards for students in the 4th grade who meet the following requirements (see grading scale below):

- a. “A” Honor Certificate: All A’s in academic areas and an E average in conduct, no N’s or U’s in enrichment classes or general conduct
 - b. “A-B” Honor Certificate: All A’s and B’s in academic areas with an E average in conduct and no N’s or U’s in enrichment classes or general conduct
 - c. At the end of the year, 4th grade students will receive certificates listing their achievements in academics, athletics, and music, art, spelling, and speech competitions, etc.
5. **Middle School Honor Roll:** All “A” and “A-B” Honor Roll is indicated on secondary students report cards each grading period.

Testing Schedule (Secondary Only)

1. **Upper School and Middle School:** Teachers cooperate with one another to schedule tests and projects to avoid serious overlap. A maximum of two (2) tests may be given per day. This policy does not prevent a teacher from giving a short quiz (a minor grade that will take less than half the class period to complete) on any day. Any changes to the test dates will not result in a test being moved forward, only postponed. Eighth grade students taking Upper school leveled courses, e.g. foreign languages, advanced mathematics, may encounter times where three tests are scheduled. This is a permissible exception to the normal procedure.

Grading Scale

1. Lower	A = 90-100	E = Excellent
	B = 80-89	G = Good
	C = 75-79	S = Satisfactory
	D = 70-74	N = Needs Improvement
	F = 0-69	U = Unsatisfactory

Grades K-4 use percentage grades according to the above distribution. Pre-kindergarten and kindergarten are given detailed task and character reports.

2. Secondary	A (Clearly Outstanding Work)	90-100
	B (Above Average Work)	80- 89
	C (Average Work)	75- 79
	D (Below Average Work)	70- 74
	F (Failure to Meet Minimum Requirements)	0- 69

Conduct Grades

1. The following guidelines are used by the **lower school** teachers in grades 1-4 to determine a student’s conduct grades: The teacher keeps a record of the number of behavior checks that are given to each student on a Responsibility Chart. This chart is sent home weekly for parents to review and sign. Please refer to the student’s chart for the conduct grading scale.

At the **middle school** level the teacher keeps a record of the number of behavior checks that are given to each student. Notification to the parent is

made before a student will drop a conduct grade level with the next subsequent behavior check. The exception to this is between the “E” and the “S” levels - no notification will be made.

0-2 behavior checks	“E” – Excellent in conduct on Progress Report or Report Card
3-4 behavior checks	“S” – Satisfactory in conduct on Progress Report or Report Card
5-6 behavior checks	“N” – Needs Improvement in conduct on Progress Report or Report Card
7+ behavior checks	“U” – Unsatisfactory in conduct on Progress Report or Report Card

2. **Behavior Checks** are given for the following offenses (non-inclusive list):
 - a. violation of school or classroom rule
 - b. excessive talking
 - c. classroom disruption
 - d. failure to bring required materials or participate in classroom activities
 - e. disrespect toward a classmate
 - f. disrespect toward a teacher/staff/substitute (2 behavior checks)
3. The teacher may also assign additional disciplinary consequences. See Student Management Plan for details.
4. Upper School teachers mark conduct based on overall behavior.

Incomplete Grades (Secondary Only)

Upper school and middle school students failing to have all work turned in at the end of a grading period *due to excused absences* will receive an “Incomplete” (I) on their report cards. A student will be given five (5) school days to complete all missing assignments. Work not received at the end of the fifth day will receive a zero (0) grade and the student’s grade will then be averaged and recorded on the student’s official transcript. Extenuating circumstances will be reviewed by the administration at the request of the parent.

Make Up Work

1. **ALL STUDENTS** with excused absences will be allowed to make up missed work. For a single day of illness, a student will have two days to make up his work. **It is not necessary to call for assignments if the student is absent only one day.** For a two-day absence the student will receive four days to make up work. For each additional day of absence only one additional day to make up work will be given; e.g., 3 days absence = 5 days to complete make up work. A special plan will be individually designed for a student who has an extended absence. Students with pre-approved absences or who will be out

due to competition must take tests or turn in projects **prior** to the absence unless otherwise arranged with the teacher.

2. **MIDDLE & UPPER SCHOOL STUDENTS** absent the day before a previously scheduled test or project (e.g. research paper, science model, etc.) due date will be expected to take the test or turn in the project as scheduled. Exceptions will only be made when the administrator approves a written parent petition presented to the administration the day the student returns. Petitions must show reasonable explanation for an exception to be granted (i.e. serious illness). Students absent due to illness the day of a test or the day a project is due are expected to take the test or turn in the project immediately upon return to school. It is the student's responsibility to ensure that all make-up work has been completed. (A student should frequently check **MyFBCA** for any outstanding missing tests or assignments indicated by an "M," which factors into the grade average as a zero). Students with pre-approved absences must take tests or turn in projects beforehand, unless otherwise arranged with the teacher.

Promotion and Retention

1. Retention

- a. Any student being retained or having grades that show doubt of mastery of the requirements for the grade may be required to attend summer school or to receive private tutoring.
- b. We believe that in certain cases retention is a necessary and appropriate educational strategy used for the development of students. In rare cases retention is necessary because of academic failure. The general policy regarding retention is that a student may not be retained more than one time while enrolled at Fort Bend Christian Academy. Final determination to retain a student rests with the Director of Admissions.

2. **Lower School Promotion:** Promotion from pre-kindergarten to kindergarten and from kindergarten to first grade will be determined by the teacher and principal on the basis of a child's maturity and academic ability. To be promoted from one grade level to the next in grades 1-4, a student shall be required to earn:

- a. a yearly average of 70 or above in mathematics and language arts (reading, phonics, spelling)
- b. no more than two (2) U's (Unsatisfactory) in Bible
- c. an overall average of 70 or above, this average is derived by averaging the final numerical grades in all academic subjects
- d. Grades for enrichment classes will be determined using indications of excellent (E), good (G), satisfactory (S), needs improvement (N), or unsatisfactory (U), and shall not be used to determine promotion or retention.

3. **Middle School Promotion:** To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above in all courses taken. In

addition, students shall attain a final average of 70 or above in four out of five of the following core subjects: English, math, history, Bible and science. To avoid retention, a student who fails two core subjects may retake one of them in summer school in order to be promoted. The decision about which one to take is at the discretion of the counselor and the principal. Students failing more than two core subjects will not have the option to take summer school to avoid retention.

4. If a student fails a required Theology course while at Fort Bend Christian Academy, he/she may be required to do an independent study, which will be determined by the Bible teacher. Students failing only math or English will be strongly recommended but not required, to take summer school to avoid further educational gaps from forming.
5. **Upper School:** See Chapter 9-Policies Exclusive to Upper School for additional information.

Theology Courses

Each student is taught rich biblical truths through a variety of Bible/Theology courses. In addition, students are required to periodically memorize Bible verses. The study guide for Theology are non-denominational studies that clearly teach biblical truths through topics focused on character building.

Summer School Policy (Secondary Only)

1. **Middle School:** The Fort Bend Christian Academy Middle School DOES NOT offer summer school courses for remediation.
 - a. Remediation: Any student having grades that show doubt of mastery of the essential elements may be required or recommended to attend an approved outside summer school program or private tutoring. Students must petition and receive approval from the middle school counselor to take a summer school course. The summer school program must be approved by Fort Bend Christian Academy prior to the student's request. It is the responsibility of the student to provide Fort Bend Christian Academy with an official copy of the summer school grade(s) one week prior to the first day of school.
 - b. Original Credit: Seventh grade students who demonstrate high mastery of Math 7 with a final year average of 95 may petition and receive approval from the middle school counselor to take a summer school course to earn original credit for Advanced Pre-Algebra-7. The student's intent would be to enter Advanced Algebra I, a course for Upper school credit, in eighth grade. The candidate will attend an approved summer program earning a minimum average of 90. Thereafter, the candidate will take and pass an entrance exam one week prior to the first day of school to qualify for enrollment in the Advanced Algebra I class.
2. **Upper School:** See additional information in Chapter 9.

Probation (General Guidelines)

Fort Bend Christian Academy enforces three types of probation – **New Student Probation, Academic Probation,** and **Disciplinary Probation.** Specific guidelines for New Student Probation and Academic Probation are outlined below. Disciplinary Probation guidelines are found in Chapter 8-Student Management Plan, Code of Conduct.

When a student who is on academic or disciplinary probation is to be promoted from one campus to another (lower to middle school, or middle to Upper school) a more formal review will be completed. This review will include an interview with the student and a parent by the upcoming division principal and completion of recommendation forms from all current core subject teachers. A committee made up of administrative representatives from both campuses involved will decide if the student will be permitted to re-enroll. This process will take place at the end of April or early May. If it is decided that the student will not be permitted to re-enroll, the re-enrollment fee previously paid will be reimbursed. *Such a decision rests entirely at the professional discretion of the school's administration.*

1. **New Student Probation** (All Grade Levels)

All students new to Fort Bend Christian Academy are placed on probation for one full semester. Both academic performance and disciplinary performance are reviewed formally during the course of the probationary period by the appropriate division administrator. New students may face administrative withdrawal if they do not meet the academic and disciplinary guidelines stated below in (#2 Academic Probation). Some students may have more specific guidelines as conditions for continued enrollment as specifically outlined in the student's letter of acceptance. A copy of that letter is held in the student's records. Formal notification at the end of the New Student Probation will be made by the appropriate administrator.

2. **Probation (General Guidelines) "Academic Probation"**

- a. An lower or middle school student may be placed on academic probation according to the following guidelines:
 - i. The student receives two (2) or more failing quarter grades within two (2) consecutive grading periods.
 - ii. The student receives one (1) failing grade and two (2) D's (quarterly grades) within two (2) consecutive grading periods.
 - iii. The student receives four (4) D's (quarter grades) within two (2) consecutive grading periods.
 - iv. The student fails to meet the attendance requirements per semester (see attendance and credit policy).
- b. A **Upper school student** may be placed on academic probation according to the following guidelines:
 - i. The student fails two (2) or more courses for the semester.
 - ii. The student receives one (1) failure and two (2) D's for the semester.

- iii. The student receives four (4) D's for the semester.
 - iv. The student fails to meet the attendance requirements per semester (see attendance and credit policy).
3. Academic probation will be determined by the administration, with a minimum length of two (2) quarters and not to exceed one (1) full school year. **During this time the following will be required of the student and and/or family:**
- a. The student must significantly improve in weak academic areas. The student will demonstrate significant improvement by passing all subjects and by earning no more than 2 D's at the end of the semester he/she is on probation.
 - b. The student may be required to receive tutoring.
 - c. Parents must initiate and schedule a minimum of two (2) parent/student/teacher/counselor conferences during the semester of academic probation, one being during the first grading period of the semester.
4. All **Upper school** courses not passed must be made up in summer school during the summer immediately following the academic school year in which the failure was earned. Exceptions to this policy for extenuating circumstances may only be made by the Upper school principal or counselor.
5. The administration holds the right to declare a student ineligible for all co-curricular activities after an assessment of progress reports in core subjects. (See Co-Curricular Eligibility)
6. Students placed on academic probation due to excessive absences may be required to make up classroom time (arrangements made with middle school campus principal or Upper school assistant principal), and produce a doctor's excuse for each subsequent absence.
7. Fort Bend Christian Academy may, at its sole discretion refuse continued enrollment to a student if these conditions have not been met during the probationary period.

Dismissal

Students who violate the policies of Fort Bend Christian Academy will be subject to dismissal. Reasons for such action include, but are not limited to: failure to maintain passing grades, violations of the student code of conduct, contributing to the spiritual or moral decline of other students, falsifying information during the application process, deliberate misrepresentation of information, failure to maintain financial commitment, or as deemed necessary for the good of the school. *Final dismissal decision will be made by the Head of School.*

Withdrawal from School

If a student withdraws in the middle of the school year, the parents should contact the business office and registrar at least one (1) week prior to the withdrawal date. (See Chapter 4, #4 Contract Release Policy). All items on the withdrawal checklist must be cleared prior to withdrawing. Each teacher will provide a current grade. **No record will be sent to the new school until all items on the checklist are cleared and all tuition, fees and fines are paid.** (See Contract Release Policy).

Student Records

The school shall keep records of the registration and attendance of students, and shall maintain an up-to-date, permanent cumulative record of a student's personal data and progress through school, including academic achievement, health information and test results. Parents may request to review, but not remove, their student's cumulative records during regular school hours.

When inspecting these records, the parent may question the content of the records. If it is agreed to, the questioned material will be removed, or the parent may place a rebuttal with the material in question.

If after review any information contained in the record is determined to be inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, the parent will be given an opportunity to file a written request with the division administrator for removal or correction of the objectionable information and, if necessary, a conference will be scheduled to consider the record, a statement of the parent's objections to information in the records, or to any record of disciplinary action taken by the school.

A log will be attached to each student's records on which will be recorded the name, date, and reason for any person, other than school officials and employees, who inspect any part of that student's records. School officials or employees shall be limited to instrumental family and administrators, school nurses, and the secretary responsible for placing such information into student files.

Other provisions of federal and state laws protect parent's rights by restricting the release of information under the law, and such persons reviewing the record must sign a statement indicating the purpose of the review and restricting any further release of information. Other persons may be permitted to review the records with the written consent of the parents or the student who is 18 years of age or older. FBCA operates under the provisions of the Family Educational Rights and Privacy Act (FERPA).

By law, both parents, whether married, separated, or divorced, have access to the records of their child 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 if the school is given a copy of the court order terminating these rights.

All teacher recommendations for middle school and Upper school students (i.e. for enrollment, Honors classes, placement in foreign language classes, other academic and behavioral reports, etc.) will be retained for one (1) school year and then destroyed.

These recommendations will be kept in the appropriate counselor's files and not in the student's permanent record.

Transcripts for seniors will be forwarded to colleges and universities without charge, pending verification that accounts are up to date.

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters Fort Bend Christian Academy until the student withdraws or graduates. After graduation, records are saved digitally.

Homework

Fort Bend Christian Academy believes that meaningful homework is an integral part of the school program. The teacher is at liberty to give homework as necessary to complement the classroom learning activities. Therefore, each student is required to complete his/her homework assignments on time. Meaningful homework is given for several reasons:

1. For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
2. For practice: Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently given for homework.

Note: At the lower school level, points will be deducted when assignments are not turned in on time. Point deductions will be determined as appropriate for each grade level.

Dropping and Adding Courses (Secondary Only)

Middle School and Upper School: While consideration will be made to give students the courses they desire, they are not guaranteed their choices on course selections. Priority is given to students according to grade level. Course placement is ultimately determined by appropriate division administrators.

Students should make their course choices carefully, since changes will not be made apart from extenuating circumstances once students get the courses which they requested on their Course Request sheets or through MyFBCA registration. Any exception to this policy must be approved by the appropriate division administrator. Course requests are taken very seriously. Teachers are hired and classes are created based upon course requests. Course selection changes may be made up to the last Friday in April. After that, changes will be made only for compelling reasons (i.e. course required for promotion, course scheduled is the wrong level, etc.).

To request a schedule change during the first week of each semester, a Schedule Change Request form (available on myFBCA) must be submitted to the middle school or Upper school counselor by a parent.

Co-Curricular Eligibility (Secondary Only)

This policy applies to athletics, art, band, choir, clubs, debate, drama, or any other co-curricular organization.

1. **Academic:** Fort Bend Christian Academy's co-curricular policy is "no pass, no play." Eligibility will be determined each quarterly grading period. If a student has a failing grade at the quarterly reporting period, he or she will be ineligible to compete or perform for a period of 2 weeks. The student will be allowed to practice during this time, but will not be allowed to travel with the team/group, dress for games, or sit with the team/group at competitions or performances. Grades for students who are ineligible will be rechecked two weeks following the reporting period. If the same student is still failing any class, he or she will remain ineligible, and have grades rechecked in another two weeks. If the student is eligible (no failing grade in any class), he or she may return to the team/group. The removal from the co-curricular activity will be effective on Monday following the day grade reports are issued.
 - a. If, on the first day of in-season practice (as established by TAPPS) a student athlete "carries in" an "F" (failing grade) from the previous quarterly report card, the student athlete is under probation with the following stipulations:
 - b. If the student athlete earns any "F" at the midpoint of the grading period, the student will not be able to compete or travel with the team. This student will be able to continue to practice with the team during this time. The student will not be able to dress out or sit on the team bench during any competition.
 - c. If the student then earns an "F" for the first quarter reporting period after the season starts, the student will be removed from the team for the remainder of the season.
 - d. If the student has earned all passing scores at the midpoint of the grading period, the probation will be removed.
 - e. If the student has earned all passing scores at the end of the quarterly grading period, the probation will be removed.
2. **Conduct:** Co-curricular eligibility will be determined each quarterly grading period. If a student has a "U" in conduct or two "N's" from different teachers, he or she will be ineligible until the next Academic Check period. If, at that time, the same student still has one "U" or two "N's" from the same or different teachers, he or she may not return to the team/group. The removal from the co-curricular activity will be effective on the Monday following the day grade reports are issued.

3. **Attendance:** In order to compete or perform the student must be in attendance at school at least 3.25 hours on the day of the competition or performance.
4. **Tuition and Fees:** Please see Fort Bend Christian Academy Fees, Payment Plans, and Policies in Chapter 4 concerning participation in co-curricular activities.

Standardized Testing Program

1. Achievement tests are given to all students in grades 1-8. This comprehensive battery of tests is designed to measure the important learning outcomes of the school curriculum. The tests provide dependable achievement measures that can be of assistance in improving instruction and evaluating progress. The costs for all standardized tests are covered by tuition fees.
2. In grades 9-12, students have the opportunity to take national standardized tests important to college admissions, including the PSAT, SAT, and ACT. Parents will be responsible for registering students for the SAT and/or ACT. Further, parents will be responsible for payment of all fees associated with the SAT and/or ACT. The PSAT will be administered on the Fort Bend Christian Academy campus on the National Test Day.

Modifications for Students with Learning Disabilities

While Fort Bend Christian Academy is not equipped to offer special programs for students with learning disabilities or differences as (AD/HD), it sometimes becomes necessary to modify the existing program to meet the educational needs of our students. In such instances, the following procedures will be observed:

1. Parents must furnish the school with documentation of professional testing from a qualified diagnostician (i.e. ed. Psychologist or Psychiatrist that documents a need for educational modification. Such documentation must not be more than three years old, and must include a comprehensive Psychologist ed. evaluation which includes a description of presenting problem(s), tests administered, results of tests, a diagnosis based on the DSM standards, and educational recommendations.
2. A conference will be held between the parents, student, and counselor (secondary) or principal (lower) to discuss the possibility of providing the modifications within the Fort Bend Christian Academy environment. This conference will be documented, and such documentation will be placed in the student's permanent file. A formal meeting must be held every year to review the student's needs and diagnostic documentation.
3. The School's administration will make the final determination about the requested accommodation or implement and oversee the requested accommodations, and modification. This decision will be determined by the probability of success of the accommodations or modifications, the ability of FBCA family to the student's commitment to perform the work, and the degree of educational support to be provided by the home.

FBCA STUDENT AND FAMILY HANDBOOK

Teachers are allowed to modify curriculum for learning disabilities and/or differences only when this process has been followed with the consent of appropriate division administrators.






















Because FBCA faculty are professionally trained to educate students in a college-preparatory, traditional academic program, the school is unable to meet the needs of behaviorally or emotionally disordered children. Out of professional respect for FBCA faculty and concern for the needs of these students, such applications will not be considered.

General Policies and Procedures

Re-Enrollment for Returning Students

Returning students are students currently enrolled in Fort Bend Christian Academy who are applying for admission for the next year. In order to enroll for the following year, returning students must meet the following requirements:

IN THIS CHAPTER

 Re-Enrollment for Returning Students
 Class Placement Policy
 Prayer in School
 School Hours and Extended Care Program
 Transportation Policies
 School Clinic
 Emergency Closing
 Fire and Tornado Drills
 General Building Policies
 Communications
 Prohibited Items
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 School Lunch Program
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 Volunteer Involvement
 School Sponsored Dances
 Lower Class Parties and Birthday Celebrations
 Chapel
 Gifts/Fundraising
 Learning Commons/Library

1. All re-enrollment forms and fees must be completed and turned in on time.
2. An update of all immunizations may be required.
3. Re-enrolling students must be in compliance with academic, discipline, and school policies (including financial responsibilities).
4. If a student is readmitted with a record of disciplinary problems, he/she will be on probation and subject to reevaluation at the end of each grading period.

Class Placement Policy (Lower Only)

It is the express responsibility of the Lower school principal to assign students to class/teacher rosters for all Lower classes. The process of assignment is one that strives to strike a balance of students within the class by prayerfully considering many factors. These factors include academic ability, special needs, birth order, girl/boy ratio, teacher recommendations, etc. The usage of these factors provides for an equitable balance of needs, abilities, and relationships in the class and does not imply special privilege for any group. Parents are asked to support the principal in this process by making class assignments a matter of prayer, asking God to guide the principal in placing each child in the class where he/she can function and develop most effectively. Please do not request special placement for your child. *Class placement is at the professional discretion of division administrators.*

Prayer in School

Prayer is a vital ingredient in our program of Christian training. Students at Fort Bend Christian Academy are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others.

School Hours and Extended Care Program

1. **LOWER HOURS:** All pre-kindergarten and kindergarten students attend school from 8:00 a.m.-2:45 p.m. Grades 1st-4th attend school from 8:00 a.m. to 3:20 p.m. Lower school students may be dropped off without charge **NO EARLIER THAN 7:25 a.m.** Students arriving between 6:30- 7:25 a.m. will be charged the drop in daily rate regardless of the duration. Any student not picked up by 3:35 p.m. will be escorted to the extended care program and regular extended care fees will be billed to the parent's account.
2. **MIDDLE SCHOOL HOURS** are from 7:45 a.m. – 3:05 p.m. Middle School students may be dropped off without charge **NO EARLIER THAN 7:15 a.m.** Students arriving between 6:30 -7:15 a.m. will be charged the drop in daily rate regardless of the duration. Any student not picked up by 3:15 p.m. must go to the extended care program and regular extended care fees will be billed to the parent's account. Middle School student athletes may utilize the extended care program free of charge during the official season. After the conclusion of the season, extended care fees will be billed to the parent's account.
3. **UPPER SCHOOL HOURS** are from 7:45 a.m.–3:05 p.m. Upper school students may be dropped off **NO EARLIER THAN 6:45 a.m.** Students must be picked up by 4:30 p.m.; all students will be required to leave the buildings at 4:00 p.m. unless under the direct supervision of a staff member.
4. **North Campus Learning Commons** will be available 7:00 am – 4:00 pm.

Extended Care Programs and Fees

Options will be available for Morning care and After School care. The times and fees for such care will be announced by Fort Bend Christian Academy from time-to-time and may be subject to change in accordance with the Fort Bend Christian Academy Fees Policy and published from time-to-time. Such fees may be changed or modified from time-to-time.

Transportation Policies

Lower School Pick Up and Drop-Off Procedures

1. **Lower School Morning Drop-Off:** Students may be dropped off, without charge, no earlier than 7:25 a.m. (Any student arriving before 7:25 will be sent to the early morning care room, and your account will be charged.) For safety and efficiency, it is necessary for parents to release children from their cars to the teacher on duty in the parking lot. Courtesy in Action (CIA) students will assist teachers in unloading cars. Please **do not** park your car and walk students to their classrooms prior to 8:00 a.m., as classrooms are unattended. Immediately following morning prayer time, teachers will pick up students from the cafeteria and walk them to the classroom.
 - a. **Lower School Afternoon Pick-Up: For Carpool Pick-Up:** Students are escorted to designated areas to wait for parents in the carpool line. As parents pull into the school parking lot, the provided carpool I.D. must be clearly displayed from the rearview mirror. Students will then be called and escorted to the car by a Fort Bend Christian Academy staff member. **FOR SAFETY PURPOSES, DO NOT PARK IN THE PARKING LOT AND COME INTO THE BUILDING TO PICK-UP STUDENTS. NEVER LEAVE YOUR CAR UNATTENDED IN THE CARPOOL LINE.**
 - b. Students will be released only to persons (age 16 years or older), whose names are on file with the school office on the Fort Bend Christian Academy Emergency Card. Lower students may leave with a Upper school or middle school sibling if a note signed by the parent is on file.
2. **Lower Procedure for Change in Parent Pick-Up:** Please note that the person(s) designated to pick up any student must be listed on the Fort Bend Christian Academy Emergency Card. When a parent needs to designate another person not on the Emergency Card to pick up any child during or after school, a written note verifying the change is required. In an emergency situation, the parent must call the school office to inform school authorities of who may pick up the child. It is the parent's responsibility to notify the designee that photo identification (driver's license) must be presented before the child will be released. This exception will apply to that day only. **Please call the school office prior to 2:00 p.m. for any changes in student pick-up.**
3. **General Traffic Rules**
 - a. Never allow children of any age to run across the parking lot. It is dangerous.
 - b. The parking lot speed limit is **VERY SLOW** (5 MPH).

- c. Practice the rules of CAUTION and COURTESY even when you are in a great hurry. You may save a child's life.
- d. Cell phone use is **PROHIBITED** on the parking lot of all campuses during student drop-off and pick-up time except when parked in a designated space.

Middle School Drop-Off and Pick-Up Procedures

1. **Drop Off:** Students may be dropped off without charge **NO EARLIER THAN 7:15 A.M. Any student arriving before 7:15 a.m. will go to the cafeteria until dismissed to homeroom** (7:30 A.M.). Students taking 1st period classes that meet at the North Campus should be dropped off at the main entrance of that building and go to the designated holding area until dismissed to their first period class.
2. **Middle School Pick Up:** When students are dismissed at 3:05 P.M. they should proceed to one of four areas:
 - a. **For Carpool Pick-up, Middle School Students only: Students** should report immediately after the 3:05 p.m. dismissal to the gym entrance of the South Campus. Pick up will be made in one of two lines going through or by the covered drive.
 - b. **For Carpool Pick-Up, Middle and Lower School Students: Students** should report to the area outside the front doors and wait for Lower carpool to begin.
 - c. **For Carpool Pick-Up, Middle and Upper School: Students** of carpools that also include Upper School and Middle School students should walk immediately after the 3:05 p.m. dismissal to the North Campus to meet their carpool.
 - d. **Pick-Up for Student Athletes:** Student athletes who do not leave during 8th period should go immediately after the 3:05 p.m. dismissal to the designated area assigned by their coach.

Upper School Drop-Off, Pick-Up and Student Driving Procedures

1. **Upper School Pick Up & Drop Off:** Students should be dropped off and picked up in the car line at the front of the building. At the end of each school day, students should exit the school building and carefully move through the parking lot.
2. **Upper School Student Drivers:** Driving to school is a privilege that is extended to responsible and mature students. As such, the following rules will govern student driving and parking privileges.
 - a. Students wishing to drive a vehicle to school are required to submit a *Vehicle Registration Form*, along with a copy of their valid driver's license and proof of auto liability insurance, to the upper school front desk receptionist. The form must be signed by both student and parent.

- b. See the Upper School receptionist for the *Verification of Enrollment & Attendance Forms* for Driver's Education.
- c. **Parking spaces may be limited** due to the number of available spaces in the parking lot. Priority for the issuance of parking permits will be by grade level:
 - 1st senior students
 - 2nd junior students
 - 3rd sophomores
- a. **Note:** Seniors and juniors are assigned permit tags for the "Main Lot." Sophomores are assigned permit tags to park in the "Seven Oaks Campus Lot." No students are permitted to park at the athletic complex or Fort Bend County Library during school hours unless authorized by school officials. **Campus parking may only be in such locations as are approved by the school.**

3. Upper School Parking Lot Regulations:

- a. The parking lot speed limit is SLOW (5 mph). Practice the rules of **CAUTION** and **COURTESY**, even when you are in a great hurry.
- b. The *Fort Bend Christian Academy Vehicle Registration Permit* must be displayed on the vehicle while on campus.
- c. Students must park **PROPERLY** in the designated student parking area ONLY. Do not park along curbs that reduce the width of circulation pathways. Student vehicles parked anywhere on campus other than lawful, designated student parking spaces, unless authorized by the principal or assistant principal, may be towed away at the owner's expense.
- d. Vehicles may not take up more than one parking space.
- e. Students must not participate in any type of activity resulting in racing or dangerous maneuvers. Spinning tires or "burning rubber" is not allowed.
- f. Students must not make excessive noise. Loud mufflers, music, or "glass packs" are not allowed.
- g. Do not litter the parking lot.
- h. Students must understand that if their driving or the presence of their vehicle causes a discipline problem, they will automatically forfeit the privilege to drive their vehicle on the FBCA campus.
- i. Students may not be in their vehicle during school hours unless they have permission from a school official and all student drivers must park in the designated campus parking area
- j. If school officials have reason to believe that a student has anything in their vehicle that is a violation of the law or Fort Bend Christian Academy Board policy, they may be requested to open their vehicle for a search by a school official.
- k. Any violation of these rules or state law may result in one or all of the following consequences:

- i. oral/written warning from a Fort Bend Christian Academy staff member
- ii. phone call to parents/guardians
- iii. temporary loss of parking privilege
- iv. the revocation of parking privilege
- v. disciplinary consequences
- vi. vehicle being towed at the owner's expense

Closed Campus Policy

1. Fort Bend Christian Academy operates as a closed campus. Students are not allowed to travel off campus during lunch or any other break. Students who leave school during the course of the school day **MUST** be signed out by their parent/guardian.

Student Travel

School sponsored travel opportunities consistent with Fort Bend Christian Academy mission may be allowed upon approval by the Head of School. Criteria to be considered include:

1. The chaperone ratio shall be determined based on the student ages and grade levels, and upon the nature of the trip.
2. Participation may be denied or restricted based upon disciplinary records.
3. Parents must consent in writing to their child's attendance.
4. Personal safety and security issues will be given careful attention by trip coordinators, chaperones, and participants.
5. Complete background checks are required for all adult chaperones on overnight trips. For day field trips not requiring an overnight stay, all adults are required to present their driver's license for V-Soft verification at either the North Campus or South Campus front desk.

Field Trips

1. A permission slip is required for each individual field trip. These permission forms will be sent home with advanced notification of the trip. Students who fail to return the signed permission form will **NOT** be permitted to travel on the field trip. We encourage parents to attend as needed, but siblings are **NOT** permitted
2. Typically Chaperone/Student and Faculty Ratios Shall Be:

Lower School	1:8
Middle School	1:12
Upper School	1:12

Additional chaperones may be utilized as determined on a case by case basis by the campus administrator.

Note: All Upper school students who attend a field trip during the school day will wear Mills uniforms (normal school attire) OR students can wear jean pants (no jean shorts) with a school approved supplier uniform top, if approved by campus administration.

School Clinic

1. **Illness or minor accidents:** A nurse is available every day at Fort Bend Christian Academy. Students will be sent to the clinic in case of illness or accident. First aid will be administered cuts, scratches, and minor accidents. First aid supplies are kept on hand for minor injuries only. The parent or guardian will be notified if the student is unable to remain in school. For the protection of all, students will not be able to remain in school and parents will be notified if the student complains of:
 - fever of 100 or more
 - suspected contagious disease
 - vomiting, and/or diarrhea
 - feeling too ill to remain in class
2. **Stay at home:** Students should be kept at home if they show ANY indication of the above mentioned symptoms of illness. Students who are ill will be sent home.
3. **Returning to school:** A student must be fever-free for 24 hours without the use of fever-reducing medicines in order to return to the school.
4. **Emergency:** In case of an emergency that requires a doctor or hospital care, the parent will be notified as soon as possible. School personnel will remain with the student until the parent arrives, either at school or at the treatment center.
5. **Contagious infection of illness:** Please notify the school office if your student has any contagious infection or illness so that “exposure notices” may be sent to the parents/guardians of students in your child’s class. Students with contagious illnesses or infection should refer to Contagious and Infectious Disease.
6. **Hospitalization:** If a student is hospitalized for any reason, there must be a doctor’s release before returning to school. **These rules are for the protection of all Fort Bend Christian Academy students.**
7. **Procedure for taking medicine during school hours:** Any student who must take medicine during school hours must comply with the following procedures:
 - a. **All medicine** must be furnished by the parent.
 - b. **All medicine** must be locked in the clinic cabinet.
 - c. **All medicine** to be administered at school, must be accompanied by a written request signed and dated by the parent or legal guardian.

- d. **All prescription medication** must be in the original pharmacy container and labeled by the pharmacist. The label must include:
 - i. the student's name
 - ii. the physician's name
 - iii. the name of the medication
 - iv. the amount of medication to be given and the frequency of administration, and
 - v. the date the prescription was filled
 - e. **All non-prescription medications** must be in the original container. The written request must contain the following information:
 - i. the name of the student
 - ii. the name of the medication
 - iii. the amount of medication to be given
 - iv. when the medication is to be given
 - v. the reason the medication is to be given
 - vi. the date, and
 - vii. the signature of the parent or guardian
 - f. If injectable medication is provided for any acute reaction, such as is given for asthma, insect bites or stings, hemophilia, etc., **a physician's written authorization** as well as the **parent's written request** is required. *Regular allergy injections and/or homeopathic medications will not be given at school.*
8. **Forms:** Included in the registration packet is a ***School Clinic Information Form***. This form must be signed and returned to the student's homeroom teacher the first day of school. An ***Allergy Action Plan Form***, signed by a parent and physician, must be submitted for any student with a severe food or insect allergy (this form can be downloaded from MyFBCA, documents and forms).
 9. **Vision and Hearing Screening:** Each year students in Pre-K, K, 1st, 3rd, 5th and 7th grades, and all new students are required by state law to have vision and hearing, height and weight screening on campus. The school nurses administer these tests to students and will notify the parents if there are any apparent deficiencies.
 10. **Spinal Screening:** Students in the 6th and 9th grades are screened for scoliosis as per state law. Our nurses administer these screenings to students. Parents will receive prior notice of such screenings and will be notified of any apparent problems.

Exemptions from Physical Education

The school's physical education program is designed to meet the needs of all students who are physically able to attend school. Written requests from parents for exemption from P.E. covering one (1) to three (3) days at a time are given careful consideration, and the instructor (nurse or principal, if necessary) will determine if it is advisable for the student to be excused from the activity. A

physician's statement must be presented if more than three (3) consecutive days are involved.

Contagious or Infectious Disease

It is the school's policy that no student shall be enrolled or remain in school who is known to have a contagious or infectious disease. Observe the following rules carefully. Please do not send students to school unless the following conditions have been met:

- CHICKEN POX - have doctor's permit to re-enter school or wait until all vesicles have scabbed over. If lesions are not vesicular, wait 24 hours with no new lesions occurring before returning to school.
- DIPHTHERIA - have doctor's permit to re-enter school
- FIFTH'S DISEASE - readmit with doctor's permit to re-enter school or when the determination of Fifth's disease is made. May return when the student has been fever free (below 100) without the use of fever reducing medication (i.e. Tylenol, Advil) for 24 hours.

- GASTROENTERITIS - readmit when vomiting and diarrhea subsides. Any student with diarrheal illness should be excluded from school until they are diarrhea free for 24 hours without the use of diarrhea suppressing medications.
- HEPATITIS - have doctor's permit to re-enter school; parents of classroom contacts will be notified on recommendation of attending physician
- INFLUENZA - readmit when student has been fever-free for 24 hours without the aid of any fever-reducing medications.
- IMPETIGO - have doctor's permit to re-enter school or wait until all sores are healed
- MEASLES - have doctor's permit to re-enter school or wait until rash is gone; must be reported since measles may be mistaken for other illnesses
- MENINGITIS - have doctor's permit to re-enter school
- MONONUCLEOSIS – when fever free for 24 hours. Doctor note needed for PE and/or sports participation.
- MUMPS - have doctor's permit to re-enter school or wait until five days after the onset of swelling; must be reported since mumps may be mistaken for other illnesses
- PINK EYE (bacterial or viral) - have doctor's permit to re-enter school or until eyes are clear
- RINGWORM OF SKIN - may attend school with prescribed treatment and/or the area must be covered completely
- RINGWORM OF SCALP – may attend school with doctor's permit following prescribed treatment
- SCABIES - have doctor's permit to re-enter school (at least 8 hours after first treatment)

- STREPTOCOCCAL INFECTIONS (STREP THROAT & SCARLET FEVER) – may return after 24 hours of antibiotics and has been fever free for 24 hours without the aid of any fever-reducing medications.
- TUBERCULOSIS - have doctor's permit to re-enter school
- WHOOPING COUGH - have doctor's permit to re-enter school or exclude until free of cough, usually three to five weeks

Procedures for Checking Out a Sick Student

Students who become ill during the school day must report to the nurse's office. The nurse will notify the parents if the student needs to go home. The parent or guardian may pick up the student in the clinic after signing him/her out in the school office.

Emergency Closings

In the event that school is closed for inclement weather or other emergency situation, Fort Bend Christian Academy will communicate with parents in one or more of the following ways:

1. A recorded phone message will be sent through MyFBCA to every student's emergency contact number.
2. If possible, an email will be sent to parents through MyFBCA and updated as appropriate.
3. Closing information and updates will be posted on MyFBCA and on the FBCA website, www.fortbendchristian.org, if possible.
4. Every effort will be made to post information regarding school closings with KPRC Channel 2 (NBC) and other local news stations.

Note: FBCA will make its own determination regarding school closings and does not necessarily follow the closings of public school districts.

Fire and Tornado Drills

Fire and tornado drills, as well as other emergency procedures, in accordance with the city, county, and state regulations, will be practiced and reviewed on a periodic basis.

General Building Policies

1. For Lower school and middle school, appropriate bathroom and water breaks will be given by teachers. Upper school, teachers may issue a pass for students to leave class.
2. Students are asked to help keep our school beautiful by disposing of waste paper and scraps.
3. Food items are NOT to be consumed outside the cafeteria or clinic and only during designated lunch and snack times unless authorized by the teacher or a school administrator. If snacks are needed for medical reasons, they should be brought on a daily basis and/or stored in the clinic refrigerator. For Upper

school and middle school, drinks in the classroom are limited to water unless for special event, activities, programs, etc.

4. On all three campuses, students may not use the elevators unless they have received permission.
5. Headphones, earbuds, or wireless headphones are not permitted on the upper school campus during school hours.

Communications

Telephone Usage

1. School telephones are for school business only. Student use of the office telephone is limited to important or emergency calls. Students must first gain permission from office personnel before using the telephone. Students without a pass will not be permitted to use the phone.
2. Cell phones may be carried on campus by Fort Bend Christian Academy middle and Upper school students but may not be used to make or receive calls, texts, or emails during class time unless directed by the teacher. Violation of this policy could lead to having the cell phone confiscated for inappropriate use.
3. On the Upper school campus, as permitted by individual teachers, particular apps or software loaded on a student cell phone may be accessed during class time. Appropriate use of these features of a cell phone will be determined by each individual teacher. Refer to Mobile Technology Devices below).
4. Any time a phone is confiscated from a student, a \$10.00 fee must be paid before the phone will be returned. The phone will only be returned to a parent. If further violations of the phone policy occur, other disciplinary measures will be taken in addition to the fee requirement.

Mobile Technology Devices

1. Mobile devices are an exciting element of teaching and learning. On the Upper school and middle school campuses teachers and students are encouraged to incorporate mobile technology devices into the classroom learning environment. Mobile devices must not, however, be a disruption to the learning environment, and may only be used as directed by the teacher or staff members in authority. All mobile devices must be stored away at the beginning of class unless authorized by the classroom teacher. Any student who fails to follow directions or is caught with a mobile device at inappropriate times during class will have the device confiscated by the teacher.
2. Using a mobile technology device to listen to music (with headphones) when appropriate is acceptable in the Eagle Café and Learning Commons before or after school and during lunch, anywhere on campus before or after school, and in study halls and classrooms as approved by individual teachers. Playing

games on a mobile technology device is under the supervision of school staff and administration. Students must follow instructions when asked to stow such devices.

3. The use of all mobile technology devices will fall under conditions stated in the Acceptable Use Policy which students and parents must acknowledge at the beginning of each school year.

Use of E-mail as Official Correspondence with Students

Introduction:

Each secondary student is provided a school email account for use during the time in which a student is admitted and enrolled at FBCA. School email accounts are maintained by Information Technology Services, and are governed by the Acceptable Use Policy:

Email shall be considered an appropriate mechanism for official communication by FBCA with students unless otherwise prohibited by law. The school reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion.

Assignment of Student Email:

Official school email accounts are provided for all registered secondary students. The domains for the addresses are formatted differently than faculty and staff for easy identification. Official school communications will be sent to students' official school email addresses.

Students are expected to check their email daily in order to stay current with school-related communications. Students must insure that there is sufficient space in their accounts to allow for email to be delivered. Students have the responsibility to recognize that certain communications may be time-critical.

Faculty may determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students' official email addresses are being accessed, and faculty may use email for their courses accordingly.

Forwarding of Email:

Students who choose to have their email forwarded to a private (unofficial) email address outside the official school address, do so at their own risk. The school is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems. This is not recommended nor supported.

Publications and Campus Correspondence

1. Fort Bend Christian Academy produces several school publications designed to keep parents and students informed of school events. With administrator approval, student/parent groups may post information in school publications (contact the campus secretary for specific guidelines). In an effort to be good stewards of our resources, all weekly campus newsletters, correspondence, informational flyers, etc., are distributed via the parents' and/or students MyFBCA accounts. Distribution of written materials is very restricted; student/parent groups must have administrator approval to distribute any written materials on campus.
2. *FBCA Magazine* is published 2 times per year by the Fort Bend Christian Academy Communications Office. These publications are emailed directly to Fort Bend Christian Academy families and friends. Please advise the school office of mailing and email address changes so that we can ensure proper delivery.
3. *Lower Essentials*, *Middle School Mania* and *Upper School Headlines* are weekly campus publications. The newsletters may be viewed via MyFBCA accounts and are also on MyFBCA. Lower school students bring home campus information via backpack mail each Monday. A signing sheet is included in the Lower student's Monday folder and must be signed to indicate that the parent/guardian received the information. It is the student's responsibility to make sure the signed Monday folder is returned to his/her teacher the next school day. The weekly campus publications are designed to provide parents and students the latest information on campus activities.
4. Fort Bend Christian Academy's website, <http://fortbendchristian.org>, posts a variety of school information. The campus newsletter and other campus information will be available through the parent's MyFBCA account. It is the responsibility of the parent to maintain a valid email address through their MyFBCA account.

Conferences

Parents are urged to have conferences with their child's teacher whenever the need arises. Parents who desire such a conference may make an appointment by sending a note or email to the teacher. If a conference is needed with several teachers, call or email the counselor's office at the middle or Upper school campuses, or the Lower school secretary at the Lower campus. Conferences may be scheduled after school or during a special conference period. Please do not attempt to confer with the teacher in the morning before class or at any other time when the teacher's attention is needed for the supervision of the class. Students are not to attend Parent/Teacher Conferences unless requested by the teacher and/or principal.

Conferences concerning student progress or performance should be held first with the student's teacher. If a problem continues, a conference may be held with the parents, teacher(s), and school principal and/or counselor.

Prohibited Items

Any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction are forbidden at school or at any school-sponsored activity. Such items include, but are not limited to: fireworks, matches, lighters, correction fluid, inappropriate reading materials, laser pointers, toys, and items illegal to possess or consume. Mobile technology devices are permitted on campus, but students must take care that using a mobile technology device does not disrupt any classes. (See Acceptable Use Policy and/or Mobile Technology Devices Policy.)

Lockers

Having a locker is a privilege extended to all middle school and Upper school students. Remember that the locker itself belongs to the school and may be inspected at any time by the administration. In other words, the student's enrollment at Fort Bend Christian Academy is deemed voluntary consent for the administration to inspect school lockers at any time.

Each student is responsible for the content in his/her locker. If items are stolen from a student's locker, the administration will do whatever possible to retrieve the property. Prohibited items (see above) are not permitted in lockers. The use of tape or stickers to decorate lockers is not permitted. Students may only use magnetic items to decorate the inside of their lockers. Only approved FBCA co-curricular activity magnetic decorations are permitted on the outside of the student's locker. Lockers may be decorated for birthdays, but all decorations must be removed within one week of the student's birthday. Please avoid tape or stickers used in decorating a student's locker for their birthday. **FOOD ITEMS SHOULD BE REMOVED AND NOT STORED OVERNIGHT IN A STUDENT'S LOCKER.**

School Lunch Program

1. **Hot Lunch Program:** A hot lunch is available through a third party vendor. Students are provided access to an online payment option. Funds **MUST** be available in the account for a student to charge for lunch. Other payment methods include cash at the register or a check made payable to the third party vendor.
2. **Lunch Location:** Students are to eat in the lunch room or lunch detention room. Students are to stay in these areas during their lunch times (they are not to wander through the halls or upstairs). Students may leave the lunchroom only with permission from a teacher or administrator. Students **MUST** clean up after they eat.
3. **Lower Lunchroom Visits:** Because of time constraints, we ask that lunchroom visits be limited to special occasions, not in excess of two times per grading period. Guests are required to sign in at the office. Please remember that students and teachers need to eat lunch during this time, so it is not an acceptable time to conference with teachers. In most lunch periods, there is limited seating available for guests, so please do not bring a younger sibling.

PLEASE DO NOT GIVE ANY FOOD TO CHILDREN other than your own. Many students have food restrictions, some with the potential for serious medical repercussions. Birthday celebrations must take place in the classroom (see Lower Birthday Celebrations, page 50).

4. **Upper School:** Upper school students are required to eat in the Café. They may eat in classrooms ONLY as directed by staff members. Upper school students are not to wander the building during lunch. Teachers are free to set up special events in which students would be invited to eat lunch in a classroom (i.e. Bible study, prayer group, club meetings, tutoring, review sessions, etc.).

Lost and Found

The school maintains a lost and found area on each campus. Students should check this resource periodically to retrieve lost clothing, books, notebooks, etc. Items considered valuable (e.g. jewelry) will be taken to the office and kept secure. Items not claimed by the end of each grading period may be donated to a charity. **Fort Bend Christian Academy strongly suggests that all clothing items be marked with the student's name for easy identification.**

Lost and Found Locations:

Lower: Extended Care area

Middle School: Main stairway landing area

Upper School: Front desk or assistant principal's office

Parent/Guest Visitation

Parents and guests are welcome to visit the school with prior permission. Parents must contact their student's teacher or counselor to arrange a satisfactory time for a visit. All guests are required to sign in at the receptionist's desk, present their driver's license for a security scan, and wear a visitor's identification badge while on campus. In the case of divorced parents, visitation is naturally extended to both parents and stepparents of a child unless legal documentation is provided to the school by the custodial parent indicating otherwise.

The principal may refuse visitation to any student who is deemed inappropriate in dress or behavior. Students and faculty are not allowed to have guests on campus during lunch, except family members or FBCA alumni.

Volunteer Involvement

1. The **Parent-Teacher Fellowship (PTF)** provides invaluable volunteer support to Fort Bend Christian Academy. Through participation in the PTF, funds are provided for school enrichment programs, and Fort Bend Christian Academy is provided with much-needed volunteers for the office, library, and various committees. Of greater value and satisfaction are the friendships fostered through participation in school endeavors.

2. The **Athletic Booster Club** meets monthly to discuss and organize ways to provide financial support for our Fort Bend Christian Academy athletic programs.
3. **Moms in Touch** meets weekly to pray for the needs of all three campuses.

School-Sponsored Dances

1. Fort Bend Christian Academy does NOT sponsor dances for middle school students.. The middle school program does support school social activities within individual classes as well as all-school socials. These activities are designed as group activities and are not intended for students to attend only as couples.
2. At the UPPER SCHOOL, one school-sponsored dance will be offered during the fall semester. During the spring semester, a dance or other social event may be offered. The choice of a dance or another school activity will be made by the school administration. Student discussions and recommendations for Upper school administrators are encouraged. The following guidelines apply to all students attending the dance:
 - a. Students attending the dance must check-in upon arrival. During the dance, chaperones will monitor the movement of students in and out of the dance and, at the discretion of the chaperones, re-admittance may be denied to any student. Fort Bend Christian Academy will strive to contact a parent if a student arrives more than one (1) hour late or leaves more than one (1) hour before the end of the dance.
 - b. Guests of current Fort Bend Christian Academy upper school students are permitted to attend a school-sponsored dance with completion of a permission form and the approval of school administration.
 - c. No alcoholic beverages or drugs will be tolerated. Any student possessing alcohol or drugs, or who arrives intoxicated, will be removed from the dance and the police will be called. Any Fort Bend Christian Academy student violating this policy will be subject to additional disciplinary action, as outlined in the Student Management Plan.
 - d. Students will sign up and pay ahead of time, not at the door. Students will be required to sign-in when they arrive and sign-out when they leave more than one (1) hour before the scheduled end of the dance.
 - e. Dances must be chaperoned by Fort Bend Christian Academy staff, teachers, and parents. There must be a minimum of 10 chaperones per dance.
 - f. A minimum of one (1) off-duty police officer/sheriff/constable should be present at each dance. The officer should be present at all times, and should not leave until the last person has left the dance.

Lower Class Parties and Birthday Celebrations

1. **Class parties:** Class parties may be held at Christmas, Valentine's Day, and at the end of the school year. The parties should be sponsored by the room

mothers and coordinated well in advance with the classroom teacher. All parties will last no more than one hour. Please do not bring siblings to class parties.

2. **Lower Birthday Celebrations:** Students celebrating birthdays may treat their classmates during the designated snack time. It is preferred that the snack be sent to school with the student to allow teachers flexibility due to the fluctuation of daily schedules. If parents choose to come to the celebration, please limit your stay to fifteen minutes to help us to maximize our academic day. Teachers should be notified in advance so as to avoid conflicts with other student celebrations.
3. **Parties and/or special events outside of school:** Parents are asked not to send birthday party invitations to school unless the whole class is invited. This will help eliminate the problems of hurt feelings for those not invited.

Chapel

The school's chapel service provides a time to celebrate Christian faith and grow spiritually. Chapel provides an opportunity to share songs, devotionals, scriptures, dramatizations of Christian living, etc. The format of chapel is geared to the specific interests and tastes of Lower, middle, and Upper school students. All students and teachers participate in weekly chapel services on Wednesday mornings for Lower school and middle school and on Thursdays for Upper school. Parents are welcome.

Gifts/Fundraising Policies

Gifts to Teachers

It is very meaningful for teachers and other staff members to be remembered by students and their families at Christmas, birthday, etc. Homemade items, cards, notes and baked goods are special reminders that Fort Bend Christian Academy families appreciate the staff member's dedication and hard work. However, we want to be very careful not to ever place pressure on families such that they feel obligated to give to the teacher or staff member. For this reason, it is the school policy that collections for group gifts must follow these guidelines:

- Donations must be voluntary and anonymous. If the class decides to present a gift from the group, there must be no indication of which students participated. No parent or student should be made to feel that a contribution is expected.
- The person in charge may not purchase or select the gift until all contributions have been received.

Fundraising

All fundraising and the solicitation of money and gifts (regardless of amount other than gifts for individual teachers as referenced above) must be approved by the Director of Advancement, who then makes a recommendation to the Head of School for final approval.

Like most private schools, FBCA depends on the generosity of parents and friends to provide funds not otherwise available through tuition and investments.

FBCA and its students benefit from donor gifts in several areas. In addition, donors can make gifts-in-kind and other contributions earmarked for special projects.

Donors will receive an office gift receipt for tax purposes. All gifts to FBCA are tax deductible to the full extent allowed by law. For more information, parents should consult their own tax professional.

FBCA will not sponsor any external fundraising activities (i.e., outside of the school).

North Campus Learning Commons

As a premier Christian school, Fort Bend Christian Academy's North Campus is home to the Learning Commons, a space specifically designed to facilitate 21st century learning. We want our students to have every possible resource to thrive in the technological world in which we live. As they use collaborative tools to research, write, and present information, students will be able to impact the world for Christ as dynamic and creative thinkers and communicators. The Learning Commons bridges the capabilities of a Mac, PC, or iPad to real-life applications of gathering, processing, and effectively communicating learned concepts.

The technology-rich environment of the Learning Commons will allow students the opportunity to explore vast online resources and a broad range of communication and presentation platforms. Students who take advantage of the Learning Commons will be better prepared to thrive in today's technology driven college classrooms and workplaces.

The Learning Commons will be fully staffed and open during extended hours for Upper school students and staff. Please refer to posted schedule for these hours

Central Library/Books - South Campus

1. The South Campus of Fort Bend Christian Academy has a fully-staffed library open to all students. The library provides a variety of educational materials to stimulate student interest in learning and to support the educational structure of the school. Media materials include books, magazines, sound recordings, video tapes, and CD-ROMs. The library also subscribes to various databases which can be used by students on campus or accessed from home via school-provided passwords. The library program is designed to complement classroom activities and encourage a love of reading, an appreciation of good literature, development of library skills for independent use of the library, and integration of non-textbook materials into the teaching and learning process.
2. Students are responsible for library materials and must pay for any lost or damaged items. Parental assistance may be needed to ensure that books are

returned by the due date in good condition. Check with the librarians for posted hours and specific information regarding check-out policies.

3. During the school day, Upper school students are able to request resource materials from the Central Library. Intercampus deliveries of requested materials will be made two times per day, or students may go to the library immediately after school to pick up materials.
4. Students desiring to make copies of reference materials, personal items, etc., will be assessed a fee per page copied. All copies for students must be made with the assistance of the librarian. Under no circumstances are students allowed to enter the teacher workroom.

Bible Care

Each new student (grades 3-12) is issued a new Bible upon enrollment. The student may wish to highlight passages and make reference notes in the margins. However, care and reverence should be extended to the Holy Scriptures. Students should not deface the cover, the bindings or interior of the Bible. Students are NOT permitted to write or deface someone else's Bible.

Book Care

Students should handle all textbooks with care, including books designated to be consumable. There should be no marks, writing, highlights or wear on any textbook. Students must label all issued textbooks with their names. Non-consumable textbooks must be covered at all times.

Lost or damaged school-owned books will be paid for by the student and/or parent.

The following procedure for assessing fines for damaged books will be observed:








1. At the time a book is issued the student will be asked to thoroughly review the book and make note of any writing, damage and general condition of the text. The teacher will store this information until the book is returned. A rating of "New," "Excellent," "Good," or "Fair" will be assigned to the book.
2. If it is determined that a textbook has had more than usual wear, an evaluation will be made as to how much value of the book has been lost. This is measured in fourths (based on a four year expected life of a hardbound textbook). A student will be assessed a fine of $\frac{1}{4}$ of the book's replacement cost for each book rating drop above one. For example, a book dropping from "New" to "Good" will be assessed a fine of $\frac{1}{4}$ of the book's value.

3. A student will be charged the replacement cost of any lost textbook. No assessment will be made for the lost book's previous condition. If a lost book is later found, the office will refund the amount that was paid.
4. Final report cards will be held until all fines assessed to a student's account have been collected.



Tuition, Fee Policies, and Withdrawal

Tuition fees include educational expenses, books, field trips, curriculum usage fees, designated Upper school/middle school athletic and drama participation fees, and middle school trips.

IN THIS CHAPTER	
	Tuition and Payment Plans
	Extended Care Programs and Fees
	FBCA Fees Policy
	School Supplies and Books
	Lost and Damaged Textbooks
	Co-Curricular Expenses
	Miscellaneous payments

Tuition and Payment Plans

Tuition for the school year must be paid by one of the three payment plans listed below. FBCA does not bill for tuition. It is the parent’s responsibility to make timely payments in accordance with the payment plan selected. Please select one of the following Payment Plans:

- 1. Payment Plan One: Payment** is made in full on or before June 1st. If payment is not received by June 1st, your child’s enrollment will be nullified, and the space will be released.
- 2. Payment Plan Two: Payment** is paid in two installments – 50% due June 1st, and 50% due December 1st. If payment is not received by June 1 for the first installment and December 1 for the second installment, your child’s enrollment will be nullified and the space will be released for the upcoming semester.
- 3. Payment Plan Three:** Monthly payment will be automatically drafted from your bank account on either the first or the fifteenth of the month as selected by the parent. The first draft will be on June 1 or June 15 and will continue on the designated date for the months of July through May. The automatic draft is mandatory for Payment Plan Three. If Payment Plan Three is selected, the Automatic Draft Authorization Form must be completed. Please note: FBCA does not accept monthly tuition payments by personal check or cash.

Contractual financial obligations are only released in accordance with FBCA’s written Contract Release and Tuition Refund Policy

Extended Stay Programs and Fees

Options will be available for before and after care. The **times** and **fees** for such care will be announced by Fort Bend Christian Academy from time-to-time and may be subject to change in accordance with the Fort Bend Christian Academy Fees Policy.

Children will only be released to the adults designated by the parents on the office information sheet. This policy is for the protection of our children, and exceptions will not be made!

FBCA Fee Policy

Fort Bend Christian Academy makes every effort to keep tuition fees as reasonable as possible and continue to maintain a quality educational experience for students. It is important that tuition and other fees are paid when due in order for FBCA to meet its financial obligations.

1. Tuition and Extended Care Fees: Three payment plans are available for tuition and extended care contracts. Those entering the school during the school year will be assessed prorated tuition as determined appropriate by FBCA in its discretion.

2. Delinquent Accounts, Late Fees and Insufficient Funds: A charge of \$35.00 will be assessed for any late payments, returned checks and/or insufficient funds. According to FBCA policy, if an account is delinquent beyond 45 days, the student(s) may be withdrawn from the school at the Head of School's discretion. Records and report cards cannot be released until all accounts are current. If a family is experiencing financial difficulty which may prevent the timely payment of tuition, it is the parent's responsibility to schedule an appointment with the Director of Finance.

3. Re-Enrollment: Re-enrollment for the following year will not be allowed unless the student's account is current. Accounts must be current prior to the start of each semester in order for student to attend class.

4. Financial Aid: Financial Aid applications will not be reviewed unless the student account is current.

5. Attendance & Co-curricular Activities: Attendance & co-curricular activities may, at the discretion of FBCA, be denied for students with delinquent accounts.

6. Contract Release Policy

FBCA has financial and contractual obligations to faculty, staff, and others. Therefore, it is necessary for families to make a firm financial commitment.

a. 1/12th of annual tuition must be paid by all who enroll or re-enroll for the 2018-2019 school year and is non-refundable.

- b. Testing or registration fees are non-refundable.
- c. Each student's place on the enrollment roster stands independently. Tuition or extended care fees cannot be transferred from one student to another.
- d. Written notification to the FBCA Business Office is required to request consideration of a release from tuition obligation.
- e. A student who is dismissed or withdrawn from school for disciplinary or academic reasons will be charged the non-refundable amount set forth in paragraph 1 above, plus the tuition obligation as detailed below.
- f. Financial Aid Applicants ONLY: A waiver of the required tuition obligation will be considered for financial aid applicants who choose not to enroll after notification of the amount of aid awarded. Under these circumstances, a written request for the waiver must be received by the Business Office no later than April 20th 2016. Please note that no exceptions will be made to the above procedure to request a waiver.
- g. A tuition refund for withdrawals other than any reasons listed in paragraph 4 above may be granted in FBCA's sole discretion. The refunded amount may, in FBCA's sole discretion, be the amounts paid over the tuition obligation as detailed below.

Withdrawal:	Tuition Obligation:
On or before June 30 th	1/12 of total annual tuition
July 1 thru August 31	25% of total annual tuition
September 1 thru Dec. 31	60% of total annual tuition
January 1 thru Feb. 28*	75% of total annual tuition
After February 28*	100% of total annual tuition

*For new students enrolling for the 2nd semester, tuition obligation is 50% of annual amounts.

School Supplies and Books

1. Lower

- a. All school supplies are provided for PK-4th grade.
- b. Supplies that are lost or damaged will be replaced by the parents of the student.
- c. All program and curriculum fees are included in the tuition fee.

- d. Non-consumable books and materials remain the property of Fort Bend Christian Academy.

2. Middle & Upper School

- a. A supply list for grades 5th-12th is available on MyFBCA.
- b. Program and curriculum fees (except club fees) are included in the tuition fee.
- c. Advanced Placement courses are assessed additional special curriculum and testing fees.
- d. Non-consumable books and materials remain the property of Fort Bend Christian Academy.
- e. Special school trips, before and after school care, Eagle Week activities, “club sports,” and fellowship activities are not included in fee schedule.
- f. One P.E. uniform per student is provided when the student is taking P.E.
- g. An annual yearbook is included in the tuition for every student.
- h. Each new student to Fort Bend Christian Academy will also receive a Bible.

Lost or Damaged Textbooks

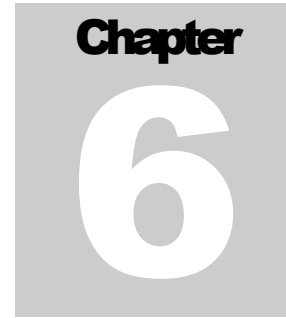
A student’s records will be withheld if a book is not returned in satisfactory condition and/or payment is not made in full.

Co-curricular Expenses

Band instrument rental, school pictures, and school sweatshirts and T-shirts are not included in the Tuition Fee. Special trips and fellowship activities are NOT included in the fee schedule.

Miscellaneous Payments







All miscellaneous payments for child care, co-curricular activities, etc. should be mailed to the Business Office (address on student account statement) or placed in the black drop box located at the Upper school receptionist’s desk. **Please do not submit cash – checks only.**



Dress Code Policies

Appearance Standards Philosophy

The appearance of students at Fort Bend Christian rests on the philosophical understanding that dress is an expression of personality and attitude. By exhibiting personal responsibility in this area, students show respect for themselves and the FBCA Community by being appropriately dressed. Maintaining an atmosphere that embraces a student’s Quality of Appearance makes a positive impact upon our daily lives.

IN THIS CHAPTER	
	Appearance Standards Philosophy
	Appearance Standards Violations
	Introduction and General Guidelines for All Students
	Guidelines for Hair for All Students
	Prohibited Dress Code Items for All Students
	Free Dress/Jeans Day

The Appearance Standards at Fort Bend Christian Academy are designed to demonstrate that students are developing their ability to make wise choices. Within this context extremes are to be avoided and all dress is to be modest in appearance. It is important to note that in establishing specific appearance standards, students are taught discipline in abiding by a standard of dress and at the same time appropriateness of dress for a variety of occasions. Students are expected to follow the appearance standards every day. We ask parents to assist in being sure your child is in proper dress prior to arriving at school. Students will be expected to be compliant with the appearance standards when they come onto the FBCA campus in the morning and to remain in compliance while on campus.

While school attire is not required for attendance at all after school activities, students are expected to dress with modesty and to wear attire appropriate for the occasion.

If the entire FBCA family will emphasize the importance of responsibility by insisting that personal appearance is within the guidelines established, we will instill in students the desire to be distinctive in their dress and testimony. Appearance standards should not become a contentious issue but rather a positive expression of personality and attitude.

The FBCA Administration recognizes the challenge for parents of interpreting the personal appearance standards in conjunction with current trends within the fashion industry. The safest course of action would be to ask the following questions:

- Is it neat and does it fit appropriately for school?
- Is it modest? See I Peter 3:3-4
- Does it promote appropriate attitude and behavior for God? See Romans 13:14
- Is it non-offensive? See I John 2:15-17

The FBCA Family Faculty and Administration reserve the right to make the final decision in any questionable appearance standard cases.

Appearance Standards Violations

The FBCA Student and Family Handbook clearly explains the appearance standards required for MS/HS students. After the initial introduction and the philosophy has been communicated, and a student chooses not to dress in keeping with the standards of dress, disciplinary action will be taken. Detention or other disciplinary action will be assigned for appearance standards violations. Habitual violations of the appearance standards will result in escalated consequences such as Saturday School, Suspension, etc. Parents, we are in partnership, and the school relies upon you to be sure that such character traits as: obedience, respect, cooperation, self-discipline, and humility find application as students work first with their parents and secondly with teachers and staff to support the personal appearance standards.

Introduction and General Guidelines for ALL STUDENTS

The purpose of the school's dress code is to prevent distraction from learning and to protect the student's health and safety. The school has a responsibility toward the conscience of the Christian community as a whole and it has an educational responsibility toward students in the matter of dress standards. Therefore, the following guidelines are set forth for dress and appearance during school hours:

- 1. All students are required to wear school uniforms purchased from the Mills Uniform Company.**
2. Each student must wear the prescribed clothing during the school day and must maintain a neat appearance at all times.
3. Shirts and blouses must be tucked in at all times during the school day, including after-school detention.
4. All pants must be worn at the waist, not lower.
5. All skirts must not be more than four (4) inches above the knee (when kneeling). For middle and Upper school students, shorts must have a minimum of a five (5) inch inseam.

6. Immodestly tight clothing is not acceptable.
7. Students are not permitted to roll skirt waistbands.
8. Outerwear/Jackets, for all grade levels: FBCA approved outerwear apparel/jackets is the **only** approved outerwear that may be worn in the school buildings during the school day.
9. A Mills Uniform shirt should be worn under the appropriate outerwear.
10. School t-shirts or short-sleeved team shirts over a polo shirt is not permitted on campus, unless approved by school administration.
11. The optional uniform pieces may be worn on all days except announced special occasions and Chapel days.
12. All non-approved jackets to be worn outside the building must be properly stored in the student's locker during the school day.

Lower School Only

1. **Footwear: TENNIS SHOES** are the only shoes allowed to be worn at the Lower school. No backless, wheeled, or strap back tennis shoes are allowed! **All students must wear tennis shoes and socks.**
2. **Toilet trained: *All students must be completely toilet trained prior to beginning school.*** This means they must be able to take care of all toilet needs by themselves. In the event of an accidental wetting, children will be changed into dry clothes provided by the school. Please wash and return these clothes as soon as possible.
3. **Special Occasion:** Dresses for special events, convocation, pictures, etc. may not be strapless or have spaghetti string style straps. Shoulder straps should be at least two (2) inches in width. (Tennis shoes and socks are needed for P.E. classes).
4. **Girls' Required Chapel Uniform**
 - a. **PK-2nd:** Plaid front-zip jumper and Peter Pan blouse with red piping.
 - b. **3rd Grade:** Plaid no roll skirt or plaid skort with a long or short sleeve white oxford shirt. Navy crossover tie is optional.
 - c. **4th Grade:** Plaid no-roll skirt or plaid skort with a long or short-sleeved white oxford shirt. Navy crossover tie is optional.
5. **Boys' Required Chapel Uniform**
 - a. **PK-4th Grade:** White, short-sleeved or long-sleeved oxford shirt. FBCA bow tie or long tie is optional.
 - b. Navy shorts or navy long pants

6. Optional Uniform Pieces for Lower Boys and Girls, any day except Chapel day:

- a. Short- and Long-Sleeved Polo Shirts and Long-Sleeved Turtle Necks in white, red, yellow, forest green, navy or light blue
 - b. Slacks, Walking Shorts, or Navy or Khaki skorts. Plaid skort and jumper may also be worn daily.
 - c. The optional uniform pieces may be worn on any day except for chapel day. The Fort Bend Christian Academy t-shirt (current year and previous year shirts allowed) may be worn on **Fridays ONLY** with uniform shorts, pants, skirts or skorts.
7. **Additional:** Girls need to wear solid color shorts or bike shorts under skirts and jumpers.
8. **Accessories:** Purses, nail polish, makeup, and jewelry are strongly discouraged.
9. **Disciplinary action:** Students WILL receive disciplinary action for dress code violations. Parents may be called regarding any student who does not meet uniform guidelines.

A new student enrolling mid-year will typically have five (5) days to meet the uniform requirements.

Middle School Only

1. Girls' Required Chapel Uniform:

Navy skirt with the white and navy striped, short or long-sleeved oxford blouse. **A Mills uniform V-neck sweater vest or sweater may be an optional outerwear.**

2. Boys' Required Dress Uniform:

Navy long pants with the white-and-navy striped, short or long-sleeved oxford shirt. FBCA bow tie or long tie is optional. A belt is expected. **Navy long pants are required on chapel days for middle school. A Mills Uniform V-neck sweater may be an optional outerwear.**

3. Optional Uniform Pieces for Middle School Boys and Girls:

- a. Short and long sleeved polo shirts and long sleeved turtle necks in white, red, yellow, forest green, navy or light blue with school logo.
- b. Navy or khaki slacks, walking shorts, skirts, or skorts
- c. FBCA t-shirt, FBCA athletic shirts, FBCA club shirts (current year and previous year shirts allowed) may be worn on Fridays ONLY with uniform shorts, pants, skirts, skorts or jeans.

- d. Bowties, neckties, and crossover ties for girls are optional.
4. **Physical Education Uniforms:** All middle school students are required to wear the designated P.E. uniform. All students must wear athletic type shoes and socks for P.E. classes.
5. **Undergarments:** Appropriate undergarments are required for all students.
6. **Additional:** Girls need to wear solid color shorts or bike shorts under skirts.
7. **Accessories:** Purses, nail polish, makeup, and jewelry are strongly discouraged.
8. **Chapel Uniforms:** Chapel uniforms are mandatory for middle school.
9. **Footwear:** For the 2018-2019 school year, 1) no shower or athletic sandals are permitted during the school day and 2) shoes must be worn at all times. Dress sandals and other sandals with a back strap will continue to be allowed on campus.
10. **Disciplinary action:** Students WILL receive disciplinary action for dress code violations. Parents may be called regarding any student who does not meet uniform guidelines.

A new student enrolling mid-year will typically have five (5) days to meet the uniform requirements.

Upper School Only

1. **Girls' Required Chapel Uniform:**

Navy skirt with the white-and-navy striped, short or long-sleeved oxford blouse.

2. **Boys' Required Chapel Uniform:**

Navy long pants with the white-and-navy striped, short or long-sleeved oxford shirt and FBCA long tie or bow tie are optional. A belt is required.

3. **Optional Uniform Pieces for Upper School Boys and/or Girls, any day except Chapel day:**

- a. Short and long sleeved polo shirts, dry fit or cotton, in white, red, forest green, navy or light blue with school logo.
- b. Navy or khaki slacks, walking shorts, skirts, or skorts.
- c. Dry fit or cotton are acceptable so long as purchased from Mills Uniform and contain the school logo.
- d. FBCA t-shirts, FBCA athletic shirts, FBCA class shirts, FBCA club shirts and Eagle Week team shirts may be worn on Fridays ONLY with uniform shorts, pants, skirts, skorts or jeans (shirts from current year and previous year).
- e. Bowties, long ties, and crossover ties for girls are optional.

4. **Physical Education Uniforms:** All Upper school P.E. students are required to wear the designated P.E. uniform. All students must wear athletic-type shoes and socks for P.E. classes.
5. **Undergarments:** Appropriate undergarments are required for all students.
6. **Additional:** Girls need to wear solid color shorts or bike shorts under skirts.
7. **Accessories:** For safety purposes, no dangle or hoop earrings are allowed. Earrings with posts are permitted, so long as they are not hoops or dangle style. Students may not bring nail polish or make up to school. These items will be confiscated and returned only to a parent.
8. **Chapel Uniforms:** Chapel uniforms are mandatory for Upper school students.
9. **Footwear:** For the 2018-2019 school year, 1) no shower or athletic sandals are permitted during the school day and 2) shoes must be worn at all times. Dress sandals and other sandals with a back strap will continue to be allowed on campus.
10. **Disciplinary action:** Students WILL receive disciplinary action for dress code violations. Parents may be called regarding any student who does not meet uniform guidelines.

A new student enrolling mid-year will typically have five (5) days to meet the uniform requirements.

11. Seniors may wear the collegiate outerwear apparel of any college or university only in second semester of the school year.

Non-Uniform Dress Code

1. **MIDDLE SCHOOL AND UPPER SCHOOL STUDENTS** attending school-sponsored functions, including all home and away athletic games are to use the following guidelines for non-uniform attire:
 - a. Shorts and skirts should be modest and generally follow school dress wide policy (a minimum five (5) inch inseam is required)
 - b. Modest tank tops, blouses and shirts are acceptable.
 - a. Boys are expected to wear shirts unless the Athletic Director and/or Upper school administration gives permission for particular games or spirit activities.

2. SCHOOL SPONSORED SPECIAL OCCASIONS FOR MIDDLE and UPPER SCHOOL STUDENTS

When we are out as a group, we are representing Fort Bend Christian Academy and hopefully, the more modest and conservative dress standards of our school.

- a. Girls' dresses should not be immodestly tight. They should be no lower than approximately three inches below the collar-bone, and should cover the back below the shoulder blades.
- b. Dresses must be approximately four (4) inches above the knee.
- c. Dresses for 8th grade special events may not be strapless or have spaghetti string style straps.

d. Slits in the back, front, or sides of dresses or skirts must be in good taste and err on modesty rather than immodesty.

e. Boys must wear dress slacks (no jeans) and a dress shirt. A banded-collar shirt worn with a sport coat is permitted. Suit coats are optional.

If a student arrives at an activity inappropriately dressed, he/she will, at a minimum, be held accountable and possibly will not be allowed to participate.

VIOLATIONS OF DRESS CODE FOR MIDDLE & UPPER SCHOOL STUDENTS

1. The cooperation of the student and the parent is necessary to maintain the standards of Fort Bend Christian Academy dress code. A student's appearance is a family responsibility. Therefore, parents will be expected to participate in initial avoidance of dress code violation and the correction of dress code infractions. Violations of the dress code will typically be handled in the following manner:

- a. The first offense may warrant a written warning.
- b. On the second offense and any thereafter, there will be a written record and the parent may be required to come and correct the violation. The student may receive other disciplinary action.
- c. If repeated violations occur, the student may be removed from the classroom and placed in In-Building Suspension.

2. The administration will serve as final authority in matters related to Dress Code.

3. No extreme haircuts or hair colors are permissible (e.g. head shaving, mohawks, or any other extreme haircuts; pink, purple, or blue hair color, etc.).

4. Hair must be neat, clean and well-groomed.

5. Boys' hair should be cut above the eyebrows, ears, and collar.

6. Pony tails, hair clip or hair bands are not acceptable for achieving compliance with guidelines.

7. Sideburns shall be no more than one-half inch below the ear lobe.

8. Hair Code Violations:

If, in the judgment of the administration, the code is violated, the student will be asked to correct the problem. If the student fails to comply, a Discipline Report will be issued and sent home to the parent to be signed and returned the next day. The student will be expected to comply within a reasonable amount of time at the discretion of the administration. The administration will serve as final authority in matters related to Hair/Grooming Code and reserves the right to demand immediate action to correct violations determined to be extreme.

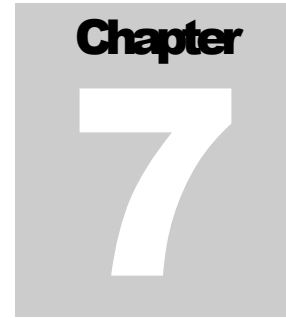
Prohibited Dress Code Items for All Students

1. Because Fort Bend Christian Academy does not celebrate Halloween, students may not wear clothing or accessories portraying witches, ghosts, devils, jack-o-lanterns, etc.

2. Designs, symbols, or words referring to secular music groups, alcoholic beverages, drugs, smoking, violence, death, gangs, Satanism, racism, profanity, nudity, or obscenity are not allowed.
3. Hats, caps, bandanas and jacket hoods must not be worn inside the buildings except when permitted for themed dress days.
4. Facial hair is not allowed - no beards, goatees, or mustaches.
5. Earrings for boys are not permitted.
6. Tattoos or body writings, including temporary ones, are not permitted.
7. Body piercing is prohibited, with the exception of girls' earrings (maximum two (2) per ear). Spikes, rods and gauge style piercings are also prohibited.
8. Shorts with writing across the back side, e.g., cheer shorts, are not permitted
9. Lounge pants or Pajama bottoms are not permitted.

Free Dress/Jeans Days (Secondary Students Only)






1. **Free Dress:** Students should follow the guidelines outlined under “Non-Uniform Dress Code,” as well as the section on “Prohibited Items.”
2. **Jeans Days:** Students may wear full-length jeans and approved Mills uniform shirts. The jeans should be in good condition and worn appropriately. In other words, “leggings,” “baggy britches”, and torn or ripped jeans are not acceptable.



General Behavior and Respect

Behavioral Philosophy

The behavior of the student is to be consistent with the level of his/her expected maturity. Respect must be shown at all times for all school personnel, as well as for all parents and visitors. Teachers and administrators will have complete authority at all times during the school day, in or out of the classroom, on the campus and at school functions. Students who do not cooperate with any teacher in carrying out instructions, or who fail to display respect for those in authority, will be subject to disciplinary action. Disrespectful and/or otherwise inappropriate actions displayed in any way, physically or verbally, will be dealt with in accordance with the Student Management Plan.

IN THIS CHAPTER	
	Behavioral Philosophy
	Parent Responsibility
	Theft
	FBCA Harassment Policy
	Child Protection Policy

A student's behavior will be considered in determining special recognition recipients at the end of the school year. The use of profane, vulgar, abusive, or disrespectful language will not be tolerated at Fort Bend Christian Academy or at any school-related events. When the student deviates in these areas, it is the responsibility of the home and school to help by both correction and guidance.

It is also understood that when students are admitted to Fort Bend Christian Academy, they become identified with the school, and the school is judged by the students conduct. As Fort Bend Christian Academy seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on the school at all times, on and off campus. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of Fort Bend Christian Academy. When deemed necessary, the administration will enforce Fort Bend Christian Academy's Student Management Plan for student misconduct that has taken place outside the parameters of the school's campus and beyond the limits of the school day.

Parent Responsibilities

While the discipline of the student is ultimately the parents' responsibility, parents and teachers must fully cooperate with one another. Anything said or done which tears down respect and confidence for either will harm the relationship and could

undermine the common goal. Mutual understanding can be gained by conferring with and praying for one another. Each student and parent is required to acknowledge the Standard of Conduct Agreement.

Exposure to movies, music, television, and literature should be carefully chosen and supervised by the parents, in accordance with Philippians 4:8. “Finally brethren, ...whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything is worthy of praise, let your mind dwell on these things.”

Theft

Students are encouraged to take a great deal of care in the responsibility for their possessions and are not to bring valuable items or large amounts of money to school. The school will not be responsible for items lost due to theft. **Parents are asked to label all their student’s personal belongings.**

FBCA Harassment Policy

Fort Bend Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of harassment, including sexual harassment, discrimination, retaliation or bullying. Fort Bend Christian Academy prohibits sexual harassment, harassment or bullying of and by employees and/or students. The school is prepared to take action to prevent and correct any violations of this policy. Any **employee** who violates this policy will be subject to disciplinary action up to and including termination of employment and legal action. A **student** who violates the policy will be subject to disciplinary action up to and including expulsion and legal action.

1. Harassment includes, but is not limited to intimidation exploitation, slurs, jokes, or verbal (oral or written), visual, graphic, or physical conduct related to an individual’s race, color, sex, national origin, age, physical or mental disability, or marital or veteran status.
2. Bullying occurs when an employee, student or group engages in written or verbal expression, expression through any means, including but not limited to, electronic means, or physical or verbal contact that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school and that:
 - a. Has the effect or will have the effect of physically harming an employee or student, damaging an employee or student’s property, placing an employee or student in reasonable fear of harm to the person or of damage to property or subjects the person to shame, ridicule or embarrassment; or
 - b. Is sufficiently severe, persistent, and/or pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment for the recipient.
3. Sexual harassment includes welcome and unwelcome sexual advances, innuendos and/or requests for sexual favors, offensive or derogatory language

directed at another person, display of sexually oriented material, sexually motivated physical, verbal or non-verbal conduct from a party of the same or opposite sex. These behaviors also constitute harassment when submission to or rejection of such behavior is a condition of employment, promotion, evaluation, or educational advancement. Sexual harassment includes such activities as telephoning students or employees at home or elsewhere to solicit inappropriate social relationships or physical contact that would be reasonably construed as sexual in nature.

4. Consenting romantic and sexual relationships between employees and students or between supervisors and subordinates will not be tolerated. Such relationships are in conflict with the relationship of authority that exists between employees and students or between supervisors and subordinates. Thus, they are viewed as potentially damaging to Fort Bend Christian Academy environment and as a basis for immediate expulsion.
5. Complaints of harassment, bullying or sexual harassment will receive prompt attention. Information obtained during the course of an investigation of harassment or sexual harassment will be maintained in a confidential manner to the extent possible and will be shared only with individuals who have a need to know for the purposes of the investigation and resolution of the complaint. Individuals who make false statements during the course of a harassment or sexual harassment investigation will be subject to discipline, which may be as severe as if committing the act of harassment itself. All employees and students are expected to cooperate fully with such investigations. There will be no discrimination, recrimination, or reprisal against any employee or student who makes a good faith report of harassment or sexual harassment. Retaliation, a violation of Fort Bend Christian Academy policy, is prohibited against any employee or student who rejects, protests, or complains about harassment or sexual harassment.
6. Any employee or student who believes that he, she, or another individual is being harassed or bullied in any manner by another employee, student, or other person should inform the alleged harasser that his or her actions are offensive, unwelcome, and inappropriate, and immediately bring the matter to the attention of the Head of School or any school principal. Employees or students who witness such behavior are required to report it to the Head of School or any school principal immediately.

Child Protection Policy

When a school employee knows of or suspects abuse or neglect of a Fort Bend Christian Academy student, he/she is obligated to report it. This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the following procedure will be used:

1. The knowledge or suspicion shall be reported immediately to the principal and the school nurse.

2. If necessary, the school nurse will examine the student and document findings. The building principal, counselor, and/or Head of School will meet with appropriate parties to discuss findings in order to determine a course of action. The Head of School will be notified of the findings.
3. The principal, counselor or the nurse shall immediately report what is known to Children's Protective Service (CPS) or another appropriate agency.
4. School officials will cooperate to the extent required by the state agency and perhaps beyond.
5. Strictest confidence will be maintained, omitting names whenever possible, even for prayer.



Policies Exclusive to the Middle School

Privilege Point System

The Privilege Point System is designed to reward those middle school students who work hard, who perform acts of service, or those who are often overlooked because they do nothing negative. Under this system each student earns “privilege points” for his/her achievements in academic and behavioral areas at school. These privileges can be turned in to the principal to obtain extra liberties not accorded to other students. These privileges are not transferable to another student or from year to year. Points are earned during the first through third grading periods and may be saved for future use during the school year.

IN THIS CHAPTER		<i>How You Earn Privilege Points:</i>
Privilege Points		• All “A” Honor Roll (for each quarter period) 3 points
Earning Upper School Credits in Middle School		• “A-B” Honor Roll (for each quarter period) 2 points
Late Minor Assignments		• Zero Conduct Reports (per quarter period) 4 points
Late Major Assignments		• Zero Tardies to School/Class (per quarter period) 2 points
Eagle Student Planner		• Perfect Attendance (per quarter period) 2 points
Student Officers’ Conduct		• Acts of Service (Recognition by a teacher doing something good; 1 point; maximum of 4 per grading period)
National Junior Honor Society		
Earning P.E. Credit		

Ways Privilege Points May Be Used:

- **Principal’s Reward** 36 points
(Go out to lunch at a location of your choice, Principal’s treat. Includes three (3) Free Dress Day Passes. **Bring one friend for 20 additional points [from your friend]**)

- **V.I.P. Pass** 9 points
(A week of V.I.P. treatment – use of the elevator as needed, go to the front of the lunch line each day for a week.)
- **Free Dress Day** 8 points
(No uniform required on one of the designated Fridays – see handbook for acceptable clothing.)
- **Lunch Out** 7 points
(Go off-campus with your parent for an extended one-hour and twenty minute lunch)
- **Jeans and FBCA T-shirt Day** 5 points
(Wear your jeans and favorite FBCA T-shirt, or uniform shirt on one of the designated Fridays)
- **Recess Pass** 3 points
(Get one day of recess during the lunch period for 20 minutes. Can be used any day with administrators' permission)
- **Grace Pass** 3 points
(Get one day of grace to turn in your homework in one class. Homework must be turned in at the start of class on the following day. Not permitted during the final three days of a grading period.)

The principal (or his/her designee) maintains all records and issues all Privilege Point Certificates. Students desiring to know how many points they have earned should contact the principal. The *Middle School Mania* will announce those students receiving Acts of Service points for the week. Students can begin using their earned points after the first quarter grading period.

Earning Upper School Credits in Middle School

Middle school students who meet pre-determined academic standards may take advanced level courses for Upper School credit.

1. In seventh grade students are recommended to take advanced mathematics, beginning with Pre-Algebra, based on four areas of criteria: standardized achievement math test scores (90% or higher), report card grades, teacher recommendation, and algebra prognosis scores.
2. In eighth grade, students are placed in a foreign language class based on the following criteria: standardized achievement language test scores (90% or higher), report card grades, and teacher recommendation.

3. Eighth grade students taking Algebra I, Exploring Computer Science, or a foreign language course can receive Upper school credit for their work. To earn Upper school credit at FBCA, the student must pass with a minimum grade of 70 each semester. These classes are taught and graded at Upper school levels and standards. No grade points will be given toward Upper school transcripts.

Late Minor Assignments

Late Minor Assignments (e.g. homework) will not be accepted. A ZERO (0) grade is given if the assignment is not turned in on time. We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily and quarterly grades.

Late Major Assignments

Students are required to turn in all assignments on time. When a major assignment (excluding tests and exams) is turned in late a reduction of points will be taken after the assignment is graded on its own merit. The first day a major assignment (i.e., projects, research papers, etc.) is late it will receive a twenty (20) point penalty reduction. A major assignment will receive an additional ten (10) point reduction for each subsequent day it is late, up to four school days. After the fourth school day the major assignment will receive a zero (0) grade; however, the student will still be responsible to complete the assignment.

Eagle Student Planner

The planner pages are designed to facilitate student development of effective organizational skills. Students will not develop these skills if we do the work for them. Therefore, students are expected to copy all assignments from the board onto the appropriate date that the assignment will be completed for homework. The student will also write long term assignments, tests, and quizzes on the date they are due. Fifth and sixth grade teachers (only) will spot check the planner pages and students will receive a behavior check if assignments have not been written. All students will be reminded to copy assignments in their planner. Students must have approval from the counselor to use any method other than the Fort Bend Christian Academy day planner to keep up with assignments.

All students are encouraged to record all grades for each class in their grade tracker. Students will be reminded of this when papers are returned to them on a weekly basis. It is then the student's responsibility to identify and record the remaining missing grades in their grade tracker. Parents and students should check MyFBCA for accurate grade records.

We ask all parents to hold their students accountable to this system by checking their grade trackers and planners on a consistent basis and then giving them positive and negative consequences accordingly.

Student Officers' Conduct

Any student whose conduct is unsatisfactory, who has been suspended or expelled, or who brings discredit to the school or organization shall be subject to forfeit of all offices either appointed or elected. The administration and the family sponsor of the group involved will make such a determination.

National Junior Honor Society

In order to be eligible for membership in the NJHS, a student must be a member of the current seventh or eighth grade class and must have attended Fort Bend Christian Academy for a minimum of one semester. Candidates must have a cumulative semester average of 93 in core classes (Bible, math, English, history, and science) with no N's or U's in conduct. Eighth grade candidates who are enrolled in courses for Upper school credit must have a cumulative semester average of 90 in core classes. Candidates will receive a letter of invitation, which must be signed and returned by the due date with the following signatures: student, parents, and two academic teacher recommendations. The student will also submit an essay indicating his/her interest in NJHS. More information on the National Junior Honor Society is available from the NJHS sponsor.










Earning P.E. Credit

Middle school students are expected to earn five (5) semester credits in Physical Education. Four of these semester credits **MUST** be completed by attending Physical Education classes in the fifth and sixth grade, no exceptions. The remaining semester credit is to be earned during the student's seventh grade year.



Policies Exclusive to the Upper School

Upper School Graduation Requirements

IN THIS CHAPTER	
	Graduation Requirements
	Graduation Requirements for All Upper School Students
	Grade Point Calculations
	AP & Dual Enrollment
	Final Exam Policy
	Graduation Honors
	Summer School
	Athletic Credit/NCAA
	Community Service

Graduation Requirements

<i>Courses</i>	<i>Recommended Diploma</i>	<i>*Distinguished Scholar</i>
English	4	4
History	4	4
Math	4	4
Science	4	4
Theology	4	4
World Language	2	3
Communications Applications	.5	.5
Fine Arts	1	1
Athletics	1	1
Electives	2.5	1.5
Total Credits	27	27

Graduation Requirements for All Upper School Students

1. All students at FBCA are required to take Theology course each year. Students transferring into FBCA are only required to take Theology courses while enrolled in FBCA.
2. Students are expected to take at least six (6) graded classes per semester.
3. Two (2) years of the same world language is required for the Recommended Diploma. Three (3) years of the same world language is strongly recommended to enhance the student’s college profile and is required for the Distinguished Scholar Plan.

4. All students enrolled in AP courses are expected to take the AP exam. Students are responsible for the fee which is determined annually by the College Board.
5. To be considered for Honors and AP level classes, a student must have a teacher recommendation and have maintained a minimum of 85 in an advanced course or 90 in a standard college preparatory course in the subject for the entire previous year. .

*To be recognized as a *Distinguished Scholar*, a student is required to choose a minimum of six courses from the following list and at least one must be an AP course (from freshman through senior years):

Honors Apologetics	Honors Concert Band II	Honors ASL IV
	Honors Concert Band III	Honors ASL V
AP English Language AP English Literature	Honors Concert Band IV	
	Honors Concert Choir II	
Honors English I	Honors Concert Choir III	Honors Spanish IV
Honors English II	Honors Concert Choir IV	Honors Spanish V
	Honors Theatre Arts II	
AP Calculus AB	Honors Theatre Arts III	AP Biology II
Honors Algebra II	Honors Theatre Arts IV	AP Chemistry II
Honors Geometry Honors PreCalculus Honors Statistics	Honors Art III	AP Physics I
	Honors Art III-Ceramics	AP Physics C
	Honors Art III-Sculpture	Honors Biology I
AP United States History Honors World History AP World History	Honors Art III-Jewelry	Honors Chemistry I
	Honors Art IV-Ceramics II	Honors Government and Economics
Honors World Geography	Honors Art IV-Studio	

Grade Point Calculations

Grade Points will be calculated in the following manner:

1. All grades will be calculated, including those from other schools.
2. Semester grades only will be used for calculations except during the senior year. See Graduation Honors.
3. Only two semesters of Athletics may be earned for credit and grade points.
4. No credits or grade points are given for study hall or office or teacher aide.
5. Computations are rounded off to the fourth decimal place.
6. Grade points will be assigned according to the following 5.0 scale:

		<i>AP, Honors</i>	<i>Standard</i>
90-100	A	6.0	5.0
80-89	B	5.0	4.0
75-79	C	4.0	3.0

70-74	D	3.0	2.0
0-69	F	-0-	-0-

Upper School Grade Classifications

Students must earn a grade of 70 or above to pass a course. In order to be classified as a sophomore, junior, or senior, a student must have earned the minimum number of credits listed below:

Sophomore	6 credits
Junior	13 credits
Senior	20 credits

A student earns one-half (0.5) credit per semester for each course successfully completed. Each semester must be passed individually for credit to be earned. Courses vary from one (1) to two (2) semesters in length.

Upper School credits (but not grade points) are given for these courses offered in the 8th grade:

Algebra I	1 credit
Foreign Language	1 credit
Exploring Computer Science	.5 credit

Advanced Placement Program

The Advanced Placement Program is a cooperative educational endeavor between secondary schools, colleges, and universities. It allows Upper school students to undertake college-level academic learning in AP courses, and gives them the opportunity to show they have mastered the advanced material by taking AP exams. Exams are scored on a 1-5 scale. Most colleges and universities will accept grades of 4 or 5 on the AP exam and allow students to “place out of” equivalent freshman courses in college, sometimes with credit and grade points. This is at the discretion of the university, and it is not guaranteed that all AP scores will be accepted and allow students to place out of course work. Students should check with specific universities to ascertain advanced placement policies. The College Entrance Examination Board Advanced Placement Tests are administered in May at the Fort Bend Christian Academy Upper school campus. Students must register in February to take the tests, pay the exam fee and purchase any study supplies for the exam. All students enrolled in AP classes are expected to take the AP exam.

To be eligible for an AP course, a student must earn a 90 average or higher in the previous subject area (85 or higher if already in an advanced level course) and have a teacher recommendation. Students must also read and sign the AP Contract in order to be accepted to the course. Students will remain in the AP course for the entire year unless they do not maintain a C average (75-79) at the conclusion of the first 9 weeks. In this case, students will be removed and placed in the regular equivalent course. Students are permitted, by choice, to change to a standard-level course in the first

quarter of an academic year AP courses make substantial academic demands on students. Students are required to do considerable outside reading and other assignments and to demonstrate the analytical skills and writing ability expected of first-year students in a strong college program. It is recommended that students enrolled in AP courses select a study hall (no credit) during the year(s) enrolled in those classes.

Final Exam Policy

1. **Final Exam Schedule:** The final exam schedule is posted on MyFBCA and will be announced in the Upper School Newsletter. All requests to take final exams early must be approved by administration.
2. **Exemptions from final exams:** Exemption from final exam(s) is not a right but a privilege. Junior and senior students may request exemption from taking the second semester final exam in a class by following the procedure outlined below. Students may choose to take exams from which they are exempt in order to improve their grade in such courses. In this case, students will not be penalized if the grade on the final exam lowers their average in the course. In order to be exempt from an exam, students must follow the correct procedure by the required date.
3. **For Exemption:**
 - a. Obtain a Request for Exemption from Semester Exams form from the counselor.
 - b. List each subject in which the student thinks he/she qualifies to be exempt.
 - c. Have each teacher complete the following on the form:
 - a. semester grade of 90 or above as of the day exemption forms are distributed
 - b. conduct grade (no N's or U's allowed)
 - c. three (3) or fewer excused absences in spring semester
 - d. teacher's signature
 - e. no more than two (2) discipline write-ups (total/not per class) for the semester
 - f. no more than two (2) tardies per class per semester
 - d. Take the form to the registrar to verify date of enrollment (student must have enrolled by the fourth day of the semester)
 - e. The librarian must sign that no fees or books are due.
 - f. Students will gather signatures from the staff members designated on the exemption form. After all teachers, the librarian, and the assistant principal have signed the exemption forms, an inquiry will be made to the FBCA Business Office in regard to any student with a financial "hold" in place. Any financial "hold" will cause an exemption to be denied. The principal will sign all approved exemption forms and the registrar will produce and post the list of approved exemptions.

Absences because of school-sponsored activities, college visits, or death in the immediate family are not counted against the student.

A student with more than three absences during the semester may appeal for exemptions by presenting a written request to a principal-appointed committee of Upper school teachers and administrators. The committee's decision will be final.

Failing Grade in Bible Class (Upper School)

If a student receives a failing grade in any Bible course, the teacher will, in conjunction with the principal, the parents, and the student, examine the cause(s) of that failure to determine the steps required to earn credit for the course.

1. If the teacher determines that the failure is the result of the student struggling with concepts in the Bible curriculum, the teacher will set up a contract with the student. Regular meetings will be scheduled for the teacher to meet with the student over the quarter following the grading period in which the student failed. Upon the student demonstrating mastery of the material (through testing, written papers, dialogue with the teacher, etc.) the student will be given a grade of 70. This score will replace the failing score.
2. If the teacher determines that the failure is the result of other circumstances (i.e. missing assignments), the teacher will assign extra work to be completed during the quarter following the grading period in which the student failed. This work will be used to demonstrate, to the satisfaction of the teacher, mastery of the subject matter. This work can include a written research project, use of an outside workbook, completion of a separate Bible study program, or other assignment(s) the teacher sees as needed to earn credit for the class. The teacher will schedule regular meetings with the student in order to monitor progress and assist the student in the work. Upon successful completion of the work, the student will be given a grade of 70. This score will replace the failing score.

All work that is required to recover a failing grade in any Theology course must be completed:

1. Before the end of the quarterly grading period following the grading period in which the student failed the course.
2. Before the end of summer school if the failing grade was in the second semester. If work is not completed within this time frame, the student will not be re-enrolled at Fort Bend Christian Academy the following semester. This will be the only opportunity the student has to make up this grade.

The teacher will be available during class or by email for any assistance necessary. If the student is a senior and fails the final grading period of the senior year, the extra work must be completed before the conclusion of summer school. The senior student will not receive a diploma and final transcripts will not be mailed until the work is completed to raise the failing grade to a passing score.

College Days

Junior and senior students are allowed days to visit prospective colleges (2 days for juniors; 3 days for seniors). These days must be taken before the last Friday in April. College Days may NOT be taken during Eagle Week. Pre-arranged absence forms for College Days must be turned in 24 hours in advance of the actual day absent for the visit. All students receiving approval for absence from classes for visits to colleges must provide documentation as validation of the visit to those institutions. Use of these “college visit” days for any other purpose is not acceptable without specific approval from Upper school administration. Students who have already been accepted to a college are not eligible for further excused “college visit” days to that college. Exceptions will only be considered by Upper school administration after receiving a written request from parents. Students who need more than their allotted amount of days may submit a written request from parents to the Upper school counselor specifying the necessity for an exception. **College Day absences do NOT count toward the total number of absences in a semester. College Day absences do NOT count against a student regarding exemptions for final exams.**

Graduation Honors

1. **Selection of Valedictorian and Salutatorian** The senior class valedictorian is the graduating senior whose grade point average is the highest in the class at the end of the third quarterly grading period of the senior year and whose conduct demonstrates exemplary Christian character as determined by the administration. The senior class salutatorian is the graduating senior whose grade point average is the second highest in the class at the end of the third quarter grading period of the senior year and whose conduct demonstrates exemplary Christian character as determined by the administration. For class rank purposes, the 3rd quarter grades will count as semester grades. Nevertheless, GPA’s will be re-calculated for each graduate upon completion of all course work. Please see “Grade Point Calculation” for information regarding GPA calculations.

In order to be considered for valedictorian or salutatorian, a student must have been continuously enrolled at Fort Bend Christian Academy from the beginning of his/her freshman year. If academic achievement or conduct deteriorates during the last semester of the senior year, the administration may not permit the student to serve as valedictorian or salutatorian.

If there is a need for a tie-breaker to decide the valedictorian or salutatorian, the student’s semester grades are averaged and compared using a 100-point scale. The calculation will be carried to the third decimal point. If there is a need for a second tie-breaker, the 3rd quarter marks of the final semester are averaged and compared on a 100-point scale. If all these guidelines produce a tie, there may be two or more valedictorians or salutatorians.

2. **Honor Graduates**

There are three classifications of honor graduates: *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude*. Honor graduates are those students whose

cumulative grade point averages meet the standards listed below, and whose conduct demonstrates exemplary Christian character as determined by the administration. Averages are computed at the end of the 3rd quarter grading period of the senior year. For honor designation and class rank purposes, the 3rd quarter grades will count as a semester grade. Nevertheless, GPA’s will be re-calculated for each graduate upon completion of all course work. Please see “Grade Point Calculation” for information regarding GPA calculations.

- a. *Summa Cum Laude* Grade Point Average of 4.8500 or above
- b. *Magna Cum Laude* Grade Point Average of 4.7000 - 4.8499
- c. *Cum Laude* Grade Point Average of 4.5000 – 4.6999

Any student whose academic achievement or conduct deteriorates during the last semester of the senior year may not be designated as an honor graduate.

3. Class Rankings

Class rank is determined by the GPA and is taken from all Upper School grades earned at Fort Bend Christian Academy. Class rankings will be calculated through the end of the 3rd quarter grading period of the student’s senior year. For class rank purposes, the 3rd quarter grades of the senior year will count as a semester grade. Nevertheless, GPA’s will be re-calculated for each graduate upon completion of all course work. Please see “Grade Point Calculation” for information regarding GPA calculations.

In order to be included in class rankings, transfer students must have attended Fort Bend Christian Academy two semesters prior to class rankings. School counselors will advise students on the basis of what is the best decision or course selection for the student at that time. Their purpose is NOT to assist a student in becoming the valedictorian or salutatorian.

Students are advised that class rankings will fluctuate each semester of Upper school. Class rankings are not final until they are officially announced.

- Top 10% Students who have the highest GPA when listed
1 –will be reported as #1, #2, #3, etc. Students with the same GPA will be ranked on a 100-point scale.
- 1st Quartile 4.5000 and above
- 2nd Quartile 4.0000 – 4.4999
- 3rd Quartile 3.0000 – 3.9999
- 4th Quartile below 2.9999

Fort Bend Christian Academy does not publish a class rank to colleges and universities. No reports other than top 10% and quartiles will be given to colleges unless required by the institution for application processing.

Summer School Policy for Original or Remedial Credit

Fort Bend Christian Academy summer school is only available to Fort Bend Christian Academy students who are re-enrolled for the subsequent academic year. Summer school brochures are available in the spring on MyFBCA or from the registrar's office.

1. **Original Credit:** Each summer, FBCA offers a few classes during the summer session for original credit. The courses are usually Art I & II and Communications but are subject to change from year to year. For more information about FBCA summer classes, schedule and costs, please see the register.

2. **Original Credit not at FBCA:** A student must petition and receive approval to take a summer school course for original credit. The summer school program must be approved by Fort Bend Christian Academy prior to the student's registration in the program. Original credit will NOT be given for any English, math, social studies, science, or foreign language course taken in summer school. However, any course that is offered at Fort Bend Christian Academy may NOT be taken as a summer school course at another campus. (Students may, however, petition to take elective courses in the aforementioned disciplines if they are above and beyond the Fort Bend Christian Academy graduation requirements.) The student must earn at least a "B" in summer school in order to receive original credit for the course. Grade points will be assigned according to the grade earned.

3. **Remedial Credit:** Students are required to successfully complete in summer school any coursework for which semester failure ("F") was earned during the regular school year. Students who earn "D" will have the option of repeating the course in summer school. In either case, if the course is to be repeated at a school other than Fort Bend Christian Academy, approval must be given by the Upper school counselor prior to enrolling in the class. The permanent record will reflect an average of the two grades. Only one credit will be given for the class. Remedial credit will not be given for summer school grades less than "C."

A student earning a grade of "C" in a regular semester is not required nor allowed to retake the course for a grade change. However, the student will be allowed to audit the course in summer school to strengthen his/her skills in that subject, if desired. If the course is taken at Fort Bend Christian Academy, full tuition will be charged and the permanent record will not reflect that the student has repeated the course.

A student who fails a required Bible course while at Fort Bend Christian Academy, should refer to *Failing Grade in Bible Class*, page 67.

Transfer Credits

When grades are accepted from another school, the grade point earned at the prior school will be recorded as if the grades were earned at Fort Bend Christian Academy. Honors credit will only be transferred from honors courses that are offered at Fort Bend Christian Academy.

If a transfer student retakes a course previously failed at another school, original credit will be given for successful completion at Fort Bend Christian Academy. No credit or grade

points will be awarded for previous failure of the course; however, the course will remain on the transcript. If transfer students do not have the required credits in Theology, other courses must be substituted to equal the number of credits required for graduation.

Student Council

Purpose of the organization:

1. to instruct in an applicable way the order and purpose of government and the fashion that God has established for man to carry out social business
2. to promote student leadership and participation in school affairs
3. to promote school spirit and a sense of unity among the student body
4. to organize and lead school-sponsored events
5. to provide a voice for the Upper school student body to the school administration

Membership shall be by an election of officers and class representatives to be held by the Upper school student body in the spring of each year for officers and in late August for homeroom representatives.

National Honor Society

The NHS is open to any second semester sophomore, junior, or senior at Fort Bend Christian Academy who has a GPA of 4.5 and has been a student at Fort Bend Christian Academy for at least two semesters. Nomination to NHS will be based on character, leadership, service, and academic achievement. Absences from meetings are not acceptable, except in the case of an excused school absence. All NHS members must complete the required number of service hours each semester.

Student Officers' Conduct

Any student whose conduct is unsatisfactory, who has been suspended or expelled, or who brings discredit to the school or organization shall be subject to forfeit all offices either appointed or elected. The administration and the family sponsor of the group involved will make such a determination.

Athletic Credit

Upper school students are required to earn one (1) credit of Physical Education within four (4) years through participation in P.E. classes or athletics. Participation in athletics will provide a maximum of one (1) credit per year if the student participates in athletics during the entire school year. Tryouts for each Fort Bend Christian Academy sport are required for selection to a team

For the first two (2) semesters, credit and grade points will be assigned, and athletic participation will be indicated on the report card at the end of the semester. If students participate in athletics after these credits have been earned, no credit or grade points will be given, although participation will be shown on the report card and transcript.

There are four (4) ways in which to earn P.E. credits at Fort Bend Christian Academy

1. Complete appropriate P.E. courses to meet the graduation requirement. This can be accomplished during the school year and/or during summer school.

2. Participate on an athletic team at Fort Bend Christian Academy.
 - a. Each sport will count as one (1) semester (.5 credit).
 - b. Students must complete the entire season to receive credit.
3. Work as a student manager for an athletic team.
 - a. Sign up with each coach individually.
 - b. Each sport will count as one (1) semester (.5 credit).
 - c. Students must complete the entire season to receive credit.
4. Participate in an off-campus athletic program. The following criteria must be met in order to receive P.E. credit for off-campus work:
 - a. Each semester an off-campus P.E. credit request form must be filled out by the parents and submitted to the school registrar for approval. This completed form must be received by the registrar no later than the end of the second week of the semester.
 - b. The following criteria must be met and documented:
 - i. The student must have a coach who meets with and supervises the student on a regular basis.
 - ii. Minimum activity time must be 4 hours per week for each week of the semester.
 - iii. A letter must be submitted on letterhead from the coach validating participation in the sport and the time allotments for each semester. A business card may be substituted for letterhead.
 - iv. At the end of the semester, official personnel (coach, assistant coach, trainer, etc.) must submit validation of the time to the school. The student and the parents are responsible for this process. If the documentation is not received before finals begin at semester's end, the student may not receive credit for that semester. This process may not be applied retroactively to semesters already completed.
 - v. The Upper school principal will make the decision to grant or deny credit.

NCAA Athletic Eligibility Clearinghouse

The NCAA is an organization that has established rules for college athletics regarding eligibility, recruiting, and financial aid. The Clearinghouse ensures a consistent interpretation of NCAA initial eligibility requirements for all prospective student athletes at all member institutions. The NCAA has three membership divisions: Division I, II, and III. Colleges are members of a division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If a student plans to participate in Division I or Division II college athletics, he/she must be certified by the NCAA Eligibility Clearinghouse. Students should register soon after completing their junior year of Upper school.

To be certified, students must pass thirteen Upper school core courses with at least a "C" average (3.0 GPA). This does not include P.E., art, and elective courses. There are also ACT and SAT test score requirements. These scores must be sent directly to

NCAA by ACT/SAT scoring centers. Registration papers and additional information about the academic requirements may be obtained through the counselor.

Community Service Requirements


Fort Bend Christian Academy encourages students to demonstrate their spiritual and personal growth through the giving of their time and God-given talents to serve others. Each year, all Upper School students are required to participate in Eagle Week, a week of loving and serving others in our area and around the world. Fort Bend Christian Academy's vision in Eagle Week is to provide our students an opportunity to participate in the Church's work around our city, around our state, and around our nation and world. We seek to equip our students with hands-on experience to work as part of the body of Christ, as well as to educate them about approaching various disciplines through a biblical worldview. Students at FBCA are continuously encouraged and expected to exemplify Christ in all situations and to share God's love with others in our community and in world.


Chapter
10


Student Management Plan


The Board of Trustees and the administration are committed to a Student Management Plan that effectively supports the Philosophy, Doctrinal Statement, and Goals of Fort Bend Christian Academy.


IN THIS CHAPTER


-  Biblical Guidelines for Student Management


-  Organization of Student Management Plan


-  Home/School Cooperation and FBCA Stand of Conduct


-  The Student Code of Conduct


-  Information Technology Rules for Acceptable Use

-  Copyright Regulations

-  Disciplinary Consequences

-  General Guidelines for Implementing Disciplinary Consequences

-  Categories of Offences and Consequences

-  Miscellaneous Provisions of the Student Code of Conduct

Certain fundamental principles apply at FBCA that directly impact this area of student management. FBCA is committed to the philosophy that education is the product of a fully cooperative relationship between the home and school. However, the very existence of FBCA as an independent Christian school must assume that admission and attendance is a matter of privilege, not right. FBCA will not in any way discriminate on the basis of race, gender, color, or national origin. As an independent, Christian institution, FBCA reserves the right, and indeed assumes the obligation, to establish rigorous academic standards and strong disciplinary standards as well as decisive actions to be taken when these standards are not met. While FBCA must be firm in maintaining an academically sound, safe, and effective environment for learning, FBCA is also extremely sensitive to the well-being of each student. Finally, the ongoing success and welfare of *the entire school* must, in the final analysis, take precedence when decisions are made regarding student discipline and a student's admission or continuance at Fort Bend Christian Academy.

Neither this Student Management Plan nor the Student Handbook is intended to be all inclusive or define all types and aspects of student management standards. The board and administration reserve the right and assume the authority to formulate rules and regulations in all matters of student management not otherwise specified.

While FBCA 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 FBCA's purpose, philosophy, and mission statement, FBCA will require that the behavior of each student be consistent with the prescribed rules and standards.

Biblical Guidelines for Student Management

Respect Authority

“Everyone must submit himself to the governing authorities, for there is not authority except that which God has established. The authorities whom exist have been established by God. 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

Be an Example

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” I Timothy 4:12

Seek Excellence

“I can do everything through Christ who gives me strength.” Philippians 4:13

Be Honest

“Providing for honest things not only in the sight of the Lord, but also in the sight of man.” II Corinthians 8:21

Be Truthful

“Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” Ephesians 4:25

Practice Clean Speech

“Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29

Reflect Jesus

“Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable -- if anything is excellent or praiseworthy -- think about such things.”
Philippians 4:8

Organization of Student Management Plan

The FBCA 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. The FBCA Student Management Plan was originally adopted by the FBCA Board of Trustees on June 13, 1996, and is amended and approved each year as needed.

The Campus Discipline Officers

The campus discipline officers on each campus shall be the principal and assistant principal. Duties shall include the authority to:

1. assess and implement the Student Code of Conduct
2. place a student on disciplinary or academic probation
3. remove a student to a temporary on-campus educational setting, not to exceed three consecutive days (IBS - In-Building Suspension)

4. suspend a student for no more than three consecutive or six total school days in a school year
5. file charges with law enforcement agencies should a student infraction constitute a violation of the law
6. decline to extend an invitation to enroll for the succeeding semester, and/or
7. recommend to the Head of School that a student be expelled from FBCA for any of those reasons specifically enumerated as expellable offenses in the Student Code of Conduct

Rights and Responsibilities of Students

All students at FBCA have the right to be treated with fundamental fairness, dignity, compassion, and Christian love. Each student, in turn, is expected to respect the rights and privileges of other students, teachers, and FBCA staff. Each student then is obligated to exercise his own rights responsibly and in compliance with rules established for the orderly conduct of the school's mission. The school's rules of conduct and discipline exist to achieve and maintain order in the school. Any student who, by his conduct, deprives another of his rights, or who violates campus or FBCA rules, shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of Christian school citizenship.

Specific student responsibilities for achieving a positive and productive learning environment at school or school-related activities shall include:

1. attending all classes daily and on time
2. being prepared for each class with appropriate materials and assignments
3. being properly attired
4. exhibiting respect toward others and toward school property
5. paying required tuition fees and fines
6. refraining from violations of the Student Code of Conduct
7. obeying all school rules, including safety rules
8. pursuing changes in school rules and regulations in a responsible and orderly manner through appropriate channels
9. cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses
10. taking home all school-related communications

Rights and Responsibilities of Parents

1. Every parent of an FBCA student has the right to:
 - a. a safe and nurturing atmosphere for their child(ren)
 - b. fair and equal treatment of their child(ren)
 - c. appropriate and timely communication from the administration and teachers
 - d. participate in all appropriate school functions
 - e. conferences with the appropriate school personnel in matters relating to their child(ren)
2. Every parent of an FBCA student and has the responsibility to:
 - a. actively support the philosophy, doctrinal statement, and goals of FBCA

- b. actively support the administration and staff with the implementation of the FBCA Student Management Plan
- c. abide by and accept all policies, procedures, and regulation of FBCA as outlined in the Student Handbook (updated annually, at a minimum, and available on MyFBCA or the school's website).
- d. furnish FBCA with appropriate and current legal documentation defining limited access to a student and/or student records, if applicable
- e. help meet the financial needs of FBCA through charitable giving as the Lord provides and leads, understanding that tuition does not cover all of the expenses of the school and the school's budget is projected solely on the basis of tuition, fees, and gifts
- f. make every effort to provide for the physical and medical needs of their child
- g. be sure their child attends school regularly and promptly report and account for absences and tardies
- h. teach their child to pay attention and obey the rules
- i. encourage and lead their child to develop proper study habits at home
- j. participate in parent/teacher conferences to discuss their child's school progress and welfare
- k. sign and return academic and disciplinary communications from the school
- l. keep informed of school policies and academic requirements of school programs
- m. participate in school-related organizations
- n. be sure their child is appropriately dressed at school and for school-related activities
- o. discuss behavior reports, progress reports, report cards and school assignments with their child
- p. bring to the attention of school personnel any learning problem or condition that may relate to their child's education
- q. maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school
- r. follow the prescribed "chain of command" - teacher, principal, Head of School, school board - in pursuing issues or seeking to resolve disputes

Rights and Responsibilities of Teachers

- 1. Teachers have the right to -
 - a. teach in a classroom free from disruption and undue interruption
 - b. the prayerful support of administrators and parents
 - c. respect from students , parents, and other staff members
- 2. Teachers have the responsibility to -
 - a. actively support the philosophy, doctrinal statement, and goals of FBCA
 - b. use discipline management techniques recognized in the Student Management Plan
 - c. set the stage for good student discipline by being regular in attendance and on time
 - d. perform their duties in a manner evidenced by appropriate planning and preparation of resource materials and assignments
 - e. comply with campus and FBCA school policies, rules, regulations and directives
 - f. maintain an orderly classroom atmosphere conducive to learning
 - g. teach to the standards of performance required by FBCA

- h. establish rapport and an effective working relationship with parents, students , and other staff members
- i. teach students to strive toward self-discipline
- j. encourage good work habits that will lead to the accomplishment of personal goals
- k. serve as appropriate role models in accordance with the standards of their profession and the Christian faith

Rights and Responsibilities of Administrators

1. Administrators have the right to -
 - a. make decisions that are in the best overall interest of the school
 - b. be shown the cooperation and respect commensurate with the duties and responsibilities of their offices
2. Administrators have the responsibility to -
 - a. actively support the philosophy, doctrinal statement, and goals of FBCA
 - b. oversee implementation of the FBCA Student Management Plan
 - c. oversee the biblical stewardship of school property and assets
 - d. assume instructional leadership in the attainment of effective student conduct
 - e. ensures effective and timely school communication with parents
 - f. encourage parent communication with the school, including participation in required parent/teacher conferences
 - g. promote effective training and discipline, including self-discipline, of all students
 - h. respond to student management problems referred to them by teachers
 - i. serve as appropriate role models in accordance with the standards of their profession and the Christian faith

Home/School Cooperation and FBCA Standard of Conduct

Parents and students must understand and agree that the FBCA Standard of Conduct (see below) is a joint agreement between the school, the parent, and the student. Furthermore, both the school and the parent must enforce these standards while the student is associated with FBCA.

A fundamental premise of Fort Bend Christian Academy is that education must be the product of a joint enterprise between the school and the home. Open and responsive lines of communication are critical elements for a successful educational experience. While communication between the school and home is often in written form or by telephone, the school also encourages face-to-face parent/teacher conferences. For any student not maintaining passing grades, achieving expected levels of performance, or consistently disobeying campus or FBCA behavioral rules and regulations, parent/teacher/administrator conferences may be initiated by the teacher, administrator, or the parents.

Students whose parents fail to support the administration in the implementation of the Student Management Plan will be withdrawn.

FBCA Standard of Conduct

Fort Bend Christian Academy was founded on the conviction that young people should be able to gain a quality academic education in an environment that is conducive to spiritual growth. The school holds that the Bible is the sole authority on all spiritual matters and that spiritual growth begins with the initial act of saving faith and continues throughout life. Bible study is a required part of each student's curriculum, and students are required to attend Chapel services.

As part of its basic philosophy of education, FBCA also recognizes that the home is primarily responsible for the development of Christian character, and that the school is responsible for building on this foundation. In order to build on this foundation, FBCA must therefore provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. We believe in a Standard of Conduct that is based upon biblical principles of Christian living.

The school, therefore, expects each student to maintain lifestyle standards that consistent with biblical principles. The teachings of Jesus Christ, in regard to lifestyle matters, will be the standard of Truth. The school requires each student to refrain from profanity, indecent language, sexual behavior, gambling, cheating, stealing, destructive acts both within and outside of the school environment, and use of any tobacco or illegal drugs and from participation in unlawful, violent, or destructive acts both within and outside of the school environment. Students are expected to abide by these standards throughout their enrollment at Fort Bend Christian Academy. This includes both in-school and out-of-school activities. Students found to be out of harmony with FBCA Christian principles may be withdrawn from FBCA whenever the general welfare of the student body demands it, at the sole discretion of the Head of School.

The Student Code of Conduct

The Authority of the School

FBCA shall exercise authority over its students from the time they arrive on campus each morning until they depart the campus at the end of each day. This authority is extended to include school-authorized transportation in the morning and afternoon. This authority encompasses any activity during the school day on school grounds, attendance at any school-related activity regardless of time or locations, any school-related misconduct regardless of time or location, any misconduct while the student is wearing the uniform of Fort Bend Christian Academy, or any misconduct while the student is enrolled at FBCA.

Furthermore, it is also understood that when students are admitted to Fort Bend Christian Academy, they become identified with the school, and the school is judged by the students' conduct. As FBCA seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on the school at all times. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of Fort Bend Christian Academy.

Identification of Offenses

The following behaviors, as defined, represent violations of the FBCA Student Code of Conduct whether, on or off the premises of FBCA. This list is representative only and not necessarily exhaustive of all areas of student conduct the school will find necessary to regulate.

Arson - The setting of any kind of fire on the premises of FBCA or the false sounding of a fire alarm are both considered serious offenses in the Student Code of Conduct and in most cases constitute violations of the law as well. Law enforcement authorities may be called at the discretion of FBCA officials.

Assaults/Fighting - Fighting is absolutely prohibited, and where the safety or welfare of other students is involved, FBCA may contact law enforcement authorities. Students are likewise prohibited from assaulting anyone, especially while on FBCA property or at any school-related event. An assault is defined as:

1. intentionally, knowingly, or recklessly causing bodily injury to another person
2. intentionally or knowingly threatening another with imminent bodily injury
3. intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative

Bus/Vehicle Misconduct - Students are expected to observe the same standards of conduct while riding FBCA owned or leased buses or vehicles, or parent provided vehicles, as they are required to observe at school. In addition, any misbehavior that distracts the driver is a serious hazard to the safe operation of the vehicle and as such jeopardizes the safety of all passengers. Such activities are prohibited.

Cheating - Cheating may take many forms. It includes copying homework, allowing others to copy homework, handing in another's work as one's own, plagiarism in research papers and compositions, and giving or receiving unauthorized assistance on tests or quizzes. Cheating involves both the components of stealing and lying and obviously has no place at FBCA. This statement is not intended to be all inclusive of the examples of cheating. Instances that fall outside of these areas will be evaluated on an individual basis. The consequences of cheating will result in loss of credit on the assignment in question as well as other disciplinary responses.

Destruction of Property - Students shall not vandalize or otherwise damage or deface any property not belonging to them. Parents of students found guilty of such damage or destruction shall be liable in accordance with state law. Law enforcement agents may be notified at the discretion of FBCA officials and students may be subject to criminal penalties of damage exceeding \$750.

Disrespectful/Abusive Language - Written or verbal name-calling, profane, vulgar, slanderous and/or abusive, disrespectful, suggestive language or gestures, and innuendo are not acceptable in the academic and spiritual environment of FBCA.

Disruption - Conduct by student, either in or out of class, that for any reason--whether because of time, place, or manner of behavior--materially disrupts class work or school assembly, or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

Disruptive Activities - State law prohibits a student from participation in disruptive activities that include acting alone or with others to:

1. interfere with the movement of people in an exit, an entrance, or a hallway of the school building without authorization from an administrator
2. interfere with an authorized activity by seizing control of all or part of a building
3. use force, violence, or threats to cause disruption during an assembly
4. interfere with the movement of people at an exit or an entrance to school property
5. use force, violence, or threats in an attempt to prevent people from entering or leaving school property
6. disrupt classes while on school property or on public property that is within 500 feet of school property - class disruption includes making loud noises, trying to entice a student away from, or to prevent a student from attending, a required class or activity with profane language or any misconduct
7. interfere with the transportation of students in school owned vehicles

Dress and Grooming - The school's dress and grooming code is designed to foster pride in appearance, instill discipline, prevent disruption, avoid safety hazards, and assert authority. Students shall come to school looking clean, neat, and attired in the appropriate FBCA uniform. See the Dress and Hair Code, Chapter 4, page 36 for specific requirements.

Drug/Alcohol Use - No student shall possess, deliver, use or be under the influence of any of the following substances, especially while on school premises, or while in attendance at any school-related activity or event:

1. alcohol or any alcoholic beverage, "near beer," or any look-alike alcoholic beverage substitute
2. any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
3. any abusable glue, liquid correction fluid, aerosol paint, or any other volatile chemical substance for inhalation
4. any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug
5. "Under the influence" means a student's faculties are noticeably impaired, regardless of whether or not the student is legally intoxicated.
6. "Delivery" encompasses the transmittal, sale, or attempted sale of what is or what is represented to be any of the above forbidden substances.

Violation will result in stringent disciplinary response, and law enforcement agents may be notified at the discretion of FBCA officials.

Extortion - Obtaining money or other objects of value from an unwilling person, or compelling another to act against his/her conscience or his/her own best interest through the use of coercion, blackmail, or force is a violation of the Student Code of Conduct and may be, depending on the circumstances, a violation of the law.

Failure to Obey Classroom Rules - In addition to the general rules outlined in the Student Code of Conduct, each teacher has classroom rules specific to the efficient operation of his/her classroom. Students are expected to comply with these classroom rules. Repeated or especially

willful or premeditated violations of these expectations are also addressed under the entry entitled “Insubordination/ Defiance.”

Forbidden Items - Any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction is forbidden. Such items include, but are not limited to, fireworks, matches, lighters, liquid correction fluid, inappropriate reading material, laser pointers, and weapon replica. Electronic games are prohibited during normal school hours.

Forgery - Students are not to sign their parent’s (or guardian’s) or any other person’s name to school-related documents.

Gambling - Gambling or wagering of any form is not permitted at FBCA nor is the possession of paraphernalia normally associated with gambling.

Gum Chewing/Eating in Class - Gum chewing is prohibited on school property due to potential property damage. As a means of promoting campus cleanliness, the consumption of food or drink outside designated areas is forbidden without specific administrative authorization.

Sexual Harassment – Sexual harassment may include but may not be limited to unwanted sexual advances, visual conduct, leering, making sexual gestures, display of sexually suggestive objects or pictures, verbal sexual advances or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, and/or derogatory comments, epithets, slurs and jokes. This includes written or electronic communications. (e.g., Facebook, Twitter, etc.)

Harassment - Verbally or physically taunting, intimidating, putting down, or ridiculing or making ethnic/racial slurs is prohibited. This includes written or electronic communications. (e.g., Facebook, Twitter, etc.).

Hazing - A reckless, humiliating, or threatening act directed against a student(s) by any student acting alone or with others is strictly prohibited. This includes those actions intended as a prerequisite to, the initiation into, affiliation with, or participation in any organization is strictly prohibited.

Inappropriate Publications Written, Visual, or Oral/Materials/Social Media Posts - The possession, creation, or distribution of any materials--written, visual, or aural--is prohibited. Prohibited materials may include but are not limited to:

1. those that are sexually suggestive, pornographic, or otherwise sexually inappropriate
2. those that endorse illegal behavior or actions endangering the health or safety of student
3. those that are profane or blasphemous
4. those that are libelous
5. those that criticize or demean school officials or staff
6. those that attack or demean ethnic, religious, or racial groups
7. those that interfere with normal school operations

Inappropriate Sexual Behavior - Inappropriate sexual behavior, whether heterosexual or homosexual, is a serious violation of the behavioral and moral expectations of FBCA. In the event of student pregnancy, both the mother-to-be and the father-to-be will immediately be expelled from FBCA.

Insubordination/Defiance - Insubordination or defiance includes willful failure to comply with the rules and regulations of the school or willful failure to comply with the directives of school personnel. Such rejection of authority undermines the very mission of the school, is a denial of basic biblical principles, and cannot go uncorrected.

Public Displays of Affection - The campuses and/or property of FBCA, off-campus events, and in any public place while wearing the FBCA uniform are all inappropriate times and circumstances for inappropriate public displays of affection.

Restricted Areas - For reasons related to the security and safety of FBCA students, they are to be only in areas designated for student activities.

Secret Societies - FBCA has no place for secret societies or membership-restricted societies. Students shall not become members of or in any way affiliate with any organization which is not approved by the administration.

Tardies - Students are expected to be in their seats ready to work when the school day or classroom period begins.

Theft - The taking of another's property without permission, regardless of value.

Throwing Objects - The throwing or projecting of any objects without permission while on FBCA property or at any school related event that may cause bodily injury, property damage, or disruption is prohibited.

Tobacco Use - The student possession, delivery, or use of tobacco products, including but not limited to cigarettes, cigars, snuff, chewing tobacco, pipes, matches, or lighters, is absolutely prohibited. This prohibition extends to the school premises, to attendance at any school-related activity or event, and to any locale while enrolled in FBCA.

Truancy - Being absent from school without an acceptable reason, or leaving school without permission, are both examples of truancy. The student who is truant will receive zeroes (0) for work missed and not be allowed to make up work or tests given during the time of truancy, as well as be subject to other disciplinary consequences.

Violent Threats - Communication of any form that threatens harm (physical, sexual, or emotional) toward any student, group of students, or the school family in general, will be taken most seriously. Students initiating written or verbal "hit lists" will be viewed as an imminent danger to the school setting. Law enforcement authorities may be called at the discretion of FBCA officials. This includes written or electronic communications. (e.g., Facebook, Twitter, etc.).

Weapons - No student shall enter the premises of FBCA (or attend a related activity) in possession of a firearm, explosive weapon, or knife. Neither shall the student interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, or knife.

1. Students are also prohibited from bringing to school or a school-related activity any other weapons such as, but not limited to, fireworks of any kind, clubs or night sticks, razors, metallic knuckles, martial arts paraphernalia, chains, or any other object used in a way that threatens to inflict bodily injury.

2. The possession or use of articles not generally considered weapons may be prohibited when, in the administration's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff, or property by virtue of possession or use.

All disciplinary measures will be within the policies of this handbook and are the decisions of the appropriate school administration.

Information Technology Rules for Acceptable Use

Fort Bend Christian Academy ("FBCA") supports an environment of learning and sharing of information through the acquisition and maintenance of computers, computer systems, networks, and associated computing resources and infrastructure. FBCA computing resources are intended to support the school's mission, administrative operations and activities, student and campus life activities, and the free exchange of ideas and information between the school and the greater community in which it operates locally, nationally, and internationally.

All students may have access to the Internet. FBCA makes no guarantee that the functions or the services provided by or through the Internet system will be error-free or without defect. FBCA will not be responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service. FBCA is not responsible for the accuracy or quality of the information obtained through or stored on the Internet. FBCA will not be responsible for financial obligations arising through the unauthorized use of the system.

Computing resources and facilities of FBCA are the property of the school and shall be used for legitimate school instructional, research, administrative, public service, and approved purposes. Personal use of computing resources may be permitted if it does not interfere with the school or the employee's ability to carry out school business, and does not violate the terms of this policy. The use of FBCA computing resources is subject to the generally accepted tenets of legal and ethical behavior within the school community. The computing resources system shall not be used for material or activities that reasonably could be considered harassing, obscene, or threatening by the recipient or another viewer.

This policy applies to all users of school computing resources, whether affiliated with FBCA or not, and to all use of those resources, whether on campus or from remote locations. Additional policies may apply to computing resources provided or operated by individual units of the school or to uses within specific units.

All users of school computing resources must agree to the following:

- Comply with all federal, state and other applicable laws; all generally applicable school rules and policies; and all applicable contracts and licenses. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.

- Refrain from unauthorized attempts to circumvent the security mechanisms of any school system.
- Refrain from attempts to degrade system performance or capability, or attempts to damage systems, software or intellectual property of others.
- Refrain from using school computing resources for commercial purposes or those purposes that may violate the school's 501(C) 3 status.
- When using the school's computing resources to access non-school resources, observe the acceptable use policies of those non-school organizations.
- Refrain from unauthorized viewing or use of another person's computer files, programs, accounts, and data.
- Refrain from sharing any accounts or passwords with anyone other than the individual(s) to whom they have been assigned by the school. Sharing accounts or passwords is strictly prohibited. Access to such information does not imply permission to view or use it. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- Refrain from using electronic mail systems for "broadcasting" of unsolicited mail or for any purpose prohibited by state or federal laws.
- Abide by federal copyright laws when using school computing resources for the use of or the copying of copyrighted material. The unauthorized publishing or use of copyrighted material on a school server is prohibited and users are personally liable for the consequences of such unauthorized use.
- Abide by his/her teacher/supervisor's direction regarding personal use of school computing resources.

Users should be aware that their uses of FBCA computing resources are not completely private.

FBCA reserves the right to monitor and record the usage of all computing resources as necessary to evaluate and maintain system efficiency without prior notice, and may further monitor and record the usage of individuals, including the disclosure of individual files:

- if it has reason to believe that activities are taking place contrary to this policy, or to FBCA policy, or state or federal law or policy;
- to respond to an administrative court or judicial court order;
- to respond to a request for discovery in the course of litigation; or
- to respond to a public record request for files which are deemed public records under public records laws

FBCA may use information gained in this manner in disciplinary or criminal proceedings.

Enforcement

Users who violate this policy may be denied access to FBCA computing resources and may be subject to disciplinary actions and/or criminal and civil penalties. Violations will normally be handled through the school's disciplinary procedures applicable to the relevant user and may include referring suspected violations of applicable law to appropriate law enforcement agencies. However,

the school may immediately suspend or block access to an account, prior to the initiation or completion of such procedures, when it appears necessary to do so in order to protect the integrity, security or functionality of FBCA or other computing resources or to protect the school from liability.

Copyright Regulations

Students of FBCA will adhere to all provisions of Title 17, United States Code, entitled “Copyrights.” This directive includes copyright laws, congressional guidelines, and other related federal legislation concerning copyrighted materials.

A student specifically **WILL NOT**:

1. produce copies of copyrighted materials unlawfully on school equipment
2. use illegally copied materials with school owned equipment, in school owned facilities, or at school sponsored functions
3. be covered by legal and insurance protection by the school if he/she unlawfully copies or uses unlawfully copied copyrighted material

Copyright DO’S and DON’TS for every student to remember:

- **do take copyright seriously – it is a federal law**
- do change the original wording by paraphrasing or use quotations, footnotes, and/or parenthetical documentation of the source
- do feel free to make one copy of anything in print (including the Internet) to use for research purposes (as a student, you do have special privileges)
- **don’t use someone else’s work without permission or giving credit to the source** – as soon as a person puts their work (including artwork, HTML, graphics, and even email) in tangible form it is automatically protected by copyright law
- don’t load software, use shareware, or duplicate audio-video materials without knowing the specific agreements and rules for each product
- don’t distort or alter the original intent or message of any material you duplicate and use

Disciplinary Consequences

The following disciplinary consequences, as defined, constitute an array of responses available to the teachers and administrators at Fort Bend Christian Academy. It is obvious that nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. The disciplinary responses will progress to higher levels as repeated offenses occur. Certain Conduct Code violations, including but not limited to tardies, trancies, suspensions and cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by FBCA personnel. Note that FBCA does not use corporal punishment.

1. Reprimand

Many infractions of an unintentional or immature nature, or even volitional infractions of a minor nature can and should be handled by gentle reprimand or remonstrance. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.

2. Redirection

Redirection is a logical extension of the reprimand. It seeks to replace an inappropriate behavior with one that is appropriate.

3. Warning

A warning is not only a reprimand but a formal notice of consequences to follow should the inappropriate behavior not be corrected.

4. Behavior Check

A behavior check is normally issued by the teacher not only to identify specifically the nature of the offense but to serve as official documentation of misconduct. These are used to determine student conduct grades.

5. Counseling

Counseling is a recognition by the teacher, counselor, or other FBCA staff member that the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of counseling is to identify and address causes, not just symptoms.

6. Time Out

Some students need a temporary respite from those factors stimulating misbehavior, such as a “cooling off” time to regain control. A temporary period of isolation and silence, normally not to exceed fifteen minutes, can often provide this “cooling off” opportunity.

7. Separation in the Classroom

On occasion teachers may find it necessary to separate an offending student from another student or even from the entire class for a longer period of time, ranging from a single class period up to several days. In the case of one student separated from another, that separation may be permanent. Separation or preferred seating in the classroom may result from the need simply to refocus a student on academic tasks or from the need to protect the class from disturbances or distractions.

8. Discipline Report/Write Up

A Discipline Report is a written communication by a teacher and/or administrator to outline the nature of the offense and serve as official documentation of misconduct. A discipline report requires a parent signature and must be returned to the administrator. Students are required to return the signed form directly to the administrator before school begins or during homeroom, when the administrator makes rounds. At the middle school level, failure to return the signed form will result in an automatic lunch detention. At the Upper school level, the assistant principal may require that a signed discipline report be returned.

9. Disciplinary Work Assignment/Detention

To deal with willful student disregard for established school policies and regulations, FBCA has established a program of correction through detention assignment (either before school, during lunch, after school, or on Saturday). **Once a detention has been assigned, the student must serve the detention regardless of co-curricular commitments.** Students will be granted a minimum of twenty-four hours advance notice to address such commitments or obligations and to arrange alternative transportation. For a Saturday detention a charge of \$15 per hour will be assessed.

10. Student/Principal Conference

Students may be referred to the principal’s office directly for severe offenses or when teacher-directed disciplinary responses prove inadequate to control the student’s discipline problems. The principal, in turn, has an array of measures at his/her disposal, ranging from conferences to the imposed specific consequences as outlined in the Student Code of Conduct. Teacher reports to the principal shall specify the offense of which the student is accused and indicate those corrective measures the teacher has already taken.

11. Teacher/Parent or Principal/Parent Conference

Such a conference may be requested by the school or by the parent and is a reflection of the premise of home and school cooperation on which the educational program of FBCA is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so that the kinds of discipline processes which follow may be avoided.

12. Removal from Class

Immediate removal from the classroom for the duration of the class period is a response available to FBCA teachers to discourage improper classroom behavior. In unusual situations, the principal may choose to extend such an individual classroom removal to no more than five consecutive days. For any removal exceeding one day, the teachers shall make available to the student a supervised opportunity to remain current on the assignments from that classroom.

13. In-Building Suspension

Only the campus principal or assistant principal may assign In-Building Suspension. Students lose the privilege of attending class during the designated period of time. Students will be placed in an assigned area that is supervised by the principal or his designee. During the In-Building Suspension period students will receive their regular assignments for which they will receive full credit. Additional assignments may be given in order to keep the student busy. No credit is given for additional assignments. The length of In-building Suspension shall not exceed three consecutive school days.

14. Student Probation

A student placed on *student probation* has demonstrated behaviors that warrant closer monitoring and observation. A written reprimand and “terms of probation” are outlined which may include discretionary sanctions such as loss of privileges, community service, or educational assignments (e.g., reading or writing.) The principal or assistant principal will notify the parents. (See “Terms of Probation.”)

15. Disciplinary Probation

A student placed on disciplinary probation is in danger of losing the right to remain at Fort Bend Christian Academy. Moreover, a student placed on disciplinary probation forfeits the privilege of representing the school in any class office or official position held in a school-related organization during the period of probation. In addition, a student placed on disciplinary probation will not be permitted to represent the school in any contest or participate in any public program, during all or a portion of the probationary period (not less than 30 days.) Students on disciplinary probation may be allowed to participate in student team/group activities (e.g., practices, rehearsals, etc.), but will not be allowed to travel with the student team/group, dress for games, or sit with the team/group at

competitions or performances. The principal or assistant principal will notify the parents immediately. (See “Terms of Probation.”)

16. Terms of Probation

A student placed on either student or disciplinary probation will be required to fulfill the terms of probation outlined by the acting administrator. These terms may include behavioral expectations, a mentoring/accountability partner, community service, an educational assignment, etc. The probationary status of a student will be reviewed at the end of the probationary period by the administrator and other appropriate staff members. If the terms of probation have been satisfied and sufficient correction of behavior is evidenced at that time, the student is removed from probationary status. If not, the administrator will determine further action, including additional disciplinary action or whether or not the student will continue to attend FBCA. Further misconduct that would place a student on probation for the second time within a year may eliminate an offer of re-enrollment for the next academic term.

17. Suspension

Suspension may be assigned only by the principal or the assistant principal, and the following specific provisions shall apply:

- a. The parents will be notified to take the student home the day of the occurrence.
- b. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- c. The term of the suspension shall not exceed three consecutive days.
- d. A suspended student will not be allowed to return to school without a parent/principal conference.
- e. Suspended students are required to make up all assignments, including quizzes and tests, missed during the suspension. No further assignments, quizzes, or tests may be completed until the missed assignments have been submitted to the teachers. Major projects due on the days of suspension should be turned in electronically or by other arrangements made with the teacher to avoid a late work penalty. In-class assessments must be completed immediately upon return to campus outside of class time. Maximum credit of all missed assignments will be no more than 70% of total possible points.
- f. Suspension automatically initiates disciplinary probation.

18. Expulsion

- a. If attempts to correct a student’s behavior have failed, if the misbehavior persists, or if the offense warrants separation from the campus community, then the principal may recommend to the Head of School that a student be expelled. The following offenses are potential grounds for expulsion, but are not limited to:
 - b. defiance or direct confrontation with school authorities
 - c. a second suspension
 - d. failure to comply with the terms of disciplinary probation
 - e. stealing and other serious moral offenses
 - f. repeated instances of cheating
 - g. chronic violations of FBCA rules and regulations not corrected by lesser measures
 - h. activities outside the school which call for police intervention

- i. any misconduct seriously detrimental to the reputation and Christian witness of the school such as sexual immorality, vandalism, involvement in a felony crime, shameful behavior, involvement with the occult, etc.
- j. assault of a teacher or other individual, including self-inflicted harm
- k. extortion
- l. arson
- m. intentional destruction of property, including but not limited to FBCA property
- n. possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; abusable glue, paint, or other chemical substance; any mood-changing, mind-altering, or behavior-altering drugs, especially while on school premises or while in attendance at any school-related activity or event or while enrolled at FBCA.
- o. 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
- p. inappropriate sexual behavior

19. Intervention of Local, State, or Federal Law Enforcement

In the event a student offense involves a violation of the law, FBCA officials will not only institute an appropriate disciplinary response within the context of this Student Code of Conduct, but will normally refer the offense to law enforcement officials as well. Any decision to refer a matter to civil authorities will be made immediately known to the student's parents.

General Guidelines for Implementing Disciplinary Consequences

1. As FBCA personnel determine the appropriate action to take in response to student misconduct, they will follow these guidelines:
2. The purpose of discipline is to teach, to correct, and to maintain order.
3. Any discipline effort, to be successful, should bring the student closer to the goal of self-discipline.
4. Disciplinary measures are much more effective if the school and the home are supportive of each other's efforts.
5. Discipline is not an act of malice or vengeance but of love.
6. The disciplinary consequence chosen must be appropriate to the age and maturity level of the student.
7. Discipline in a Christian context should result not only in a change of behavior but ultimately in a change of heart. Thus, as appropriate, each teacher, administrator, or other staff member who disciplines a student shall attempt to not only point out biblical principles dealing with the offense, but also pray with the student regarding his/her need for repentance and reconciliation from his/her behavior.
8. Discipline must also be protective of the rights of other students.

Categories of Offenses and Consequences

The offenses listed below are to be considered examples of the various classes or categories of offenses; no claim is made that these constitute an all-inclusive list. The disciplinary consequences listed as appropriate for each category of offenses are NOT listed in the order in which they are to be employed by school staff. Rather, the consequences listed merely constitute a range of

responses, within each category, from which school authorities may choose based on their judgment of the seriousness of the offense. The appropriate FBCA staff member will categorize any offense not specified below.

Category I Behavior Problems

1. Offenses:

- a. tardiness to class
- b. chewing gum on school property
- c. drinking or eating in undesignated areas
- d. talking in class without permission
- e. scuffling and/or horseplay
- f. running and/or making excessive noise where or when prohibited
- g. failure to bring required materials and/or assigned work to class
- h. failure to take school communications home
- i. refusal to participate in classroom activities
- j. refusal to sit in assigned seat
- k. rudeness to school staff
- l. throwing or projecting objects
- m. dress or grooming code violations
- n. failure to obey classroom rules
- o. being in a restricted area on campus without permission
- p. automobile or parking violations

2. Possible Consequences:

- a. verbal reprimand
- b. redirection
- c. verbal/written warning
- d. time out
- e. behavior check
- f. conference with student
- g. change in seat assignment
- h. separation in the classroom (temporary)
- i. loss of class privilege
- j. written or telephone communication to parent
- k. conference with parent at school
- l. lowering of conduct grade
- m. referral to the counselor
- n. lunch detention
- o. after school detention
- p. other disciplinary techniques approved by the principal

Category II Behavior Problems

1. Offenses:

- a. Category I offenses not corrected by Category I consequences
- b. possession of distracting items
- c. leaving the classroom without permission

- d. lying
- e. unacceptable displays of affection
- f. forgery
- g. minor vandalism
- h. lunchroom disturbance
- i. bus misconduct
- j. cursing, abusive language, or obscene gestures between students
- k. Students in unauthorized areas: Students are responsible for remaining in areas of the school authorized by their schedule or teacher and staff permission. A student who is granted a pass to the restroom, for example, should not be found in the library under the restroom authorization. Similarly, a student given permission to go to the library may not, under that authorization, go to their car in the parking lot.
 - i. It is important that staff be aware of student whereabouts as a matter of security and smooth operation of the school environment. Students found outside of authorized areas will be subject to disciplinary action.

2. Possible Consequences:

- a. verbal reprimand
- b. verbal/written warning
- c. behavior check
- d. conference with student
- e. written or telephone communication to the parent
- f. conference with the parents
- g. lunch detention
- h. after school detention
- i. Saturday detention
- j. loss of school transportation privileges
- k. removal from class
- l. referral to the counselor
- m. exclusion from co-curricular activities
- n. assignment to in-building suspension (IBS) for one to three days
- o. disciplinary probation
- p. other disciplinary techniques deemed appropriate by the principal

Category III Behavior Problems

1. Offenses:

- a. Category II offenses not corrected by Category II consequences
- b. truancy or leaving campus without approval
- c. fighting
- d. stealing
- e. cheating, plagiarism
- f. possession or use of any tobacco product
- g. gambling
- h. possession or use of fireworks or explosives
- i. hazing
- j. harassment

- k. joining or soliciting membership in an unauthorized group or organization
- l. possession or distribution of pornography or other inappropriate publications
- m. extortion
- n. a threat or attempt to do bodily harm
- o. insubordination or defiance
- p. tattoos and body writing
- q. cursing, abusive language, or obscene gestures directed toward school personnel, visitors, or school representatives

2. Possible Consequences:

- a. communication to parent by note or telephone
- b. conference with parent at school
- c. exclusion from co-curricular activities
- d. Saturday detention
- e. in-building suspension (IBS)
- f. suspension
- g. disciplinary probation
- h. expulsion
- i. other disciplinary techniques deemed appropriate by the principal

Category IV Behavior Problems

1. Offenses:

- a. Category III offenses not corrected by Category III consequences
- b. arson or attempted arson
- c. assault on another student or staff member
- d. burglary or attempted burglary of a school facility
- e. activities outside the school which call for police intervention
- f. off-campus misconduct seriously detrimental to the reputation of FBCA
- g. major vandalism or criminal mischief
- h. possessing, delivering, using, or being under the influence of alcohol, any dangerous drug, or a controlled or abusable substance
- i. possessing, delivering, or using any firearms, explosives, knives, or other weapons
- j. violent threats
- k. Behavior deemed to be sexually inappropriate

2. Possible Consequences:

- a. communication with the parent by note or telephone
- b. conference with parent at the school
- c. exclusion from co-curricular activities
- d. restitution, or restoration of damage
- e. suspension
- f. disciplinary probation
- g. expulsion
- h. referral to law enforcement agencies
- i. other disciplinary techniques deemed appropriate by the principal

Miscellaneous Provisions of the Student Code of Conduct

1. Interrogations and Searches

FBCA authorities may search a student or student’s property with reasonable cause or with the student’s free and voluntary consent while on campus or at any school related function. Moreover, vehicles which students have driven to school or to school-sponsored activities are also subject to search. It must be understood that if school officials have reason to believe that there is something in the vehicle in violation of the law or FBCA policy, the student may be requested to open the vehicle for a search by a school official.

Areas such as lockers and crates, which are owned and jointly controlled by FBCA, may be searched with or without reasonable cause. Students shall not place or maintain any item in school-owned lockers or crates that is forbidden in this Student Code of Conduct, nor shall they place or maintain any item that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. Searches of a student’s outer clothing and pockets may be conducted if reasonable cause exists. A more intrusive search, such as a search of a student’s person, may be conducted only if probable cause exists to believe the student possesses contraband dangerous to himself or others. Such a search will only be conducted by a police officer.

2. Police Questioning of Students

For police questioning of a student in school, the following guidelines shall apply:

- a. Before the principal permits the questioning of a student by law enforcement officers, the officer must state the necessity of questioning the student at school. The questioning officer’s name and title shall be obtained and recorded by school officials.
- b. The principal shall make reasonable and immediate efforts to contact the student’s parents.
- c. A student shall not be questioned by law enforcement officers unless the parent, the principal, and/or the principal’s designee are present and the student consents to the questioning.
- d. Any police questioning of an FBCA student must be conducted out of the sight and hearing of other students.

3. Arrested Students

If an FBCA student, while at school, is subject to arrest or apprehension by a law enforcement officer, the principal shall first request to see the summons or warrant before delivering the student into the officer’s custody. The principal shall notify the Head of School immediately and make reasonable and immediate efforts to contact the student’s parents. Either the principal or the principal’s designee shall accompany the student to the police station and remain with the student until the parent has had a chance to arrive.

4. Physical Restraint

Any FBCA employee may, within the scope of the employee’s duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- a. protect the student from injuring himself
- b. protect another person, including the person applying physical restraint, from physical injury
- c. obtain possession of a weapon or other dangerous item

- d. protect property from serious damage
- e. remove from a specific location a student refusing a reasonable command of a school employee, including from a classroom or other school property or any offsite school function, in order to restore order or to impose disciplinary measures
- f. control and subdue an irrational student

5. Handling Grievances

Employees, students, and parents are expected to follow the principles found in Matthew 18:15-17 and Galatians 6:1 for the handling of grievances. These principles require Christians to commit to giving a good report. When this good report is not possible, we are directed to remain silent or to go privately to the person and explain the offense that prevents us from giving a good report. We are directed to approach the person in a spirit of genuine love, having first examined and corrected our own attitudes and actions. Only if we are unable to reconcile are we allowed to share the problem with others; however, this step also is to be undertaken with the intention of resolving the problem and reconciling the relationship.

An important application of this scriptural principle is operative in Christian schools. It is our policy at FBCA to require parents to first contact their child's teacher privately when there is a problem. This communication may be in person, by telephone, by a written note, or by email (without copying other people in the address). Most problems will be resolved in this manner, but the campus principals and other administrators are available to help parents seek resolution if necessary.

6. Appeal Process

If a parent feels that school policy has been violated, and if the previous steps (See "Handling Grievances") have been exhausted without correction of the violation, the parent may present the situation to the building principal and seek resolution. If the parent is not satisfied with the resolution of the policy violation from the principal, the parent may present the situation to the Head of School for further review. If the parent is still not satisfied with the policy resolution from the Head of School, a request to present the situation to the school board may be made through the Head of School's administrative assistant.

All disciplinary measures rest with the professional discretion of the appropriate administrator, within the context of the policies presented in this handbook.



Athletic Handbook

Our Philosophy

The Athletic program at Fort Bend Christian Academy is a vital part of the school’s total education program. Our school’s mission statement is to glorify God through excellence in Christian education. Our mission in the athletic department should mirror that philosophy as we glorify God through excellence in Christian athletics.

This commitment means that we value the unique potential that blesses each young man and woman. Our efforts are dedicated to the encouragement, and development of our student-athletes through participation, competition, and application of sportsmanship in a Christ-like environment.

The development of Christian character is the foundation of why we have athletics. Student-athletes should demonstrate leadership, discipline, team work, and sportsmanship at every level both on and off the field of play. Coaches, athletes, and fans must understand that they are ambassadors for Christ to our community.

“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3:23-24

IN THIS CHAPTER

 Our Philosophy
 Responsibilities of Student Athletes
 Responsibilities of Parents
 Sportsmanship
 Emergency Procedures
 FBCA Athletic Booster Club
 General Information

Responsibilities of Student-Athletes

Athletes should be diligent in preparation, give 100% at all times, demonstrate personal discipline, be respectful in all situations, maintain self-control, show humility, and aggressively pursue excellence regardless of the score, opponent, time, referee, or situation. The ultimate and final responsibility rests on the student athlete, for it is the student athlete who is accountable to his/her parents, coach, FBCA, and the Lord.

Responsibilities of Parents

In order to achieve our goals we need the support and cooperation of each parent.

Here is how you can contribute to your student’s success and growth as an athlete at FBCA.

1. **Pray regularly for your child, his or her coach and team.** The Bible reminds us that “we have not because we ask not.” Pray specifically for the Lord to be at work in your child’s life as well as those of his or her teammates. Pray especially for the coach. As fallible humans, every coach will make mistakes, but we have the assurance that God can work all things together for your child’s good. So be in prayer that all the circumstances of the season

will be used of God to teach what He wants your son or daughter to learn.

2. **Be a positive fan.** First of all, your son or daughter needs to know that you love and support them in their quest to be an athlete. Whether starting or sitting on the bench, after a score or a miss, your love and encouragement needs to be unconditional. Secondly, as our society grows increasingly negative, coarse and vulgar, we have the opportunity to be a witness to other teams and their fans by cheering positively at games and respecting officials even when we disagree. We need to be a positive witness for Christ. We realize that this expectation may require our parents to police themselves, not only in self-control but also in reminding and helping each other do our best in this area. We need to ask ourselves, “Would my behavior as a fan make it possible for me to share Christ with those who observed and listened to me in the stands?”
3. **Follow athletic department rules.** Each team will have its own rules. However, the following rules are true for all our teams:
 - a. At least one parent must attend the team pre-season meeting. If both parents miss the meeting, the student will not be allowed to play until at least one parent meets with the coach.
 - b. The coaching staff should be informed in advance of any medical issues that might adversely impact your child’s safety or performance.
 - c. If an athlete has a question about what is expected of them or what their role is on the team, the student must first go to the coach for these answers. This is an essential part of the student’s growth. If the student is still unclear after speaking with the coach, a meeting with the student, coach and parent(s) will be arranged.
 - d. We will follow the steps outlined in Matthew 18 to resolve all issues. A parent can talk to a coach about anything except playing time and other members of the team. These conversations should not take place immediately prior to or immediately following a game or practice. Please email or call the coach to set up an appropriate time to meet. If this meeting does not satisfy your expectations, then the coach, parent, and athletic director will set up a time to meet and discuss the issues.

Sportsmanship

Players, coaches, parents, and spectators shall at all times, represent Jesus Christ, FBCA, and their families with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of rivalries.

FBCA will not tolerate any spectator, coach or player whose behavior is disrespectful toward opposing players, officials, coaches, or other spectators. Exhibit respect for officials and accept and abide by their decisions whether you agree with them or not. Never taunt or engage in a verbal exchange with an opposing player, coach, official, or other spectators.

Gain an understanding and appreciation of the rules. The necessity to be well informed is essential. The spirit of good sportsmanship depends on conformance to a rule’s intent as well as to the letter of a given rule.

Recognize and appreciate skilled performance regardless of affiliation. Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced.

Emergency Procedures

Emergencies will happen periodically during the year in practices and games. We will have an athletic trainer at almost every home event on our campus. Memorial Hermann is providing FBCA with a certified athletic trainer for twenty hours per week. We are grateful for this donation from them. If one of your players is injured, please notify the trainer so we can start treatment.

- First aid and medical supplies should be available at all athletic events.
- In the event of an injury proper first aid procedures should be initiated by the coach who is present.
- If the injury requires immediate medical evaluation, the coach should contact the parent(s) and help arrange the transportation for that medical attention.
- The coach should stay with the student until a parent can be present with the child. If necessary, the coach should accompany the injured athlete and his/her parent to the preferred hospital, emergency room, or medical facility.
- In the event of a suspected head, neck, or spinal cord injury, the coach should call 911 and wait for EMS professionals before attempting to move or treat the injured athlete.
- All injuries should be reported to the athletic trainer and the Athletic Director ASAP after the injury. An accident report must be filled out and given to the school nurse the following school day.
- All coaches must have liability release forms at every game and practice. This is very important, especially if you cannot contact the parent.
- All full-time and community coaches should have passed a CPR class within the last two years, and meet all other TAPPS requirements.

FBCA Athletic Booster Club

The FBCA Athletic Booster Club is the parent's booster organization specifically designed to enhance and support the athletic department at FBCA. Membership is open to all parents of students attending FBCA who wish to support the school's athletic programs, athletes, and coaches. Parents who are involved truly make a difference in promoting spirit and unity among our athletes, student body, staff, coaches, families, and community.

Our purpose is to support our athletes and our athletic department by providing financial resources and constant prayer. Our prayer is that every athlete would learn Christ-like characteristics that will stay with them for the rest of their lives.

Meetings are held once each month and will be posted on the school calendar. All parents are encouraged to join and support the FBCA Athletic Booster Club. You can find the membership brochure on our website www.fortbendchristian.org under athletics.

The content of this handbook is subject to change by Fort Bend Christian Academy when deemed necessary to meet the evolving circumstances or needs of students, faculty, families, and the school.

General Information

FBCA is a member of the Texas Association of Private and Parochial Schools (TAPPS). TAPPS is the largest private athletic organization in the nation. Currently TAPPS has six classifications. We are in the second highest classification which is 5-A. Our region is made up of nine schools in the Metro Houston area. The TAPPS manual, TAPPS directory, and all other information can be found on-line at www.tapps.biz.

Teams and Sports

Fort Bend Christian Academy offers the following sports:

Fall	Football (Boys)
	Football Cheerleading
	Cross Country (Boys and Girls)
	Volleyball (Girls)
Winter	Basketball (Boys and Girls)
	Swimming (Boys and Girls)
	Soccer (Boys and Girls)
	Basketball Cheerleading
Spring	Baseball (Boys)
	Softball (Girls)
	Track (Boys and Girls)
	Golf (Boys and Girls)
	Tennis (Boys and Girls)

Many of these sports have junior varsity and freshman teams depending on the number of participants trying out for the sport, practice and game facilities, and the ability to compete with other schools who also field these teams.

Forms

Each student must complete the paperwork before they can practice for their sport. There are no exceptions. The **seven (7) items** that need to be signed and turned in are:

1. TAPPS Sports Physical Examination form
2. TAPPS Medical History form
3. FBCA Athletic Liability Release and Medical Consent form
4. Sudden Cardiac Arrest form
5. Concussion and Traumatic Brain Injury form

6. TAPPS Student Acknowledgement of Rules
7. FBCA Honor Code for Participation in Co-Curricular Activities form

These forms can be found on our school website.

Each student athlete must have a completed physical prior to participating in work outs or practice. This physical needs to be current during the previous 12 months. FBBA with cooperation of Memorial Hermann will provide annual physicals at a minimal cost each year. These physicals will be done annually in May before school lets out at the end of the year. This will cover you for all summer camps and the entire next school year. **All physicals and forms must be turned in to the athletic office by August 1.**

Co-curricular Eligibility *(Secondary Only)*

This policy applies to athletics, art, band, choir, clubs, debate, drama, or any other co-curricular organization.

Additional guidelines are in place for middle school students on Academic Probation (see section on Academic Probation in the Middle School Student Handbook).

Academic: FBCA's co-curricular policy is no pass, no play. Eligibility will be determined each quarterly grading period. If a student has a failing grade at the quarter reporting period, he or she will be ineligible to compete or perform until the midpoint of the grading period. The student will be allowed to practice during this time, but will not be allowed to travel with the team/group, dress for games, or sit with the team/group at competitions or performances. Grades for students who are ineligible will be rechecked at the midpoint of the grading period. If the same student is still failing any class, he or she will be removed from the team/group for the remainder of the season. If the student is eligible, (no failing grade in any class) he or she may return to the team/group. The removal from the co-curricular activity will be effective on the Monday following the day grade reports are issued. If, on the first day of in-season practice (as established by TAPPS) a student athlete "carries in" an "F" (failing grade) from the previous quarterly report card, the student athlete is under probation with the following stipulations:

- If the student athlete earns any "F" at the midpoint of the grading period, the student will not be able to compete or travel with the team. This student will be able to continue to practice with the team during this time. The student will not be able to dress out or sit with the team bench during any competition.
- If the student then earns an "F" for the first quarter reporting period after the season starts, the student will be removed from the team for the remainder of the season.
- If the student has earned all passing scores at the midpoint of the grading period, the probation will be removed.
- If the student has earned all passing scores at the end of the quarterly grading period, the probation will be removed.

Conduct: Fort Bend Christian Academy's co-curricular policy is "no pass, no play." Eligibility will be determined each quarter grading period. If a student has a failing grade at the quarterly reporting period, he or she will be ineligible to compete or perform for a period of 2 weeks. The student will be allowed to practice during this time, but will not be allowed to travel with the team/group, dress for games, or sit with the team/group at competitions or performances. Grades for students who are ineligible will be rechecked two weeks following the reporting period. If the same student is still failing any class, he or she will remain ineligible, and have grades rechecked in another two weeks. If the student is eligible (no failing grade in any class), he or she may return to the team/group. The removal from the co-curricular activity will be effective on Monday following the day grade reports are issued.

Transportation/Bus Policies

Providing safe and reasonable transportation to and from athletic events is an important responsibility of the athletic office and our coaches. Coaches must ensure that their student athletes are transported in a safe, timely, and organized manner and that every precaution is taken for the health and well-being of every child.

- School buses should be used whenever possible in transporting students to games and events.
- Every student must return to school with the bus unless they are riding home with their parent or have permission to ride home with the parent of another player. Students may never ride home with another student. The coach should have a sign out sheet with all bus riders listed. This should be checked before you leave a site and return to school. A parent must sign out a student if they are not riding the bus back to school.
- Only team members may ride the bus.
- Coaches or bus drivers must have liability forms of each student on the bus.
- In the event we do not have buses available, parents will be responsible for their child's transportation to and from the game.

Uniforms and Equipment

- Uniforms are the property of Fort Bend Christian Academy.
- Our colors are forest green, white, and gold. Black may be used as an accent color, but never as the main uniform color.
- Our athletic logos are the approved Eagle head or the approved "FB".
- Any lost uniforms should be replaced by the student athlete as soon as possible. Each coach will have an inventory sheet with all equipment issued and signed off at the start and end of a season.
- Any item that the student/athlete will keep should be purchased by the student/athlete. Any items that the students or parents need to purchase should be written out and given to athletes and parents before practice begins.

Facilities

The FBCA campus, classrooms, athletic fields, gymnasiums, and facilities are for the use of our school and its students in achieving our mission of Christian education and personal development for young people. The FBCA parents, families, alumni, family, and staff may also be permitted to use school facilities, but the highest priority for our campus will be to support the educational and athletic programs designed for our student.

Due to the high demands placed on our facilities by our comprehensive programs, use of our facilities by outside groups, community organizations or athletic teams is usually difficult and **should not** be encouraged. Any requests must be made and approved through the Athletic Department.

Tryouts and Cuts

Several sports do not require limitations on numbers of students for their effective practice and/or competition. These sports might include cross country, football, swimming, wrestling, and track. Other sports may require tryouts to select a more limited number of students based on present and future needs, facilities, and opponents with similar teams. Cutting students after their tryouts is one of the most difficult tasks we will face as coaches and is one of the most sensitive issues for our students and parents to deal with.

Several suggestions for helping in this process are as follows:

- Tryout schedules and procedures should be publicized and clarified with students and parents as early as possible. No tryouts or cuts can be made before the TAPPS mandated starting dates for official practice.
- Involve as many coaches as possible to help in the tryout, evaluation, and selection process. Under no circumstances should parents of athletes be involved in the selection of players.
- Use a wide variety of evaluation drills and measurements so that every child gets the best chance to demonstrate what he/she can do well.
- Ensure that all athletes get the longest and fairest evaluation possible. **Three days** should be the minimum. Avoid cutting one or two athletes early before all other selections are finalized. Make every effort to not single out or embarrass students.
- Coaches should speak to every athlete that is cut so that the athletes know areas they need to improve if they would like to try out in the future. Coaches should never post a list on the door and have players read if they made the team or not.
- Be prepared to talk to parents who may be disappointed and hurting for their children. A face to face meeting is always better than a phone call and much better than an email.
- Never discuss tryouts and cuts with other students or parents. Avoid comparisons with other students who might have gone through the tryout process.
- Each coach should turn in a list of all players who made the team as soon as the team is established to the athletic director.
- The athletic director should be given a list of all athletes who complete the season successfully, so they can gain PE credit.
- FBCA discourages athletes from quitting athletic teams. Student athletes who quit will be restricted from joining other teams during that same season, and will not be allowed to begin

working out with other teams until the conclusion of that sport's season (the sport that they quit). The athletic department reserves the right to review all cases individually. Athletes who quit a sport and feel that there are extenuating circumstances have the right to appeal the enforcement of the rule regarding quitting a sport. The appeal should be submitted in writing and delivered to the Athletic Office (Seven Oaks Building) within 48 hours of quitting. The appeal will then be forwarded to an Appeals Committee who will review and act on the appeal.

Awards Ceremonies/Team Parties

Awards ceremonies will be done at the conclusion of each season. Each sport will decide how, when and where they will do this. The dress for this event will be slacks (no jeans), collared shirt for boys. Slacks (no jeans), dress, or skirt for girls. No tight fitting, low cut, or inappropriate dress is allowed for this event.

- Each sport will also award one plaque per grade (9-12) for outstanding Scholar Athlete. The Booster Club will also be providing patches (one per year) for all players/managers with an A average during the season.
- If an athlete letters in a Varsity sport they will receive a pin and bar from the Athletic Department for their letter jacket.

The middle school will have its end of the year sports awards program on one night at the end of the year and recognize all teams and athletes at one setting.

Lettering Policy

Only varsity athletes may earn a varsity letter. Each varsity coach should establish in writing what the requirements are for lettering in his/her respective sport. Students, athletes, and parents should be advised of these requirements prior to the start of the season with a copy of these guidelines submitted to the Athletic Director.

While lettering requirements vary somewhat for each sport, in general they include the following criteria:

- Good practice habits
- Sportsmanship and coachability
- Knowledge of and compliance of rules
- Regular attendance at practice and games

Some guidelines might be to participate in a minimum number of quarters, halves, innings, or games, earn a certain number of individual points, and/or complete the season in a manner worthy of a varsity letter. The varsity head coach will submit to the Athletic Director a list of athletes who earned a varsity letter for their individual sport at the end of the season. This will eliminate any confusion during the letterman jacket ordering process.

A student must complete a sports season in order to be eligible for a letter or other awards. Physical injury or emergencies may create exceptions to this requirement.

Athletes who have earned a varsity letter are eligible to purchase a FBCA letter jacket. Jackets are obtained through Herff Jones and are available for purchase at the end of each sports season.

Multiple Sport and Dual Sport Athletes

FBCA is unusual because we are a small school and we offer a full athletic program. These two words “small” and “full” are contradictory in the world of school athletics. We want to encourage our athletes to use their gifts to excel in many sports.

Coaches should never claim ownership of any athlete, nor place the student in conflict between coaches who might vie for his/her participation. Our students should be encouraged to try different sports, and no coach should encourage strict specialization in a single sport.

In-season sports will always have priority. An athlete participating in one sport should not start training for the following season’s sport until his/her season is complete.

Students who play multiple sports should, with the consultation of all coaches involved, and parents, develop a plan for practice and competition. This would include off-season, pre-season, and summer training. The student-athlete should never be placed in a situation where a choice must be made between sports. The Athletic Director should be advised if problems arise in the implementation of a workable plan for the students.

FBCA offers the opportunity for exceptional athletes to participate in more than one sport in a single season. The strenuous physical, mental, and time demands of practice and competition, along with the same demands of a student at FBCA, should only be encouraged for the exceptional student-athlete. Participation in only one team sport will be allowed at a time. A second sport should only be chosen from those that involve individual competition.

Middle School Sports

Middle school athletics differs in some aspects from Upper school athletics. The same character traits should be encouraged as the Upper school teams. These would include, but not limited to leadership, team work, discipline, and sportsmanship. We will do all we can as a school and coaches to encourage participation in as many sports as possible. Middle school is a time where students should try many sports and discover where their talents might lead them in the future. We are not, however, in a position to keep every student who tries out for a team. We will keep as many players as we can with consideration of team size and facility restrictions. Once a student makes a team, every player should expect to play in every game, excluding the season ending tournaments. This does not mean every player will get equal amount of playing time, but coaches should be aware that we are trying to create enthusiasm and interest in each sport.

The Middle school competes in the Greater Houston Athletic Conference, which is made up of 16 schools in the Houston area. Middle school athletes compete in the following sports:

Fall	Football (Boys 6/7/ 8 th grade team)
	Cross Country (Girls and Boys)(6 th -8 th grade team)
	Volleyball (Girls 6 th - 8 th grade team)
	Football Cheerleading (7 th and 8 th grade team)
Winter	Basketball (Boys and Girls 7 th and 8 th grade teams)
	Soccer (Boys and Girls) (6 th – 8 th grade teams)
	Swimming (Boys and Girls) (6 th – 8 th grade teams)

Basketball Cheerleading (7th and 8th grade teams)

Spring

Baseball (Boys 6th -8th grade teams)

Softball (Girls)(6th – 8th grade teams)

Track (Boys and Girls)(6th – 8th grade teams)

Middle school athletes may utilize the afternoon school extended care program free of charge during the official season. After the conclusion of the season, athletes using extended care must report immediately to the South Campus extended care room. Extended care fees will be billed to the parent's account.

The content of his handbook is subject to change by Fort Bend Christian Academy when deemed necessary to meet the evolving circumstances or needs of students, faculty, families, and the school.

Chapter
12

Anti-Bullying Policy

MISSION:

INTRODUCTION

Schools exist in a society where incidents of bullying behavior may occur. Preventing and responding to bullying behavior in learning and working environments is a shared responsibility of all staff, students, parents and members of the wider school community.

FBCA's Duty of Care provides for FBCA to take the necessary steps to protect students from physical, psychological or emotional damage arising from issues such as bullying, and to take the necessary steps to avoid foreseeable risks of such behavior.

Cyber bullying is harder to address as it most often occurs out of school. FBCA makes every effort to teach students to use the internet in a safe and responsible manner. Parents ensure their child's safe and responsible use of the internet and mobile devices outside of school.

Bullying is serious. It may be a criminal offense if there is physical violence or threats, made either in person or by digital technology.

CHRISTIAN RATIONALE

The occurrence of bullying behavior relates to a breakdown in human relationships and the failure to love one another as Christ loves each person. God intends for us to live together in a community that acknowledges differences, and accepts others, because every person is made in His image. Fort Bend Christian Academy's community represents the Body of Christ, where every person is valued and has a unique part to play, as *(In Christ) the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.* (Ephesians 4:16)

Fort Bend Christian Academy seeks to build a supportive, caring community which aims to protect all people from behavior by others which may cause distress of any kind; and to foster the restoration of relationships of mutual regard and honor.

This policy aims to facilitate processes that will deter and prevent bullying; support and strengthen the victim; address the cause, and suitable restitution with the offender. The careful resolution of each incident will be for the benefit of each person involved, as they grow in discipleship; and of the whole school, *so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining the whole measure of the fullness of Christ.* (Ephesians 4:12-13)

PURPOSE OF THIS DOCUMENT

This policy applies to all student bullying behavior, including cyber bullying that occurs in the school; and off school premises, and outside of school hours 1) where there is a clear and close relationship between the school and the conduct of the student; 2) interferes with a student's educational opportunities; and 3) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

FBCA HARRASSMENT POLICY

Fort Bend Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of harassment, including sexual harassment, discrimination, retaliation or bullying. Fort Bend Christian Academy prohibits sexual harassment, harassment, bullying or cyberbullying of and by employees and/or students. The school is prepared to take action to prevent and correct any violations of this policy. Any **employee** who violates this policy will be subject to disciplinary action up to and including termination of employment and legal action. A **student** who violates the policy will be subject to disciplinary action up to and including expulsion and legal action.

7. Harassment includes, but is not limited to intimidation exploitation, slurs, jokes, or verbal (oral or written), visual, graphic, or physical conduct related to an individual's race, color, sex, national origin, age, physical or mental disability, or marital or veteran status.
8. Bullying occurs when an employee, student or group engages in written or verbal expression, expression through any means, including but not limited to, electronic means, or physical or verbal contact that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school and that:
 - a. Has the effect or will have the effect of physically harming an employee or student, damaging an employee or student's property, placing an employee or student in reasonable fear of harm to the person or of damage to property or subjects the person to shame, ridicule or embarrassment; or
 - b. Is sufficiently severe, persistent, and/or pervasive enough that the action or threat creates an intimidating, threatening, or abusive environment or situation for the recipient.
 - c. materially and substantially disrupts the educational process or the orderly operation of a classroom, school or extracurricular activities; or
 - d. infringes on the rights of the victim at school or extracurricular activities.
 - e. includes cyberbullying.
9. "Bullying":
 - (A) means a single significant act or a pattern of acts by one or more employees or students directed at a student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements provided by Subsection 2 above.

10. “Cyberbullying” means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

This section applies to:

- (1) bullying or cyberbullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
 - (2) bullying or cyberbullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
 - (3) cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - (A) interferes with a student’s educational opportunities at FBCA; or
 - (B) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.
11. Sexual harassment includes welcome and unwelcome sexual advances, innuendos and/or requests for sexual favors, offensive or derogatory language directed at another person, display of sexually oriented material, sexually motivated physical, verbal or non-verbal conduct from a party of the same or opposite sex. These behaviors also constitute harassment when submission to or rejection of such behavior is a condition of employment, promotion, evaluation, or educational advancement. Sexual harassment includes such activities as telephoning students or employees at home or elsewhere to solicit inappropriate social relationships or physical contact that would be reasonably construed as sexual in nature.
12. Consenting romantic and sexual relationships between employees and students or between supervisors and subordinates will not be tolerated. Such relationships are in conflict with the relationship of authority that exists between employees and students or between supervisors and subordinates. Thus, they are viewed as potentially damaging to Fort Bend Christian Academy environment and as a basis for immediate expulsion or term of employment.
13. Complaints of harassment, bullying or sexual harassment will receive prompt attention. Information obtained during the course of an investigation of bullying, cyberbullying, harassment or sexual harassment will be maintained in a confidential manner to the extent possible and will be shared only with individuals who have a need to know for the purposes of the investigation and resolution of the complaint. Individuals who make false statements during the course of bullying, cyberbullying, harassment or sexual harassment investigation will be subject to discipline, which may be as severe as if committing the act of harassment itself. All employees and students are expected to cooperate fully with such investigations. There will be no discrimination or reprisal against any employee or student

who makes a good faith report of harassment or sexual harassment. Retaliation is prohibited against any employee or student who rejects, protests, or complains about bullying, cyberbullying, harassment or sexual harassment.

14. Any student who believes that he, she, or another individual is being harassed or bullied in any manner by any employee, student, or other person should inform the Head of School, any school principal, teacher or counselor. Employees or students who witness such behavior are required to report it to the Head of School or any school principal immediately.
9. Fort Bend Christian Academy is committed to providing an educational environment in which students are valued and feel secure. *Fort Bend Christian Academy rejects all forms of bullying.*
 - (a) The school does not tolerate, condone or trivialize bullying or cyberbullying.
 - (b) All students and staff have the right to feel and be safe on the school grounds and when travelling to and from school.
 - (c) All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimization and discrimination.
 - (d) No student, employee, parent or community member should experience harassment, bullying or cyberbullying within the learning or working environments of FBCA.
 - (e) All members of FBCA community contribute to preventing bullying or cyberbullying by modelling and promoting appropriate behavior and respectful relationships.
 - (f) Each member of the school community has a responsibility to ensure the safety of each other member of the community.
 - (g) Victims of bullying or cyberbullying, and witnesses to bullying or cyberbullying, are encouraged to report the incident.
 - (h) All reports of bullying or cyberbullying will be taken seriously and investigated according to principles of procedural fairness.
 - (i) Cyberbullying which is engaged in while not at school, which impacts upon the learning of any student, will be addressed by FBCA, in conjunction with parents. The appropriate response will depend on circumstances.
 - (j) FBCA will have a suitable program of education for the prevention of bullying or cyberbullying.
 - (k) Serious incidents, or threats of violence may be reported to the Sugarland Police Department and as required by law; depending on circumstances.

PROCEDURES

1. Creating a Supportive and Caring School Culture

- (a) School Curriculum will include age-appropriate programming:
- to educate students about bullying, cyberbullying, social responsibility and building personal resilience;
 - to educate students to exercise digital responsibility in the appropriate use of technology;
 - to ensure that students understand what constitutes bullying and/or cyberbullying;
 - to stop bullying behavior;
 - to rebuild relationships based on a Biblical pattern;
 - to develop appropriate social skills and attitudes in the victims, perpetrators and bystanders of bullying and cyberbullying; and to empower students to resist bullying and cyberbullying;
 - to promote and reinforce the Christian principles and respect for each individual at Fort Bend Christian Academy.
- (b) Continued Professional Development will include sessions each year about bullying:
- to help staff identify bullying and cyberbullying when and where it occurs;
 - to provide clear procedures for dealing with bullying;
 - to adopt classroom management techniques that discourage opportunities for bullying and cyberbullying;
 - to present a vigilant watchfulness in classroom, playground and other supervision;
 - to support and restore those who have experienced bullying and/or cyberbullying.

Continuing education requirements for a classroom teacher may include instruction regarding how grief and trauma affect student learning and behavior and how evidence-based, grief-informed, and trauma-informed strategies support the academic success of students affected by grief and trauma.

Continuing education requirements for a principal may include instruction regarding how grief and trauma affect student learning and behavior and how evidence-based, grief-informed and trauma-informed strategies support the academic success of students affected by grief and trauma.

(c) No person may be retaliated against as a result of reporting bullying including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying.

2. Communication

FBCA communicates its values and practices for the prevention of bullying and cyberbullying behavior, and receives feedback, through a combination of the following:

- Anti-Bullying Policy published on FBCA’s website
- Enrollment interviews
- Promotion of a safe, caring environment in school communications and meetings
- Incorporation of anti-bullying guidelines in the Student Code of Conduct
- Confidential annual Student Sentiment Survey; including experiences of bullying behavior, and personal feelings related to bullying
- Exit interviews
- Parent/teacher meetings

3. Responding to a Report of Bullying Behavior

- Take all reports, allegations or observations of suspected bullying or cyberbullying behavior seriously;
- Stop any altercations, violent or intimidating acts immediately;
- Ensure safety of all students involved, and care for anyone injured or affected;
- Inform the Principal of all allegations or incidences of bullying or cyberbullying as soon as practicable;
- Acknowledgment (by staff) of the allegation of bullying or cyberbullying, and initial assessment of student safety, must take place as a matter of priority;
- Notice of an incident of Bullying shall be provided to:
 - (a) a parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
 - (b) a parent or guardian of the alleged bully within a reasonable amount of time after the incident.

4. Investigating Reports or Allegations of Bullying Behavior

- Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
- Establish facts from victim, bully and bystanders.
- Conduct interviews to determine if it is an isolated event, or an ongoing pattern of behavior (bullying).
- Emphasis that it is FBCA dealing with the behavior, rather than students being brought into a confrontation.
- All incidents are to be documented. Additional detailed confidential reports will be kept by the Principal.
- Inform appropriate staff about all incidents of bullying so they may be aware of any issues between students.
- Inform parents of victim and bully, and possibly parents of bystanders, throughout the process. Any serious consequences, and disciplinary action, will be communicated to parents in writing. An interview will also be requested.
- Serious issues will be reported to the Board of Trustees.
- The School Chaplain is available for support of all students involved in bullying incidents; with a view to changing inappropriate attitudes and building resilience.
- Should bullying continue, further action will follow in line with FBCA's Discipline Policy as set forth in the Student and Family Handbook. This can include behavior contracts, suspension or, in the case of continued bullying, removal from FBCA.

A student may be removed from class and placed in a disciplinary alternative education program or expelled if the student:

- (1) engages in bullying that encourages a student to commit or attempt to commit suicide;
- (2) incites violence against a student through group bullying; or
- (3) releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

“Intimate visual material” has the meaning assigned by Section 98B.001, Civil Practice and Remedies Code.

Nothing in this section exempts Fort Bend Christian Academy from reporting a finding of intimate visual material of a minor.

- Serious incidents involving violence, or threats of violence by any means, may be reported to the Sugarland Police Department, if deemed necessary by the Principal.
- Report to Local Law Enforcement Regarding Certain Conduct Constituting Assault or Harassment; Liability.
 - (a) The principal or Head of School, or a person designated by the principal may make a report to any school police department; if applicable, or the police department of Sugarland if, after an investigation is completed, the principal has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 or 42.07(a)(7), Penal Code.
 - (b) a person who makes a report under this section may include the name and address of each student the person believes may have participated in the conduct.
 - (c) the principal may designate a school employee, other than a school counselor, who is under the supervision of the principal to make the report under this section.
- Fort Bend Christian Academy may recommend further professional counseling as necessary.

5. Procedures for Students

- Always be respectful towards other students, staff and members of FBCA community.
- Report any instances of being bullied to school staff and parents.
- Students who witness, or know of, bullying or cyberbullying should report it to a teacher, principal, School Chaplain or counselor.
- Where possible, take appropriate steps to discourage or prevent bullying and/or cyberbullying.

6. Procedures for Parents

- Keep the school informed of concerns about behavior, your child's health issues or other matters of relevance.
- Report bullying or cyberbullying concerns to FBCA. It is important that parents allow FBCA to investigate allegations of bullying or cyberbullying, and not intervene in the process.
- Understand that the whole story may be quite complex. Trust FBCA to resolve bullying matters according to the aims and procedures set out.

- If dissatisfied with the outcome of the investigation and subsequent actions taken by FBCA, an appeal may be made to the Board of Trustees.
- Children bullied may be a matter for reporting to the Police.
- Report cyber bullying to your service provider, or the internet site. Cyber bullying, such as Facebook comments, may also be a matter for the Police.

APPENDIX

1. Bullying- Examples

Verbal- offensive names, teasing abuse, sarcasm, insults, threats, making fun of someone, making racist or sexist remarks and putdowns about someone’s culture, religious or social background, ridiculing a person’s body appearance.

Physical- hitting, punching, kicking, scratching, tripping, spitting, violent behavior, throwing objects.

Social- ignoring, excluding, ostracizing, alienating, making inappropriate gestures, threatening or frightening behavior, forcing a student to do silly or dangerous things.

Psychological-spreading rumors about someone or their family, dirty looks, hiding or damaging possessions, demanding money, food or other items, belittling a person’s abilities and achievements, malicious SMS and email messages, inappropriate use of camera phones, writing mean or spiteful notes or graffiti about others.

2. Cyber Bullying

Cyber bullying is a growing problem. It can be particularly damaging because of the capacity it has to humiliate, hurt and harm a person in front of a huge “audience”.

Cyber bullying has been linked to depression, self-harm and even suicide.

Cyber bullying represents unlawful activity that may result in police laying charges.

Examples of Cyber Bullying

- Sending hateful or threatening comments or pictures electronically
- Using modern technologies to engage in the social exclusion of someone and in hate group recruitment
- Posting rude, explicit or embarrassing messages or pictures about someone on the internet or other social media
- Identity fraud or other harm

- Putting pressure on a person to send revealing or compromising pictures of himself/herself
- Covertly filming, recording or taking pictures of someone and posting the images on the internet to cause hurt
- “Outing” and disseminating confidential information about someone
- “Flaming” and multi-messaging to clog up a person’s electronic system and to cause them distress
- Using aliases and pseudonyms in chat rooms and on social networking sites in order to harass and upset
- Engaging in cyber-stalking and the invasion of privacy
- Referring to FBCA in a negative or disparaging way on the internet or social media

Further Issues

- Sending sexually explicit images of anyone, including yourself, is a crime if you are under the age of 18 years. If the person in the picture is under 16 years, it is a very serious crime.
- Any material sent electronically can never be entirely removed even when “deleted.” The image may emerge at any stage in the sender’s future life and lead to serious consequences. Using pseudonyms, passwords and avatars does not protect the identity of a cyber bully.

Technologies exist to identify those who misuse modern technologies to harm others. One’s “digital footprint” may be accessed many years after material is posted online and used by others, e.g. prospective employers and the media.

Minimize the Risk of Cyber Harm

- Never tell anyone, even your friends, your passwords, private details or access codes.
- When speaking to someone you do not know on the Net, be aware they may not be who they say they are.
- Be aware that there are predators who use the internet to lure young people into inappropriate sexual relationships. Others use tricks, such as pretending to be a bank, to get the victim to share their confidential financial details. This usually results in identity fraud and the stealing of money.
- Never reveal your email address to someone you do not know well; or give them personal information about your address, phone number or how they can meet up with you.
- Always be careful what you say or what you show a person in confidence on the internet for it is never guaranteed to remain confidential. The information may be sent on to others.

- Be aware that the internet is an unsafe place to put personal information and is frequently used for illegal activities. While there are millions of companies and organizations that use the internet for the benefit and building up of others, there are other people and organizations devoted to doing the exact opposite. Therefore, trusting the organizations and individuals you are dealing with simply because they have an internet site is dangerous behavior. Treat the internet as an unsafe place at all times, be very aware of where and with whom you place any personal information.
- If you find yourself the victim of cyber bullying, keep the evidence and report the bullying to an appropriate adult. It is generally best not to respond to the cyber bully, or give them any satisfaction they have caused you hurt. If you do respond to the bully, do not do so while hot with anger. This can result in mutual cyber bullying which means both parties become guilty of bullying.

3. Indicators of Bullying

Students who are being bullied or harassed may not talk about it with their teachers, friends or with the school's counsellors. They may be afraid that it will only make things worse or they may feel that it is wrong to "tell tales".

Parents and teachers have an important part to play in helping FBCA and the student deal with bullying. A change in behavior in students may be a signal that they are being bullied or they have some other concern. Some signs that a student may be being bullied:

- unexplained cuts, bruises or scratches
- damaged or ripped clothing
- vague headaches or stomach aches
- refusal to go to school
- asking for extra pocket money or food
- tearfulness, anxiety or difficulty sleeping
- "hiding" information on mobile phones, emails or in comments on their social networking pages

4. Advice for Parents

FBCA needs the assistance of parents to solve any issues involving their child. Staff will make every effort to resolve situations as quickly as possible. Your child needs your support and reassurance; and it will facilitate investigations, and the maintenance of a safe environment for everyone in the school if parents remember these few points:

Avoid premature judgement

Sometimes parents will react angrily to facts reported by their child, but upon investigation, these facts' are sometimes not accurate. Please remember there are two sides to every story.

Be patient

FBCA is committed to investigating a bullying allegation in a manner that protects the rights of all involved, including the bully. FBCA will take action as appropriate, but will at all times seek to exercise procedural fairness. It is important to allow FBCA to fully investigate the matter.

Be aware

With younger children especially, know your child's password and monitor social networking sites. They should be aware you will do so.

Be supportive

Dealing with a child who is a bully can be particularly difficult for a parent.

Some will support FBCA, others will not; and may even exhibit aggressive behavior themselves. Other parents may be outraged because their child has been bullied. This can lead to FBCA being sandwiched between two sets of angry parents. Support and understanding is sought from parents of alleged bullies and victims when FBCA is investigating an accusation of bullying.

5. Information for Students

If You are Bullied:

- Tell a teacher. Don't be afraid that it will make things worse. Most other students dislike bullying too.
- Tell your parents so that they can talk to FBCA about it.
- If you have been physically assaulted or threatened, or your property has been damaged or stolen, a criminal offence may have been committed.
- It can take courage to challenge the bully, to expose them for who they are and to play a part in improving our community by ridding it of bullying behavior.

Way to avoid, or deal with, bullying behavior

- When bullied, try not to get angry or show that you are angry. If your anger is obvious, the bully has the satisfaction of knowing that they have controlled your emotions.
- Admit to imperfections. It can send positive messages about you having a realistic understanding of yourself.

- Review your own behaviors and body language. If you look like a victim you can become a victim. Squared shoulders and a smile can do much to deter a bully.
- Avoid trouble spots. There are always places that are high-risk areas for bullying. Avoid them.
- Develop your “emotional quotient”. This includes the ability to read body language, to sense mood, to be intuitive and empathetic. Such skills not only make you less of a target, they can enable you to see where a situation may be heading. Early detection of possible bullying can provide options for avoiding it.
- Surround yourself with good friends. Those with strong friendships are usually less of a target for bullies.
- If bullied, try not to retaliate for this can often inflame the situation.
- If you are being bullied, remind yourself that it is the bully who has the problem, not you. Try to think through what inadequacies the bully might have that causes them to behave this way. Understanding a bully is a great way to begin to solve the problem.

Building Personal Resilience

- Maintain good self-esteem
- Work on fitting in, getting involved and making a rich contribution to the school.
- Model kindness, thoughtfulness and respect.
- Don’t build up situations out of all proportion.
- Develop an ability to deal with:
 - Failure and success
 - Threats and fear
 - Rejection and disappointment
 - Anger and hurt
- Try and maintain good physical fitness.
- Develop your skills and talents.

Resources:

www.ncab.org.au (National Centre Against Bullying)

www.cybersmart.gov.au

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