

FORTBENDCHRISTIANACADEMY

2025-2026
Student and Family Handbook

Last Revised 10/31/25

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Purpose of This Handbook

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and refer to the Handbook available online as you have questions. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardian(s) to sign and authorize any medical care, consents, or other authorizations as required by the School and (2) student's agreement for the School to continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with their parents/legal guardians, the student should consult with the Division Head.

If you have any questions about the Handbook or any of its policies, please contact the Head of School at 281-263-9175.

Chapter 1

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. As a Christ-centered, independent school, Fort Bend Christian Academy requires each of its families to share a commitment to the Christian faith. Parental statements of faith are a required part of the partnership between FBCA and our families. Our school community is unapologetic about our commitment to a superior academic experience integrated with a consistent, Christian worldview and biblical perspective.

IN THIS CHAPTER

- Our Philosophy
- Vision Statement
- Mission Statement
- Doctrinal Statement
- Core Values
- Code of Ethics and Conduct
- Statement of Curriculum
- Ten Biblical Principles

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 in partnership with each family and student will strive to:

- Assist Christian parents by helping equip students to embrace biblical truth, academic excellence and model Christ-like leadership to influence their homes, churches and communities for Christ;
- 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 with opportunities to participate in a balanced program of co- curricular activities;
- Provide students with opportunities to participate in community service projects.

Doctrinal Statement for Fort Bend Christian Academy, Employees, Students and Families

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)

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

Core Values

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."

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

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."

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

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; being unable to support the moral principles of the school (See Lev 20:13 and Rom 1:27) or illegal use of drugs or alcohol, or violation of the law. Lifestyle choices not in agreement with scriptural guidelines or FBCA Missional beliefs are subject to administrative intervention and/or disciplinary consequences up to and including dismissal from the school or non-renewal for future academic years.

Partnership Between Christian Church and Home

Fort Bend Christian Academy and each family are committed to:

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."

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."

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. Work with local churches and ministries to provide outlets for Christian service.
4. Partner with parents in all areas of the student's development, including assistance in:
    a. Providing up-to-date information on our changing culture and its effect on the home and implications for our children
    b. 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 . . ."

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

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. Promote 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.
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.

Code of Ethics and Conduct

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

Statement on Marriage, Gender and Sexuality

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

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

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

We believe that in order to preserve the function and integrity of Fort Bend Christian Academy as a local Body of Christ, and to provide a biblical role model to the Fort Bend Christian Academy students and parents and the community, it is imperative that all persons employed by Fort Bend Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thes 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful, harassing or abusive behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Fort Bend Christian Academy.

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:

instruction from the Bible concerning the meaning of the Christian Gospel;

opportunities for students to hear, understand, and believe the Gospel of Jesus Christ and trust in Jesus as personal Savior;

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, Malachi2:13-16; 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

Chapter 2

School Structure

Accreditation

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

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

- Council on Educational Standards and Accountability (CESA)
- Independent School Management (ISM)
- Texas Association of Private and Parochial Schools (TAPPS)
- National Association of College Admission Counseling (NACAC)
- North American Coalition for Christian Professionals (NACCAP)
- Texas Association of College Admissions Counselors (TACAC)
- Texas Private Schools Association (TPSA)
- Houston Area Independent Schools (HAIS)

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 Executive Assistant, who will relay them to the board president.

Board meetings are 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 Executive 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.

School Mascot and Eagle Fight Song

The Eagle is the official mascot of FBCA. The animated or costumed mascots are named "Swoop" and "Soar." 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.

Chapter

3

General Policies and Procedures

IN THIS CHAPTER

- School Hours and Extended Care Program
- Extended Care Programs and Fees
- Parent and Guest Visitation
- School Lunch Program
- General Building Policies
- Closed Campus Policy
- Lost and Found
- Prayer in School
- Chapel
- Bible Care
- Book Care
- School Clinic
- Emergency Closings
- Emergency Drills
- Volunteer Involvement
- Gifts and Fundraising Policies
- Amendment

School Hours and Extended Care Program

Lower School Hours: All pre-kindergarten and kindergarten students attend school from 8:00 a.m.-3:00 p.m. Grades 1 - 4 attend school from 8:00 a.m. to 3:15 p.m. Lower school students may be dropped off without charge no earlier than 7:30 a.m. Students arriving between 6:30- 7:30 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.

Middle School Hours are 7:45 a.m. to 3:30 p.m. Office Hours begin at 7:45 a.m., and the first class of the day begins at 8:35 a.m. Middle School students may be dropped off no earlier than 7:30 a.m. Students arriving between 6:30 and 7:30 a.m. will be charged the drop-in daily rate regardless of the duration. Any students not picked up by 4:00 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.

Upper School Hours are 7:45 a.m. – 3:30 p.m. Office

Hours begin at 7:45 a.m., and the first class of the day begins at 8:35 a.m. Upper School students may be dropped off no earlier than 7:30 a.m. Student must be picked up by 4:00 p.m.; all students will be required to leave the building at 4:00 p.m. unless under the direct supervision of a staff member.

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

Parent and Guest Visitation

Parents and guests are welcome to visit the school.

We are dedicated to providing the safest environment for our students, faculty, and staff. The Upper School Campus, Lower School/Middle School Campus and the Administrative Annex have a secure access system, commonly known as a "buzz-in entry." All visitors (including family members, volunteers and vendors) are required to follow the buzz-in procedure for early childcare, during the school day and after school care entry.

- All visitors must be buzzed-in and visible on camera prior to granting access.
- All visitors (including parents, volunteers, and staff family members) must check-in at the front desk with a valid driver's license. An expired driver's license is not a valid ID.
- If the visitor does not have an acceptable photo identification available, the campus administrator on duty will be called to assess the situation. If he/she determines the visitor is known, the campus administrator can manually enter the visitor's information. However, a visitor will be entered manually no more than twice before being denied entry.
- All uniform personnel proceeding past the front desk, onsite for a non-emergency related matter, or not contracted with the school must sign-in at the front desk.
- Unless the parent/guardian has a specific purpose to visit the classroom, they will be asked to remain in the lobby area and the child will be called to the front for dismissal.
- Visitors will be escorted to their point of contact OR their point of contact will be asked to come to the lobby area to receive the visitor. The contact will then be responsible for the visitor(s) while he or she is on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.
- All staff will question any person without an identification badge and direct them to check in with the front desk before proceeding to the intended area.
- Volunteer opportunities must be approved by the teacher or other staff prior to arriving on campus

- Visitors are not permitted on the playground without a school administrator, and their visit must be arranged in advance.
- Visitors and chaperones are prohibited from taking pictures of other students while on school property or when attending field trips unless prior consent has been made.
- Visitors will sign out at the front desk upon leaving the building.
- Visitation is naturally extended to both parents and stepparents of a child unless legal documentation is provided to the school indicating otherwise

A staff member may ask you some clarifying questions before granting access to the building.

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

School Lunch Program

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. (See specific guidelines for each division in Ch. 9-11.) Upon notification from the third party vendor, a hold on the student account will be placed for lunch balances over $50. For any graduating senior or a student not returning to FBCA at the end of the academic year, a hold will be placed for any balance that is accumulated.

General Building Policies

1. 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.
2. On all three campuses, students may not use the elevators unless they have received permission.

Closed Campus Policy

Fort Bend Christian Academy operates as a closed campus. Students are not allowed to travel off campus during lunch or any other break, unless they have permission to sign out. Students who leave school during the course of the school day must be signed out by their parent or guardian.

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.

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 praying throughout the school day such as 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.

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. Parents are welcome to attend.

Bible Care

Each new student (grades 1-12) 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. Students must label all issued textbooks with their names.

The student and/or parent will be charged the replacement cost of any lost textbook. If the lost book is later found, the office will refund the amount that was paid.

Final report cards will be held until all fines assessed to a student's account have been collected.

School Clinic

1. Illness Policy:
    - Please do not send your student to school if he/she has had a fever (100.0 or above) in the last 24 hours. If your student is sent home from school with a fever, he/she may not return until he/she has been fever-free for 24 hours without the use of fever-reducing medications such as Tylenol or Advil.
    - If your student has a slight fever (less than 100.0) in the morning, do not give him/her a fever-reducing medication (like Tylenol or Advil) before sending him/her to school.
    - If your child has vomited, he/she needs to stay home until vomit free for 24 hours without the use of anti-nausea/vomiting medications. This pertains to vomiting that is unrelated to overeating, exercise, anxiety, or other non-infectious triggers.
    - If your student has had any diarrhea illness, he/she needs to stay home until diarrhea free for 24 hours without the use of diarrhea suppressing medication.
    - A student with a new or undiagnosed rash should return to school only after a healthcare provider has made a diagnosis and authorizes the student's return.
    - Nurses are unable to administer cough/cold medications while at school. Please do not send medication with a note in your student's backpack.
    - A student should not come to school or stay in school if he/she feels too ill to be in school.

~~2.~~ Toileting accidents (Lower School): Please refer to the "FBCA Toilet Training Policy"

3. 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.
4. Procedures for Checking Out a Sick Students: 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.
5. 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.
6. 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.
7. Emergency: In case of an emergency that requires a doctor or hospital care, the parent will be notified as soon as possible. School personnel may remain with the student until the parent arrives, either at school or at the treatment center.

8. 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.
9. Medication Administration: If your student needs to take medication during the school day, please send the medication to the nurses' office. Students are not allowed to carry any medications with them throughout the day.
    - Prescription medications must be in the original container and labeled by the pharmacist. All medications must include a written request from the parent and health care provider stating the reason, dosage, and time your student is to take the medication.
    - Non-prescription medications must be in their original containers so that the nurses can read the manufacturer's instructions regarding administration. All medications must include a signed FBCA medication order form.
    - Medications that are stocked in the clinic include Tylenol, Ibuprofen, Benadryl, Tums/Pepto-Kids, and Sudafed (12 years and over). These medications are available to students with documented parent permission provided through the SNAP electronic health record/portal.
10. Communication with your school nurse:
    - Communication with your division school nurse is encouraged regarding updates in health conditions and medication orders.
    - If your student goes to the doctor for illness (not including routine office visits), we kindly ask you to provide us with documentation of a return to school note.
    - If your student is admitted to the hospital or goes to an emergency care facility, we require a return to school note and any doctor recommendations needed for school nursing care.
    - If school personnel deem there to be a mental health threat or crisis, medical evaluation, clearance and possibly a reciprocal release so that the school can communicate with the student's healthcare professional, will be required to return to school.
    - Physical education/recess exemptions will be given at the parent's request for one week only when indicated. PE/recess exemptions for periods longer than a week require a doctors' note.
11. Parent Permissions/Forms: Permission to administer over the counter medications and any health conditions or updates must be completed on the SNAP electronic health record/portal. An Allergy Action Plan Form, signed by a parent and physician, must be submitted for any student with a severe allergy (this form can be downloaded from MyFBCA documents and forms).
12. 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.

13. Spinal Screening: Girls in the 5th and 7th grades and boys in the 8th grade 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.

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.
- COVID-19 –readmit once fever-free for 24 hours
- 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 can be contained in a clean dry bandage.
- MEASLES - have doctor's permit to re-enter school or four days after onset of rash and unimmunized children for 21 days after last exposure. Measles is a reportable illness.
- 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; Mumps is a reportable illness.
- PINK EYE (bacterial or viral) - have doctor's permit to re-enter school or until eyes are clear.

  RINGWORM OF SKIN OR SCALP - may attend school with

prescribed treatment and/or the area must be covered completely.

- SCABIES - have doctor's permit to re-enter school and/or treatment has begun
- 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 and antibiotic treatment has begun
- WHOOPING COUGH - have doctor's permit to re-enter school or exclude until free of cough, usually three to five weeks.

Emergency Closings

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

1. A recorded phone message and text will be sent through MyFBCA to every student and parent's emergency contact number.
2. 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 social media channels.
4. Every effort will be made to post information regarding school closings with local news stations.

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

Emergency Drills

The following emergency drills are conducted on a monthly, quarterly, or semester basis in accordance with the city, county, and state regulations:

- Evacuation Drill (fire, smoke, gas odor, building damage, etc.)
- Lockdown Drill (intruder, active shooter, weapons situation, etc.)
- Lockout Drill (dangerous animal, criminal activity, etc.)
- Shelter in Place – Severe Weather Drill (tornado conditions, etc.)
- Shelter in Place – Medical Emergency (provide immediate attention to injured person and provide clear passage for first responders)

The FBCA Crisis Management Core Team meets after each drill and reviews procedures and practices to make any necessary adjustments or to identify areas in need of training.

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 administrative offices, including admissions, advancement, communications and marketing and various other committees.
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. The Gala Committee supports FBCA's biggest fundraising event of the year. Volunteers help with auction items, decorating and other assistance needed to put this event together. Proceeds support capital items to enhance the experience for students, staff and faculty.
4. The Fine Arts Alliance assists the Fine Arts program by supporting events, shows, miscellaneous projects, and provide support to the FBCA Band, Choir and Theatre programs.
5. Moms in Prayer meets weekly to pray for the needs of all three divisions.
6. Grandparents Club Our grandparents are in a unique position to see firsthand the positive effects that FBCA has on students. From year to year, grandparents see how their students are equipped to thrive spiritually, academically, socially, emotionally, and physically. The gifts and engagement of grandparents enrich and enhance the high-quality programs and experiences FBCA offers its students.

Gifts and 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).

Amendment

The Student and Family Handbook may be amended from time-to-time by the FBCA Board of Trustees in its sole and absolute discretion. Any amendment shall be published through the FBCA website and would be effective upon publication. Further, the Head of School, in the event of emergency, pandemic, Act of God or disaster, may make temporary amendments to the Handbook as are necessary for the safety of students, faculty, family and facilities. The Head of School shall have such amendments approved as reasonably practical by the Board of Trustees and/or the Executive Committee as reasonable under the applicable circumstances.

Non-Discrimination Policy

The School admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, and athletic and other school-administered programs.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Use of Surveillance Equipment

The School may utilize surveillance video cameras in its non-private areas to assist with student and employee safety and security. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities may be recorded and also may be monitored. These video recordings are the property of the School and the School generally does not make these recordings available to parents or students. However, the School may in its sole discretion provide the recordings to law enforcement or other governmental agencies.

Students and parents are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including, dismissal.

Reporting of Infractions to Colleges and Universities

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and if applicable any NCAA obligations and must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the college or university of such an incident in a truthful and transparent fashion.

Sexting

"Sexting is the term used to describe a sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the

School's systems or using their own electronic devices regardless of where the student was when the sexing occurred. Any student receiving or with knowledge of such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.

Accidents

Any accident/injury in a School building, on the School property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students and parents should not assume that someone in authority knows there was an accident or injury. Additionally, the school may have a student accident policy under which the family needs to make a claim within a certain period of time.

Animal Policy

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on School property or at School-related events without the express, written permission of the Head of School. This means that animals may not be brought onto School property for any reason, including drop off, pick up, parties, games, and activities, and may not be brought to School-related events on or off campus. If you require a service animal, please contact the Head of School to make this request and the School will determine what accommodations can be made.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School, as determined by the Head of School or the Head's designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

While the School strives to safeguard student medical information, it must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community.

Immunizations

The School requires that all students be compliant with the Texas Minimum State Vaccine Requirements. Returning students who do not have a current exemption on file and all newly admitted students must be up to date on vaccines and submit immunization records prior to the first day of school.

Students requesting a medical exemption from the immunization requirements must annually submit a signed, dated letter from the student's Texas-licensed, treating physician (M.D. or D.O) specifically stating the basis for the exemption and that the required vaccines would be medically contraindicated or pose a significant risk to the health and well-being of the child or a member of the child's household. Requests for medical exemptions will be considered and granted on a case-by-case basis. Students who have not received any vaccines will not be considered for medical exemption.

If an outbreak or suspected outbreak of any vaccine preventable disease occurs, any student who for whatever reason is not immunized may be excluded from school and all school-related

Food Allergen Policy

Families with children who have moderate or severe allergies, must report those to the school Nurse. In addition, families must denote all pertinent medical needs on all required school forms.

Guidance Counselors

Counselors are available to help students and parents with personal or social concerns that may arise from time to time and which may affect the student's academic performance or social conduct. The enrollment of your child is consent to allow your child to receive services through our counseling office. The School does not provide students or parents with therapeutic intervention but instead refers individuals to outside medical providers.

Students and parents should be aware that conversations with the guidance counselor may be privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of the child abuse laws.

Students and parents should be aware that the guidance counselor may be required to report communications from students to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or an actual or potential violation of the child abuse laws.

In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm themselves or others, please report such information to the Guidance Department.

The School may require evaluation and/or on going therapy along with a reciprocal release so that the School can openly communicate with the therapist as a condition of continued enrollment if the School deems an evaluation or therapy to be necessary. The School may further require a medical assessment confirming a student's ability to return to School in its discretion.

Organizations

Our School offers a variety of activities including an athletic program and varied selection of non-athletic clubs and organizations. We do require parents to provide appropriate insurance for athletes. The School assumes no responsibility for injury to students participating in athletics or other School activities. Parents may be required to sign a waiver and release as a condition of their student participating in athletics or other School activities. Students also must pass a physical exam to the School's satisfaction prior to participating in athletics.

The School does not promise any particular sport or activity will be offered. Furthermore, enrollment at the School does not guarantee that a student will be permitted to participate. Among other things, students must meet athletic eligibility requirements set forth by the School's athletic league.

Education is first - this is stressed at all times. All students must meet scholastic requirements as outlined in this Handbook in order to participate in athletics and other activities. Discipline is a prime factor in any athletic or extracurricular success - off the field, on the field, in locker rooms, on trips, and in School. Students are to conduct themselves on the highest possible level, being sure that their actions and words are beyond reproach.

Unanticipated School Closure

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war or armed conflict, governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver as a condition of on campus instruction depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect and the School shall not be liable for any such failure or delay in its performance.

Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to an unanticipated event, the School is under no obligation to refund any portion of tuition paid.

Photos, Images and Recording

Parent agrees to allow Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parent also consents to

the recording and distribution or live streaming of Student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, video, image, or information.

Further parents and students are prohibited from recording employees or other students while on campus or during School activities without their express consent.

Family Matters

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

The school may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment. If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative may call 911 to request that an officer arrive at the school to resolve the dispute.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, relating to a custody matter or otherwise, the School shall be entitled to recover from, at the School's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If any family member of a student (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, causes safety concerns or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, (ii) otherwise interferes or voices strong disagreement with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, (iii) files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees,

directors, Board members, employees, agents, and affiliates), or (iv) if a parent or guardian refuses to sign the School's Enrollment Contract, the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member's violation of the expectations set forth in this policy. The term "threatens litigation" includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination of a violation of this policy shall be in the School's sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

Use of School Name/Non-Sponsored Activities

In order to, among other reasons, ensure that any implied association with the School is accurate and to protect the goodwill and value of the School's name, logos, trademarks, service marks, and other similar School property, parents and students are not authorized to use or cause to be used by others the School's name, any likeness or reference to the School's name, and/or the School's crest, logos or mascot in any way ("School Property") without express prior written permission of the Head of School or Director of Communications. This restriction on the use of School property, includes without limitation, online activities, use of School Property on merchandise, and attaching School property (whether in print, online, or other medium) to a project, event, outing, club, sports team, group, or other activity ("Activity") or when describing such Activity that the student or parent may organize or lead or in which the student or parent may participate that is not School sponsored.

Parents and students should also understand that no Activity is sponsored or endorsed by the School unless the parents and students receive written notice from the Head of School or Director of Communications stating that the Activity has been recognized by the School, even if the Activity is utilizing School Property, and even if the Activity is organized or led by another parent or other individual, including current and former employees. If a parent or student has any questions about whether an Activity is School sponsored, please contact the Director of Communications or Head of School.

Chapter 4

General Academic Policies and Procedures

IN THIS CHAPTER

- Academic Integrity
- Attendance
- Grading Procedures
- Homework
- Online Parent/Teacher Communication
- Conferences
- Report Cards
- Standardized Testing Program
- Co-Curricular Eligibility
- Student Travel
- Field Trips
- Accommodations for Students with Learning Differences
- Dismissal
- Withdrawal from School
- Re-enrollment of Current FBCA Students
- Student Records

Academic Integrity

Fort Bend Christian Academy views academic integrity as the commitment from students, faculty, and staff to demonstrate honest, moral behavior in their academic lives. Academic dishonesty is displayed through cheating, attempting to deceive a teacher or other students, submitting work for credit that was done by someone else, obtaining an unfair advantage on an assignment, test, etc., plagiarism, and assisting another student in academic dishonesty. It is the responsibility of the teachers and staff to establish whether academic dishonesty has taken place. 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. 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

  Taking papers from other students, publications, or the Internet to turn in as your own work, and
- Using Artificial Intelligence (AI) to complete some or all of an assignment unless given permission by faculty or division administration.

Attendance

1. Requirements
    1. 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.
2. 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 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.

    Students with excessive absences or tardiness, excused or unexcused, may be subject to discipline, denied re-enrollment or promotion, or dismissed from the School.

Grading Procedures

A grade is a numerical indicator of mastery of the curriculum and overall performance within a designated time. 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.

In lower, middle and upper school divisions, there shall be a sufficient number 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 faculty and school administration.

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, students are required to

complete their 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.

Online Parent/Teacher Communication

All parents must maintain an active MyFBCA account and 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 a Student Information System (SIS) 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 students have access to personal accounts, as well. MyFBCA is updated on a weekly basis at a minimum.

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. 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.

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 division head and/or counselor.

Report Cards

1. Lower School: Report cards are issued to students every quarter. A hard copy of the report card is given to Lower School students for delivery to the parent or guardian a few days after the close of each grading period. In addition, report cards will be available on MyFBCA at the end of each quarter.
2. Middle School: Report cards are issued to students every quarter. A hard copy of the report card is given to Middle School students for delivery to the parent or guardian a few days after the close of the 1st, 2nd, and 3rd quarters. The report card for the 4th quarter will be available on MyFBCA only. Additionally, report cards from the previous quarters will also be available online at the end of each quarter.
3. Upper School: Grades are reported in real time via MyFBCA, and report cards will be viewable online at the end of each quarter.
4. Records and report cards cannot be released until all accounts are paid in full. For questions regarding financial accounts or holds, parents can contact the FBCA Business Office.

Standardized Testing Program

1. Achievement tests are given to all students in grades 1-8. This comprehensive testing program assesses content specific, curriculum-based performance alongside reasoning ability and conceptual knowledge. The assessments 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 and for payment of all fees associated with the college entrance exams. The PSAT will be administered to students in grades 8-11 on the Fort Bend

Christian Academy campus in October.

Middle and Upper School Extracurricular Eligibility:

1. FBCA's extracurricular 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 two weeks. The student will be allowed to practice or rehearse during this time, but will not be allowed to travel with the team, dress for games or performances, or sit with the team or cast at competitions or performances. The student will not be allowed to miss class time for an extracurricular activity during the period of ineligibility. Grades for students who are ineligible will be rechecked two weeks following the reporting period. If the 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 extracurricular activity will be effective on Monday following the day grade reports are issued.
2. Attendance: In order to compete or perform, the student must be in attendance as follows:
    - Middle School – At least 3 hours on the day of the competition or performance. Additionally, if a student arrives late, they must check in by 11:30 am If a student leaves early, they may not leave before 12:30.
    - Upper School – At least 3 classes on the day of the competition or performance. Additionally, if a student arrives late, they must check in by 11:30 a.m. If a student leaves early, they may not leave before 12:30 p.m.
3. Tuition and Fees: Please see Fort Bend Christian Academy's Delinquent Account Policy in Chapter 6 concerning participation in co-curricular activities.

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. Participation may be denied or restricted based upon disciplinary records.
2. Parents must consent in writing to their child's attendance.
3. Personal safety and security issues will be given careful attention by trip coordinators, chaperones, and participants.
4. 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 Upper or Lower School front desk.

Accommodations for Students with Learning Differences

While Fort Bend Christian Academy does not modify its curriculum and is not equipped to offer special programs for students with learning differences, it sometimes becomes necessary to provide accommodations 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, Psychiatrist, or Diagnostician that documents a need for educational accommodations. Such documentation must not be more than three years old, and must include a comprehensive evaluation, which provides 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, division administration, and student (as appropriate) to discuss the possibility of providing the accommodations within the Fort Bend Christian Academy environment. This conference will be documented, and such documentation will be placed in the student's file with the school counselor. A formal meeting must be held every year to review the student's needs and diagnostic documentation.

3. The division administration will make the final determination about the requested accommodation(s) or implement and oversee the requested accommodations.

Teachers are allowed to provide accommodations for learning differences only when this process has been followed with the consent of division administrators.

As the FBCA faculty is certified and trained to provide a college-preparatory academic program, the school is not equipped to address or meet the academic and behavioral needs of students with disabilities requiring a modified curriculum and/or specialized services.

Field Trips

a. 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.

b. Additional chaperones such as parents may be utilized as determined

on a case- by-case basis by the division administrator. Please note that siblings are NOT permitted on field trips.

Removal from School

Students who violate the policies of Fort Bend Christian Academy will be subject to discipline, up to and including expulsion, in the School's discretion. 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. Expulsion decisions 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, the admissions office, and the division administration as soon as possible prior to the withdrawal date. No record will be sent to the new school until all items due to the campus are cleared and all tuition, fees and fines are paid. (See Contract Release Policy).

Re-Enrollment of Current FBCA Students

In order for a currently enrolled FBCA student to re-enroll for the following academic year, he/she must meet the following requirements:

1. Update of all immunizations if needed.
2. Be in compliance with academic, discipline, and school policies (including financial responsibilities).

Please note: If a student is re-enrolled with a record of academic and/or disciplinary issues, he/she will be on probation and subject to reevaluation at the end of each grading period.

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School may also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is restricted from receiving information about their child(ren) from the School, in visiting/picking up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid court order to the School evidencing

such restrictions. Parents are under an ongoing obligation to provide the School with new or subsequent orders, promptly upon issuance.

Chapter

5

Information Technology Policies and Procedures

IN THIS CHAPTER

- Cell Phone and Smart Watch Usage
- Mobile Technology Devices
- Assignment of Student Email
- Forwarding of Email
- Device Repair and Fee Schedule
- Publications/School and Division Correspondence
- Social Media Use Policy
- Information Technology Rules for Acceptable Use
- Student Acceptable Use Agreement and Release of Liability Policy

Cell Phone and Smart Watch Usage

If a student needs to make an emergency call, they may do so in their division office.

FBCA does not allow students to use or access smartphones during the school day. If a FBCA student comes to campus with a cell phone and/or a smartwatch, the cell phone must remain in the student's backpack or locker at all times and on silent during the school day. At no time should students receive calls, texts, or emails during the school hours. The smart watch may be worn during the school day but should remain on silent and must not become a distraction. Violation of this policy could lead to the device(s) being confiscated.

Lower and Middle School students may come to campus with a cell phone and smart watch. The cell phone must remain in the student's backpack at all times and on silent during the school day. The smart watch may be worn during the school day but should remain on silent and must not become a distraction. Violation of this policy could lead to the device(s) being confiscated.

When a device is confiscated from a student, the following will occur:

- First Offense: Confiscated by the teacher, given to division administration, and returned to the student at the end of the day
- Second Offense: Confiscated by the teacher, given to administration, and parents are notified to pick up the device

For the Upper School, when a device is confiscated, the following procedures will be used:

- First offense: The device is confiscated, given to division administration, and the student receives after school detention
- Second offense: The device is confiscated, given to the division administration, the student receives three after school detentions, and the parent(s) must retrieve the phone. In the Spring semester, a second offense results in a loss of exemptions.
- Third offense: The device is confiscated, given to the division administration, the student receives Saturday detention, the student must turn in the phone every day, the parent(s) must retrieve the phone and the parents must meet with the administration.

If further violations of this policy occur, other disciplinary measures will be taken as deemed appropriate by division administration.

Mobile Technology Devices

1. Mobile devices must not 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. 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.

Assignment of Student Email

Official school email accounts are provided for all registered students after first grade. 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. School email accounts are maintained by Information Technology Services, and are governed by the Acceptable Use Policy:

Students are expected to check their email daily in order to stay current with school-related communications.

Faculty may determine how email will be used in their classes.

Student Email Permissions

The FBCA Email system controls to whom email messages can be sent and whom they can be received from.

- Lower school students can email other lower school students and staff, and cannot email anyone outside of the school domain.
- Middle and upper school students can email one another and staff.
- Upper school students can email outside of the school domain as necessary to support instructional assignments, applications and other educational resources.

General Email Guidelines for Students

At FBCA, email is to be used only for school-related communications. Students should refrain from the following actions:

- Sending harassing email messages or content
- Sending offensive email messages or content
- Sending email messages containing a virus or other malicious content
- Sending or reading email messages at inappropriate times, such as during class instruction
- Sending email messages to share assignment or test answers or to academically cheat in any way
- Using the email account of another individual

Student violation of these email guidelines will be addressed in compliance with the Student Code of Conduct outlined in Chapter 10.

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.

Device Repair and Fee Schedule (Lower School and Middle School)

Device Repair and Replacement

- Reporting Issues: Students are responsible for reporting issues to Campus Technology Personnel or the front desk promptly.
- Lost Devices: Students who think their device is lost must contact the Campus Technology Personnel immediately.
- Stolen Devices: Students who think their Device has been stolen must contact the Campus Technology Personnel immediately. If a student knows their device has been stolen, the student or parent must contact the police to file a report.

- Damaged/Malfunctioning Devices: If a Device is damaged or functioning improperly, the student must notify the Campus Technology Personnel or teacher/front desk administration.

Repair Downtime

FBCA is committed to student use of technology to aid academic success. When a student's Device is being repaired, there are several options available for continued use of technology.

- Loaner/Replacement Devices: If a Device is damaged, it will be repaired or replaced as quickly as possible. If available, a loaner or replacement Device will be issued to the student.
- Use of Personal Devices on Campus: Students may use a personal laptop and or table device which meets the specifications to support classroom instruction

Replacement/Repair Cost

Please note, if a Device is damaged or lost intentionally and/or recklessly, the student will be charged 100% of the cost to replace or repair the Device.

- Replacement Cost: The Devices are in good working order and are issued with FBCA standardized software loaded. Students are expected to keep the Device in good condition. Failure to do so could result in out-of-pocket costs summarized in the following tables. Drawings and stickers on the device may result in a replacement fee if the device is scheduled for recirculation and is unable to be cleaned.
- Repair Cost: All repairs must be made by FBCA Technology personnel or their representative. Repairs made by any other party or company will result in the student or parent/guardian being responsible for replacing the Device. The student or parent/guardian will be charged the actual cost of the repair.
- Fees Owed: All fees owed must be paid in full before a Device will be issued. Report card holds will apply to all Device fees owed.

Chromebook Fee Schedule	
Accidental Damage (Screen / Functional)	
First Incident	$250
Second Incident	$350
Three or more Incidents	$425
Battery Replacement	$25
Keyboard Keys	$25
USB ports	$50
Deliberate Damage, Neglect or Missing	
Broken Screen	$250

Complete Keyboard Replacement	$250
Missing	$425

iPad Fee Schedule	
Accidental Damage	
First Incident	Up to $50
Second Incident	Up to $350
Three or more Incidents	$410
Keyboard/Case	$100
Power Cable/Adapter	$25
Deliberate Damage	$410

iMac Fee Schedule (Screen Damage)	
First Incident	$500
Second Incident	$750
Three or more incidents	loss of privilege + $1500

Publications / School and Division 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 Office of Communications and Marketing for specific guidelines). In an effort to be good stewards of our resources, all weekly campus newsletters, correspondences, informational flyers, etc., are distributed to parents and/or students via email or 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 by the Fort Bend Christian Academy Office of Communications and Marketing. These publications are emailed directly to Fort Bend Christian Academy families, alumni and other community stakeholders.
3. Divisional newsletters are weekly campus communications that are distributed via email. Lower school students bring home campus information via their weekly information folders. A signing sheet is included in the lower school student's Tuesday 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 communications are

designed to provide parents and students the latest information on campus activities. It is the responsibility of the parent to maintain a valid email address through their MyFBCA account.

4. Fort Bend Christian Academy's website, https://fortbendchristian.org, posts a variety of school information. Additional campus information will be available through the parent's MyFBCA account.

Biometrics Privacy Policy

Biometric Use Fort Bend Chris an Academy uses biometric data to provide cashless payment for school meals. The information we use is identifying code based on a fingerprint scan, with the student's name, school year, and class name. A fingerprint scan will be checked against available funds in the payment account to enable the purchase of school meals, and a deduction on will be made from payment accounts. This biometric payment program is only available to Middle and Upper School students. Your consent is essential to us. Fort Bend Chris an Academy relies on explicit consent to use and share personal data. You can withdraw your consent at any me by contacting the school (email the Help Desk at helpdesk@fortbendchrisitan.org and CC the Director of Informa on Technology at nrodriguez@fortbendchrisitan.org) and providing the completed form with your student's full name and current grade level. This will prompt us to delete the biometric data associated with your child. Your student's biometric data will only be retained for the dura on of your student's enrollment at Fort Bend Chris an Academy. It will be promptly deleted when the student leaves the school or when consent to use it is withdrawn. At Fort Bend Chris an Academy, we prioritize safeguarding your student's personal information. We have stringent measures to ensure the security and continentality of all data, including biometric information.

Social Media Use Policy

To access the complete Social Media Policy, please log onto MyFBCA Portal.

Purpose: In conjunction with the Fort Bend Christian Academy Employee Handbook and Student and Family Handbook, this social media policy is to assure that all information disclosed by FBCA is timely, appropriate, professional, accurate, and reflecting properly on the mission of FBCA.

Scope: This social media policy applies to all Fort Bend Christian Academy employees, teachers, students, board members, and auxiliary personnel. This covers all FBCA related social media content and social media platforms.

Official Social Media Pages and Platforms:

The Fort Bend Christian Academy Office of Marketing and Communications and Athletic Department are the only offices who have access to and run official FBCA social media platforms. The Head of School always has oversight and discretion regarding what is posted on social media platforms. You can find FBCA on social media with @FBEagles on all platforms.

Official Social Media Pages and Platforms Guidelines:

- FBCA always strives to create an atmosphere of authenticity and excellence

through social media platforms. At the heart of FBCA is a mission statement that social media channels always strive to reflect.

- Negative comments, when they warrant a response, are generally handled in a compassionate, professional, and helpful manner.
- FBCA does not promote any individuals, businesses, fundraisers, events, etc. unless they are directly related to the mission of the school.

General Guidelines:

- Be respectful and aware of the people and world around you. Be mindful of community, national, and worldwide events.
- What goes online - stays online. Know that what you publish on social media channels will be public for a long time - protect your privacy.
- Be a valued member of your community. If you choose to represent yourself as part of the FBCA school community online, please keep in mind that your social media activity could affect current students, current families, current faculty and staff, as well as prospective students and families. This includes shares, comments, likes and any engagement with posts.
- If you are interested in representing an FBCA organization or group, please contact the FBCA Office of Communications and Marketing for branding guidelines.

Student Guidelines:

Personal Responsibility & Use of Social Media and Networking Sites:

- Fort Bend Christian Academy students are personally responsible for the hosted content they publish online. These include responsibility for any online activities conducted on school campus, using a school email address, or while using school property, networks, resources, or other similar means. Be mindful that what you publish on social media channels will be public for a long time— protect your privacy.
- Students cannot make "official" accounts for the school. They are welcome to make accounts for their clubs, etc. but it will not be deemed an "official" account of FBCA. If you do wish to make an account for a club, organization, etc. please email communications@fortbendchristian.org with the name of the club, purpose of the account, account handle and staff sponsor.
    - "FBCA reserves the right to monitor and record all use of FBCA technology, including, but not limited to, access to the Internet or social media, communications sent or received from school technology, or other uses." - FBCA Student and Family Handbook
- Refer to other sections of the FBCA Student and Family Handbook for further information regarding student guidelines and policies.

Use Away from School Property: It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or School employees, impact the School rights, or disrupt the School's mission or activities, and we do reserve the right to regulate those activities.

All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

Guidelines: You should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students and parents should also be aware that teachers and administrators may periodically check such sites and may determine that off campus behavior violates the School conduct code. For example, a student making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities would be considered a violation of the School's policy.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students or parents are not permitted to use the School's name, logos, trademarks, service marks, or other similar School property in online activities without the permission of the School. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online without the permission of the School. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Social/Political Issues: Students and parents who identify themselves as School students or parents on their personal social media account(s) or when posting on a School-affiliated account must not engage in political or social actions or commentary reflecting personal views. Political messages that may be associated with the School are not authorized. Students and parents must be moderate and professional when sharing social media posts, tagging the School's social media accounts, or when making any references to our School or programs.

Creation of Social Media Accounts: Any School-affiliated groups, clubs, organizations, etc. are not permitted to create a social media account without written consent from the Head of School.

Your Identity Online: You are responsible for any of your online activity, including but not limited to activity conducted with a School email address, which can be traced back to the School's domain, which uses School resources or assets, and/or which is contained on your personal devices or accounts.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private social media sites brought to the School's attention,

and to discipline students for any violation of these guidelines.

Parent and Volunteer Guidelines:

- Err on the side of caution when interacting online. Social networking activities may be visible to past, current, or prospective students, parents, colleagues, and community members—and thus reflect (positively or negatively) directly or indirectly on the school, affecting current students and community members.
- While visiting or volunteering at FBCA, please do not post photos, video, or multimedia content of children that are not members of your family. Be mindful of the teachers, families, and students surrounding you when you capture multimedia content with intent to post. As a parent and volunteer, you are an ambassador for the school community. Please keep this in mind when being active on social media.
- Fort Bend Christian Academy will not create or facilitate groups for parents of students, for example; "Class of 2025 Parents." Parents who wish to create and facilitate these groups may do so, but may not deem themselves an "Official Account of FBCA." FBCA strongly encourages these guidelines to be incorporated into any social media group:
    - The purpose of a Facebook or social media page is to act as an online "bulletin board" for parents and guardians of children attending FBCA. This site is created and facilitated by school parents, not school administration, so please do not expect the school staff to be aware of the content of this site.
    - The goal should be to support and strengthen our school community by having an online forum to ask questions, share helpful information, inform each other of relevant events, etc.
    - Suggested Group Rules:
        - Please use Facebook pages as you would a regular bulletin board in the school hallway. Do not post anything that you would not want everyone to see, and please do not use it to advertise your business. Be mindful that what you publish on social media channels will be public for a long time—protect your privacy.
        - Do not post concerns, problems, or conflicts with individual teachers, administrators, students, or parents. Parent administrators should immediately delete posts that in any way put down or discriminate against anyone.
        - Any member, who makes offensive, derogatory, or passive aggressive comments or who uses profanity will be removed from the group. Online threats will be taken seriously and proper authorities will be immediately notified.
        - Do not post information commonly understood as confidential, such as student grades or health conditions.
        - Do not publish content as your own that has been created by others.
- Refer to the student-family handbook for further information regarding

student-employee guidelines.

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. Users are responsible for any content contained in their account.
- 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 without prior notice, and may further monitor and record the usage of individuals, including the disclosure of individual files in its discretion.

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.

Student Acceptable Use Agreement and Release of Liability Policy

Fort Bend Christian Academy (hereinafter "FBCA") authorizes students to use

technology owned or otherwise provided by FBCA as necessary for instructional purposes. The use of FBCA technology is a privilege permitted at FBCA's discretion and is subject to the conditions and restrictions set forth in the Student and Family Handbook, administrative regulations, and this Acceptable Use Agreement. FBCA reserves the right to suspend access and/or require the return of property at any time, without notice, for any reason.

FBCA expects all students to use technology responsibly in order to avoid potential problems and liability. FBCA may place reasonable restrictions on the sites, material, and/or information that students may access through the system(s) and/or equipment.

Definitions

FBCA technology includes, but is not limited to, computers, the school's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations that access the FBCA network, whether accessed on or off site or through FBCA-owned or personally owned equipment or devices.

This policy also applies to the use of any personal electronic devices (computers, laptops, cameras, iPhones, iPads, tablets, smart watches or other wearable technology, smart/cellular phones, video cameras, etc.) on School property or at a School-related event or used at or away from School for schoolwork on a regular or intermittent basis.

Student Obligations and Responsibilities

Students are expected to use FBCA's technology and equipment safely, responsibly, and for educational purposes only. The student in whose name FBCA technology is issued is responsible for its proper use and care at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using FBCA technology and equipment for improper purposes, including, but not limited to, use of FBCA technology and equipment to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Cyberbullying, whether conducted using school computers or personal devices, is strictly prohibited at FBCA. Cyberbullying includes, but is not limited to, the use of electronic communication and digital tools to harass, intimidate, threaten others or impersonate. This behavior is unacceptable and goes against our commitment to maintaining a safe and respectful learning environment. Students found engaging in cyberbullying will be subject to disciplinary action, as outlined in the school's code of conduct.
3. Disclose, use or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person

with the intent to threaten, intimidate, harass, or ridicule that person.

4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm FBCA technology or other school operations (such as damaging or destroying FBCA equipment, placing a virus on FBCA computers, adding or removing a computer program without permission from a teacher or other FBCA authorized personnel, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of FBCA or other users.
8. Engage in or promote any practice that is unethical or violates any law or FBCA policy, FBCA Code of Conduct, administrative regulation, or FBCA practice.
9. School computers and technology resources are provided for educational purposes. Students are expected to use school computers responsibly and solely for school-related activities. Personal matters, including but not limited to social media, online gaming, or other non-educational activities, should not be conducted on school computers, or on personal computers while on campus.
10. Students are permitted to choose their own backgrounds and screensavers for certain school-issued devices, provided they are appropriate for school. Images and photos should not depict violence, nudity, pornography, graphic language, offensive material, illegal activity, or gang activity.
11. Additionally, for various approved digital learning applications or resources students may have the option to upload a profile image provided they are appropriate for school. Images and photos should not depict violence, nudity, pornography, graphic language, offensive material, or illegal activity.

Privacy

Since the use of FBCA technology and equipment is intended for educational purposes, students shall not have an expectation of privacy in any use of school technology. FBCA and/or authorized representatives shall have the right but not the obligation to inspect, search and/or otherwise seize all content, software and/or data on the FBCA technology or equipment at any time with or without cause for any and/or no reasons.

FBCA reserves the right to monitor and record all use of FBCA technology, including, but not limited to, access to the Internet or social media, communications sent or received from school technology, or other uses. Such monitoring/recording may occur at any time without prior notice or any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of FBCA technology and equipment (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any FBCA technology and equipment are the sole property of FBCA. The creation or use of a password by a student on FBCA technology and equipment does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access FBCA technology and equipment, he/she shall abide by all applicable policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to the discretion of Division Heads, Administrators and/or the Head of School.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of FBCA technology or equipment, he/she shall immediately report such information to the teacher or other FBCA personnel.

School's Right To Inspect: The School reserves the right to inspect user directories, profiles, clouds and browsing histories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus, to a School-related event, or used at or away from School for schoolwork on a regular or intermittent basis. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a School administrator. Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Do not assume that any messages or materials on your computer/electronic device or the School's systems are private.

Electronic Communication: Students are expected to use their school provided email for all school related work and communication. Students are expected to check their email daily. Electronic communications, such as e-mail and any kind of instant or text messaging, may not be used to harass or threaten others. The School reserves the right to randomly check electronic communication. Electronic communication must not include personal attacks, inappropriate language, or commentary that is inconsistent with the mission and values of the school, and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails, messages and browsing histories can be retrieved.

Students must respect the image, voice, and identities of community members by refraining from using software, such as AI tools, to manipulate or misrepresent them, whether on social media, in electronic communications or otherwise.

Any person who believes that they have been harassed or threatened by any email or other electronic communication should immediately report the concern in accordance with the School's No Harassment and No Bullying policy.

Viruses and Other Risks: Although the School takes steps to keep our system virus-

free, even with the best techniques computer viruses can be transmitted to and from any computer. Further, students use the School's computers and systems at their own risk. Such risks may include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by the School's negligence or by a student's errors or omissions. The School bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. The School is not responsible for any damages or expenses students incur while using its computers or systems or for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer or electronic equipment, use computers, laptops or tablets for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will be result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, sends or receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the appropriate administrator for the student's division so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Consequences for Violation

Violations of the law, FBCA policy, or this agreement may result in revocation of a student's access to FBCA technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, FBCA policy, or this agreement may be reported to law enforcement agencies as appropriate.

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a School

email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit https://www.ftc.gov/tipsadvice/businesscenter/guidance/complying-coppa-frequently-asked-questions.

Such information may include your child's first name, last name, email address, username, profile picture and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, WiFi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends message and with whom they message, actions (using mute/unmute, video on or off, etc.) and other user actions; and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child and other participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by the School, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify _____.

Students are reminded that they should not place any confidential or sensitive information into cloud storage.

On and Off-Campus Behavior

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The School's policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and efforts will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

Chapter

6

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
- Withdrawal Process
- Delinquent Account Policy
- School Supplies and Books

Tuition and Payment Plans:

Tuition for the school year must be paid by one of the three payment plans listed below. 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 15. If payment is not received by June 15, your child's enrollment may be nullified, and the space will be released.
2. Payment Plan Two: Payment is paid in two installments – 50% due June 15, and 50% due December 15. If payment is not received by June 15 for the first installment and December 15 for the second installment, your child's enrollment may be nullified and the space will be released for the upcoming semester.
3. Payment Plan Three: The First Payment will begin on June 15th and will continue on the 15th for the months of July through May. FBCA does not accept monthly tuition payments by personal check or cash.

Extended Care 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.

Financial Information

Fort Bend Christian Academy makes every effort to keep tuition fees as reasonable as possible and continue to maintain an education experience that aligns with FBCA's Mission. 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. Contract 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 academic 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. A student who is dismissed or withdrawn from school for disciplinary or academic reasons will be charged the tuition obligation as detailed below.
    e. Financial Aid Applicants: 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.
    f. A tuition refund for withdrawals other than any reasons listed in paragraph d 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:	Annual Tuition Obligation:
May 1 thru June 30th	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 the Annual Tuition Obligation.

Once the Enrollment Contract is signed, the school considers the parent/guardian morally and legally bound to fulfill their obligation under the contract. Please read the contract carefully.

Fort Bend Christian Academy admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Withdrawal Process

In order to withdraw their child, a parent must notify the Office of Admissions, the FBCA Business Office and the division administration in writing.

Delinquent Account Policy

Students may not attend classes in a new semester unless tuition accounts are current. The school specifically reserves the right to hold transcripts, report cards, and restrict participation in commencement until all payments for tuition and fees are considered current. If a student withdraws for any reason or is expelled from school for any reason, all tuition and fees become due immediately. Unless all tuition and fees are current, no transcripts, report cards or school records will be released. If any accounts for tuition and fees are delinquent for 45 days or more, the school reserves the right to exclude the student from school attendance and/or dismiss the student from school until the accounts become current, unless prior arrangements have been accepted in writing by the Business Office. Access to grades may also be limited due to delinquent accounts. Dismissal for failure to pay tuition does not relieve the parent/guardian of their obligation to pay monies due.

Any student whose tuition or fees for the current school year are delinquent may not participate in any co-curricular activity that involves any cost or expense other than those activities or trips normally included in tuition or fees unless the student earns or pays the entire cost of the activity through a school-sponsored fundraiser. In other words, a student whose tuition account is delinquent may not travel with the choir, band, drill team or any other group where a parent must pay all or a portion of the cost to participate.

Any student whose tuition or fees for the current school year are delinquent will be declared ineligible to participate in any athletic or co-curricular activity. During the period of ineligibility, a student may attend practices or rehearsals with parent permission, but may not dress out for a game or performance and will sit the bench until they regain eligibility. If the school owes a reimbursement to a parent with a delinquent account, those monies will be applied to the student's account until it

becomes current.

School Supplies and Books

1. **Lower School**
   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 (except extracurricular 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-8th is available on the school website.
   b. Supply lists for Upper School students will be given by each teacher on the first day of school and will be recorded in the course syllabus.
   c. Program and curriculum fees (except club fees) are included in the tuition fee.
   d. Advanced Placement courses are assessed additional special curriculum and testing fees.
   e. Non-consumable books and materials remain the property of Fort Bend Christian Academy.
   f. Special school trips, before and after school care, Eagle Week activities, "club sports," and fellowship activities are not included in the fee schedule.
   g. One uniform per student is provided when the student is taking P.E. or Health and Fitness.
   h. An annual yearbook is included in the tuition for every student.
   i. Each new student to Fort Bend Christian Academy will also receive a Bible.
   j. All Upper School students (grades 9 – 12) are required to have their own laptop and bring it to school fully charged each day.

Chapter

7

Dress Code Policies

Appearance Standards Philosophy

IN THIS CHAPTER

- Appearance Standards Philosophy
- Appearance Standards Violations
- General Guidelines for All Students
- Prohibited Dress Code Items for All Students

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 they come onto the FBCA campus in the morning and to remain in compliance while on campus.

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?
- Does it promote appropriate attitude and behavior for God?
- Is it non-offensive?

The FBCA 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 Middle and Upper School students. As such, a student who chooses not to adhere to the standards of dress outlined in policy will be subject to disciplinary action such as detention, etc. Habitual violations of the appearance standards will result in escalated consequences such as Saturday school, suspension, etc.

*General Guidelines for All Students

The purpose of the school's dress code is to promote biblical values, maintain an appropriate academic environment, prevent distraction from learning, and to support the student's health and safety. 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 Risse Brothers 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 must be tucked in at all times during the school day for students in grades 1-12.
4. All bottoms must be worn at the waist.
5. All skirts must not be more than four (4) inches above the knee, or five (5) inches as measured from the back crease of the knee. For middle and upper school students, shorts must have a minimum of a five (5) inch inseam.
6. FBCA approved outerwear apparel or jackets is the only approved outerwear that may be worn in the school buildings during the school day. Please note: Seniors are allowed to wear college outerwear.
7. A Risse Brothers Uniform shirt must be worn and tucked in under the appropriate outerwear.
8. Any non-FBCA jackets worn outside the building must be properly stored during the school day.
9. Boys' hair should be kept neat and well groomed, and should not go past the eyebrows or cover the eyes from the side , nor fall below where the shoulders meets the neck. Clips, rubber bands, and/or ponytail holders, etc. may not be used to achieve compliance.
10. Girls' hair should be kept neat and well groomed, and should not be distracting.

*Prohibited Dress Code Items for All Students

1. 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.
2. Hats, caps, do-rags, bandanas, and jacket hoods must not be worn inside the buildings except when permitted for themed dress days.
3. Students must be clean shaven. They will be sent to the nurse or home to shave if they are deemed noncompliant. An exception may be made in the case of students that have appealed due to medical or cultural reasons.
4. Earrings for boys are not permitted.
5. Visible tattoos or body writing is discouraged, including temporary ones,

and shall be covered at all times during school, while participating on school teams on or off campus, or while at school events held on or off campus.

6. Body piercings are prohibited with the exception of girls' earrings (maximum two (2) per ear). Gauge earrings, nose rings, lip and other mouth piercings, and other facial piercings are prohibited for boys and girls. Additionally, earrings should not be distracting or a safety hazard such as large hoops or dangling earrings.
7. Lounge pants or pajama bottoms are not permitted.
8. No extreme haircuts or extreme/non-natural hair colors are permissible.
9. No undergarments should be visible except for the tops of t-shirts when worn under uniform shirts.

*Note: Please refer to Chapters 9-11 for specific dress code requirements and guidelines for each division.

Chapter

8

General Behavior

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
- Copyright Regulations
- 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 student's 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 Responsibility

While the discipline of the student is ultimately the parents' responsibility, parents and teachers must fully partner with one another.

undermine the common goal. Mutual understanding can be gained by conferring with and praying for one another. Each student and parent are 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 encouraged to label all their student's personal belongings.

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

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. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These

behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another child's pants, to look up someone's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, online or at a School-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Head of School or a Division Head. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above. Delays in reporting may compromise the School's ability to appropriately investigate.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, requiring certain haircuts or styles, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact a Division Head and ask.

A student violates this policy whenever the student engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Head of School or a Division Head. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Child Abuse and Cooperation with Government Authorities

School teachers and other personnel are mandatory reporters under the state child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities if we reasonably suspect abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report unless authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Head of School.

The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is

warranted in a particular situation. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to, recordings, such as of virtual classes, and surveillance video, and will allow students to be interviewed if requested by government authorities or law enforcement. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Chapter 9

Policies and Procedures for the Lower School

IN THIS CHAPTER

- Attendance
- Drop-Off and Pick-Up Procedures
- Grading Procedures
- Grading Scales
- Conduct Grades
- Make-Up Work
- Incomplete Grades
- Promotion Guidelines
- Retention and Probation Guidelines
- Class Placement Policy
- Class Parties and Birthday Celebrations
- Library
- School Lunch Program
- Dress Code

Attendance

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.

Tardiness to School: A student who is tardy must be escorted by their parent and check in at the Lower School Receptionist's desk in order to be admitted to class. If a student accumulates five or more tardies, the division head will contact the student's parents to advise them of the necessary improvement plan.

Notification of Absence & Documentation: When a student misses a day of school, the student MUST bring a note to the school or send an email to: lsattendance@fortbendchristian.org containing the following information on the day of his/her return to school

Name of student (include first and last name) and homeroom teacher

1. Date of absence
2. Reason for absence
3. Signature of parent or guardian

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 and must be completed 3 school days prior to the absence(s)). 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. Any absences, including Prearranged Absences, will count toward the total days absent in the school semester and year.

Drop-Off and Pick-Up Procedures

Morning Drop-Off: Students may be dropped off, without charge, no earlier than 7:30 a.m. (Any student arriving before 7:30 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. Additionally, Lower School students must be accompanied by an adult when walking between campuses for arrival and dismissal.

Afternoon Pick-Up: As parents pull into the school parking lot, the provided school colored nametag must be clearly visible on the rear-view mirror of the vehicle. 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 walk into the building to pick-up students. Never leave your car unattended in the carline.
    - Students will be released only to persons (age 16 years or older), whose names are in Blackbaud as provided by the parent or guardian. Exceptions are handwritten notes or emails sent to the front office by the parent/guardian of the child for a "Change of Dismissal" slip for certain occasion. Lower school students may leave with an upper school or middle school sibling if a note signed by the parent is on file.

1. Procedure for Change in Parent Pick-Up:

    Please note that the person(s) designated to pick up any student must be listed on the student's account in Blackbaud. When a parent needs to designate another person not authorized to pick up their child during or after school, a written note or email 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 email all pickup changes at lsattendance@fortbendchrisitan.org.

    General Traffic Rules

    a. Never allow children of any age to run across the parking lot.

    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.

    d. Students should exit on the right side of the vehicle when they are being dropped off to ensure safety with cars passing in the other lane.

    e. 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.

Grading Procedures

1. In Pre-Kindergarten and Kindergarten, a grading and conduct scale will be used to report student progress.
2. In grades 1 and 2, a combination of numeric and letter grades will be used to report student progress.
3. In grades 3 and 4, reading, writing/grammar, and mathematics quarterly averages are weighted at 30% for major grades and 70% for minor grades. All other content area averages will be unweighted.
4. Student work will be returned in the Tuesday take home folder.

Grading Scales

Kindergarten through Grade 4

A	90-100
B	80-89
C	75-79
D	70-74
F	0-69

Pre-Kindergarten (Grading and Conduct Scale)

P - Progressing as Expected

N - Needs Additional Attention

NA - Not Assessed at this Time

Conduct Grades

Conduct grades are given in each class including Enrichment classes. The scale is as follows:

E = Excellent

S = Satisfactory

N = Needs Improvement

Parents will be notified before a student's conduct grade is adjusted and reflected on the report card utilizing the following scale:

Classroom and P.E. Class:

0 behavior checks	"E"– Excellent in conduct on Progress Report or Report Card
1-3 behavior checks	"S" – Satisfactory in conduct on Progress Report or Report Card

4 or more behavior checks	"N" – Needs Improvement in conduct on Progress Report or Report Card

Enrichment (STEAM, Spanish, Technology, Art, Music, and Library):

0 behavior forms	"E"– Excellent in conduct on Progress Report or Report Card
1-2 behavior forms	"S" – Satisfactory in conduct on Progress Report or Report Card
3 or more behavior forms	"N" – Needs Improvement in conduct on Progress Report or Report Card

In grades 1-4, notifications will be given for the following infractions but not limited to:

a) Shows respect to others

b) Demonstrates self-control

c) Responsible for materials and supplies

d) Completes assignments and homework

Please note: An office referral will result in a letter decrease on the report card. Three minor classroom infractions will result in an office referral. Major offenses could drop the overall conduct grade to an "N" based upon the nature of the offense.

Reassessments

Teachers may offer students who score below 70% on a quiz or test the opportunity to retake the assessment, with a maximum grade of 70%. To be eligible for reassessment, students must complete test error corrections, finish all related classwork and homework, and meet with the teacher.

Make-Up Work

All students will be allowed to make up missed work. For a single day of illness, students will have two days to make up their work. 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 should check my FBCA for missed work and if they have any questions, communicate with their teacher.

Incomplete Grades

Students failing to have all work turned in at the end of a grading period due to absences will receive an "Incomplete" (I) on their report cards. Upon returning to

school, the student will be given up to 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.

Promotion Guidelines

Promotion from Pre-kindergarten to Kindergarten and from Kindergarten to grade 1 will be determined by the teacher and division head based on a child's academic ability and social and emotional maturity. To be promoted from one grade level to the next in grades 1-4, a student shall be required to earn:

1. A yearly average of 70 or above in content areas listed on the report card, and
2. An overall average of 70 or above which is derived by averaging the final numerical grades in all academic subjects.
3. Grades for enrichment classes will be determined using indications of excellent (E), satisfactory (S), needs improvement (N), and shall not be used to determine promotion or retention.

Retention and Probation Guidelines

Retention

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.

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 Head of School.

Probation

Fort Bend Christian Academy enforces three types of probation – New Student Probation, Academic Probation, and Disciplinary Probation.

When a student who is on academic or disciplinary probation is being considered for promotion from one division to another (Lower to Middle School or Middle to Upper School) a more formal review will be completed. The division heads from both campuses 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.

1. New Student Probation

   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. 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 administration.

2. Academic Probation

   Academic probation will be determined by the administration using data from a minimum of two quarters and not to exceed one full school year. During this time, the following general guidelines will apply to the student 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 Ds at the end of the semester he/she is on probation.

   b. The student may be required to receive tutoring.

   c. Students placed on academic probation due to excessive absences may be required to make up classroom time (arrangements made with middle or upper school assistant heads).

   d. 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)

   e. 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.

   f. At its sole discretion, Fort Bend Christian Academy may refuse continued enrollment to a student if these conditions have not been met during the probationary period.

3. Lower School Guidelines for Academic Probation

   a. A Lower 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 quarter grade and two (2) D's 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).

4. Disciplinary Probation

   Disciplinary probation will be determined by the division administration

using data from disciplinary referrals. Students who have excessive disciplinary referrals will generally be given a behavior contract outlining the behavior expectations, consequences for failing to meet those expectations, and a timeline for the probationary period. The student, parents and administrators will sign the document agreeing to the terms of the disciplinary probation.

Class Placement Policy

It is the responsibility of the Lower School Division Head to assign students to class/teacher rosters for all Lower School 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, 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 division head in this process by making class assignments a matter of prayer, asking God to guide the division head 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.

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 parents and coordinated well in advance with the classroom teacher. All parties will last no more than 45 minutes. Please do not bring siblings to class parties.
2. Birthday Celebrations:

   PK-2nd grade: Students celebrating birthdays may treat their classmates during the designated snack time. It is preferred that the snack be sent to school with the students to allow teachers flexibility due to the fluctuation of daily schedules. If parents choose to come to the celebration, please limit your stay to 15 minutes to help us to maximize our academic day. Teachers should be notified in advance so as to avoid conflicts with other student celebrations.

   3rd-4th grade: Students celebrating birthdays may treat their classmates during the last 10 minutes of their lunch period. It is preferred that the parent brings the treat to lunch to help distribute. 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 all of the same gendered children or the whole class is invited.

Library

Fort Bend Christian Academy has a fully staffed library open to Lower and Middle School 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, and audiobooks on CD, DVDs, etc. 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.

Students are responsible for library materials and must pay for any lost or damaged items. A hold will be placed on a student's report card if they have an overdue library book(s). 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 checkout policies.

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 through LunchTab. Funds MUST be available in the account for a student to charge for lunch. Other payment method includes a check made payable to the third-party vendor.
2. Lunch Location: Students are to eat in the Cafetorium. 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 are expected to clean up after themselves once they have finished their lunch.
3. Lunchroom Visits: Guests are required to sign in at the Lower School Front Desk. Upon entering the Cafetorium, please sit at the parent table with your student(s).

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 School Birthday Celebrations).

Dress Code

The purpose of the school's dress code is to promote biblical values, maintain an appropriate academic environment, prevent distraction from learning, and to support the student's health and safety. Therefore, the following guidelines are set forth for dress and appearance during school hours:

Girls Pre-Kindergarten – Grade 2

1. Chapel (Wednesday) and Special Events:
    a. Girls' puff sleeve blouse with blue piping
    b. Girls' plaid drop waist jumper
2. Monday, Tuesday, Thursday, Friday:
    a. Girls' short-sleeve or long-sleeve polo with the FB logo (green, navy,

black or white)

b. Girls' skort, skirt, shorts or pants (khaki, navy or plaid)

3. Friday Optional Spirit Attire:
   a. FBCA spirit shirt
   b. Girls' skort, skirt, shorts, pants or full-length jeans in good condition (torn or ripped jeans are not permitted)

Girls Grades 3-4:

1. Chapel and Special Events:
   a. Girls' oxford white short-sleeve or long-sleeve blouse with the FB logo
   b. Girls' plaid skort
2. Monday, Tuesday, Thursday, Friday:
   a. Girls' short-sleeve or long-sleeve polo with the FB logo (green, navy, black or white)
   b. Girls' skort, skirt, shorts or pants (khaki, navy or plaid)
3. Friday Optional Spirit Attire:
   a. FBCA spirit shirt
   b. Girls' skort, skirt, shorts, pants, or full-length jeans in good condition (torn or ripped jeans are not permitted)

Boys Pre-Kindergarten – Grade 4

1. Chapel and Special Events:
   a. Unisex oxford white short-sleeve or long-sleeve shirt with the FB logo
   b. Boys' pants or shorts (navy)
2. Monday, Tuesday, Thursday, Friday:
   a. Unisex short-sleeve or long-sleeve polo with the FB logo (green, navy, black or white)
   b. Boys' shorts or pants (khaki or navy)
3. Friday Optional Spirit Attire:
   a. FBCA spirit shirt
   b. Boys' shorts or pants or full-length jeans in good condition (torn or ripped jeans are not permitted)

Additional:

- All outerwear (sweaters, cardigans and sweatshirts) must be purchased from Risse Brothers Uniform or the FBCA Spirit Store (Sugar Land Ink).
- Leggings should only be white, navy or black.
- Spirit Wear can be worn on Fridays with uniform bottoms or jeans.

- Grades 1-4: Belts are optional with all pants or shorts.

Footwear: Tennis shoes with socks are the only shoes allowed to be worn at the Lower school. No backless, wheeled, or strap back tennis shoes are allowed!

Special Occasion: Dresses for special events, 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).

Chapter

10

Policies and Procedures for the Middle School

IN THIS CHAPTER

- Attendance
- Drop-Off and Pick-Up Procedures
- Lockers
- Library
- School Lunch Program
- Grading Procedures and Scale
- Testing Schedule
- Late Minor Assignments
- Late Major Assignments
- Incomplete Grades
- Make-Up Work
- Retention & Probation
- Earning Upper School Credits
- Advanced Level Courses
- Student Officers' Conduct
- Dress Code
- School Sponsored Activities
- House System
- National Junior Honor Society (NJHS)
- Students Active in Leadership Training (SALT)

Attendance

Tardiness to School: It is very important for students to arrive to school on time and ready for the day. After five (5) tardies (for any reason) in any one grading period, a parent conference will be required. Each additional tardy in the same grading period will result in detention. A student who is tardy must check in at the Lower School Receptionist's desk in order to be admitted to class.

Tardiness 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. 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.

Notification of Absence & Documentation: When a student misses a day of school, the parent must email msattendance@fortbendchristian.org with the necessary documentation:

1. Name of student (include first and last name)
2. Date of absence
3. Reason for absence
4. 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 taken to the campus front desk upon arrival at school.

Co-Curricular Participation: In order to compete or perform the student must be in attendance at school at least 3 hours on the day of the competition or performance. Additionally, if a student arrives late, they must check in by 10:45 a.m. If a student leaves early, they may not leave before 12:00 p.m.

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. Any absences, including Prearranged Absences, will count toward the total days absent in the school semester and year.

Drop-Off and Pick-Up Procedures

1. Drop Off: Students may be dropped off without charge no earlier than 7:30 am

   Any student arriving before 7:30 am. will go to the cafeteria until dismissed to classes at 8:20 a.m. Students taking 1st period classes that meet at the North Campus should be dropped off at the main entrance of that building.

2. Pick Up: When students are dismissed at 3:30 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 3:30 p.m. dismissal to the gym. Pick up will be made in the outside lane under the covered drive.

   b. For Carpool Multi Rider Pick-Up, **Middle and Lower School Students:** Students of carpools that also include lower school students should report to the area outside the front doors and wait for the lower school rider to join them.

   c. For Carpool Pick-up, **Middle and Upper School Students:** Students of carpools that also include an upper school student can walk to the Upper School to meet their pick-up.

   d. Pick-up: Student athletes who do not leave during the last

period should go immediately after the 3:30 p.m. dismissal to the designated area assigned by their coach.

e. Any student not picked up by 4:00 p.m. must go to the Extended Care Program and regular extended care fees will be billed to the parent's account.

Lockers

Having a locker is a privilege extended to all Middle 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. 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.

Library

1. Fort Bend Christian Academy has a fully staffed library open to Lower and Middle School 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 checkout policies.

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 lunchroom 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.

Grading Procedures

Semester grades are computed by the following formula:

- Grades 5 and 6 – Each quarter counts for 50% of the semester grade.
- Grades 7 and 8 – Each quarter counts for 45% of the semester grade, and the semester exam is worth 10% of the semester grade.

Grading Scale

A	90-100
B	80- 89
C	75- 79
D	70- 74
F	0-69

Academic Excellence is indicated on the students report card each grading period the student receives all "A's"

Testing Schedule

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 <u>any</u> 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., world languages, advanced mathematics, may encounter times where three tests are scheduled. This is a permissible exception to the normal procedure. Students in grades 8-12 are strongly encouraged to notify teachers if they have more than two tests scheduled in one day.

Late Minor Assignments

At Fort Bend Christian Academy, developing responsibility and time-management skills is an important part of preparing students for Upper School and life beyond the classroom. While Middle School students are still growing in these areas, they are expected to take ownership of their learning by keeping track of assignments and submitting their work on time. For minor assignments

(e.g., homework), a 10-point deduction will be applied for each school day the assignment is late, up to two days. After two days, the assignment will receive a grade of zero (0). We do request parents' cooperation in helping students manage their time effectively and meet academic expectations.

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. Normally, middle school classes will have 3 or more major assignments and included in each grading category per quarter.

Incomplete Grades

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 up to 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.

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. 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 should check myFBCA for missed work and if they have any questions, communicate with their teacher.
2. 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.

Reassessments

Teachers may offer students who score below 70% on a traditional assessment the opportunity to retake the assessment, with a maximum grade of 70%. To be eligible for reassessment, students must complete test error corrections, finish all related classwork and homework, and meet with the teacher during morning office hours.

Conduct Grades: See Handout

Retention and Probation Guidelines

Retention

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.

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 Head of School.

Probation

Fort Bend Christian Academy enforces three types of probation – New Student Probation, Academic Probation, and Disciplinary Probation.

When a student who is on academic or disciplinary probation is being considered for promotion from one division to another (Lower to Middle School or Middle to Upper School) a more formal review will be completed. The division heads from both campuses 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.

1. New Student Probation

   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. 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 administration.

2. Academic Probation

   Academic probation will be determined by the administration using data from a minimum of two quarters and not to exceed one full school year. During this time, the following general guidelines will apply to the student and/or family:

   1. 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 Ds at the end of the semester he/she is on probation.

   The student may be required to receive tutoring.

   Students placed on academic probation due to excessive absences may be required to make up classroom time (arrangements made with middle or upper school assistant heads).

   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)

   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.

   At its sole discretion, Fort Bend Christian Academy may refuse continued enrollment to a student if these conditions have not been met during the probationary period.

3. Middle School Guidelines for Academic Probation

   1. A Middle School student may be placed on academic probation according to the following guidelines:

      The student receives two (2) or more failing quarter grades within two (2) consecutive grading periods.

      i. The student receives one (1) failing quarter grade and two (2) D's within two (2) consecutive grading periods.

      ii. The student receives four (4) D's (quarter grades) within two (2) consecutive grading periods.

      iii. The student fails to meet the attendance requirements per semester (see attendance and credit policy).

4. Disciplinary Probation

   Disciplinary probation will be determined by the administration using data from disciplinary referrals. Students who have excessive

disciplinary referrals will be given a behavior contract outlining the behavior expectations, consequences for failing to meet those expectations, and a timeline for the probationary period. The student, parents and administrators will sign the document agreeing to the terms of the disciplinary probation.

Earning Upper School Credits

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. Parents may challenge the placement of their students in the advanced pre-algebra class provided they sign an agreement that if the student falls below an 80 average by the end of the first quarter they would be reassigned to a 7th Math class.
2. In eighth grade, students are placed in a World 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, Integrated Physics and Chemistry (IPC), or a World 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.

Advanced Level Courses

1. In sixth grade, students are recommended to take advanced sixth grade mathematics based on four areas of criteria: advanced placement test, report card grades, ERB achievement scores and teacher recommendation.
2. Eighth grade students take Integrated Physics and Chemistry as their eighth- grade science class and will 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. This class is taught and graded at upper school levels and standards. No grade points will be given toward upper school transcripts.
3. Eighth grade students may take American Sign Language or Spanish 1 as an elective course and 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. This class is taught and graded at upper school levels and standards. No grade points will be given toward

upper school transcripts.

Eagle Student Planner

Eagle student planners are given to all Middle School. 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 will spot-check the planner during advisory. 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.

We ask all parents to hold their students accountable to this system by checking their 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.

Dress Code

The purpose of the school's dress code is to promote biblical values, maintain an appropriate academic environment, prevent distraction from learning, and to support the student's health and safety. Therefore, the following guidelines are set forth for dress and appearance during school hours:

Girls Grades 5-8

1. Chapel (Wednesday) and Special Events:
    a. Unisex oxford short-sleeve or long-sleeve shirt with FB logo (white and navy pin stripe)
    b. Girls' skort, skirt, pants or shorts (navy) with belt
2. Monday, Tuesday, Thursday and Friday:
    a. Girls' short-sleeve or long-sleeve polo with the FB logo (green, navy, black or white)
    b. Girls' skort, skirt, pants or shorts (khaki or navy) with belt
3. Friday Optional Spirit Attire:
    a. FBCA spirit shirt
    b. Jeans (no holes, rips or tears) or uniform bottoms

Boys Grades 5-8

1. Chapel (Wednesday) and Special Events:
    a. Unisex oxford short-sleeve or long-sleeve shirt with the FB logo (white and navy pin stripe)
    b. Boys' shorts or pants (navy)
2. Monday, Tuesday, Thursday and Friday:
    a. Unisex short-sleeve or long-sleeve polo with the FB logo (green, navy, black or white)
    b. Boys' shorts or pants (khaki or navy)
3. Friday Optional Attire:
    a. FBCA spirit shirt
    b. Jeans (no holes, rips or tears) or uniform bottoms

Additional:

- All outerwear must be purchased from Risse Brothers Uniform or the FBCA Spirit Store (Sugar Land Ink).
- All pants and shorts must be worn with a belt.
- Spirit Store outerwear can be worn with proper Risse Brothers Uniform any day of the week.
- Spirit Wear can be worn on Fridays with uniform bottoms or jeans.
- Leggings must be solid white, navy or black, these can be worn under approved uniform skirts and not as a replacement for pants.

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.

Health and Fitness Uniforms: All middle school students are required to wear the designated health and fitness uniform. All students must wear athletic type shoes and socks for health and fitness.

Footwear: Dress sandals and other sandals with a back strap will be allowed for female students on campus.

1. No shower shoes, athletic slides, crocs, flip-flops, slippers, or low backs (such as UGG style), etc. are permitted during the school day, and
2. Shoes must be worn at all times.

Disciplinary action: Students will receive disciplinary action for dress code violations. Parents may be called regarding any student who does not meet uniform guidelines.

Non-Uniform Dress Code

- Middle School students attending school-sponsored functions, including all home and away athletic games are to use the following guidelines for non- uniform attire:
    - Shorts and skirts should be modest and generally follow school dress wide policy (a minimum five (5) inch inseam is required).
    - Modest tank tops, blouses and shirts are acceptable.
    - Boys are expected to wear shirts unless the Athletic Director and/or division administration gives permission for particular games or spirit activities.
    - Shorts cannot be hidden under oversized shirts.
- Middle School students attending school-sponsored functions, including athletic games, dances and special events should dress modestly and represent FBCA accordingly.
- School Sponsored Special Occasions for Middle School

  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.
    - Girls' dresses should not be immodestly tight. They should be no lower than approximately three inches below the collarbone, and should cover the back below the shoulder blades.
    - Dresses must be no shorter than four (4) inches above the knee, or five (5) inches as measured from the back crease of the knee.
    - Dresses for 8th grade special events may not be strapless or have spaghetti string style straps.
    - Slits in the back, front, or sides of dresses or skirts must be in good taste, be no more than four (4) inches in length, and err on modesty rather than immodesty.
    - 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.

Violations of Dress Code (Middle School)

Students will receive corrective conversations and/or disciplinary action for dress code violations. Parents may be called regarding any student who does not meet uniform guidelines in order to bring dress code-compliant clothes to school.

- First offense: warning and contact home, and change attire if necessary.
- 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 at the discretion of administration.

- If repeated violations occur, the student may be removed from the classroom and placed in in-building suspension.
- The administration will serve as final authority in matters related to dress code.

Free Dress and Jeans Days (Middle School)

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 FBCA 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.

School-Sponsored Activities

Fort Bend Christian Academy usually sponsors the following activities:

- Middle School Winter Fun Night
- 4th Grade Sneak Peak
- 7th Grade Texas Tour
- 8th Grade Camp Eagle
- 8th Grade Celebration
- 8th Grade Dance
- Academic Awards Ceremony
- Fall and Spring Field Day

The Middle School program does support other 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.

House System

In an effort to grow and foster a rich student culture the Middle School has designed a house system. This house system is akin to those of traditional European boarding schools, where students of varying age and gender are forged into a team overseen by invested faculty. The house system builds community, creates ownership, enhances events, welcomes new students, develops leaders and establishes traditions. Each house is maintained at a relatively equal number of students and distribution of age and gender. At least two faculty members serve as House Captains and our 8th grade SALT students serve as House Leaders. Both students and faculty remain in the same house during their tenure at FBCA Middle School. Houses meet every Friday

during community time.

The Eight Houses are House of Courage (Purple), House of Honor (Red), House of Attitude (Blue), House of Motivation (Turquoise), House of Perseverance (Yellow), House of Integrity (Silver), House of Optimistic (White) and House of Nobility (Orange).

If you put it all together, we are truly a C.H.A.M.P.I.O.N. school.

National Junior Honor Society (NJHS)

The National Junior Honor Society (NJHS) is a nationally recognized organization for public and private schools that emphasizes scholarship, service, leadership, character, and citizenship. In the second semester, students are invited to join the FBCA chapter based on their scholarship, conduct, and character first. Once invited, students complete a candidate information form, which will be reviewed by the faculty council made up of teachers and administrators who have been appointed by the Head of the Middle School. Students interested in consideration for NJHS must show a commitment to the five pillars of NJHS, which are scholarship, service, leadership, citizenship, and character.

The eligibility requirements for NJHS are:

1. Candidates eligible for selection to this chapter must be in the second semester of seventh or eighth grade year.
2. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period of one semester at Fort Bend Christian Academy.
3. Candidates eligible for selection to the chapter shall have the following:
    a. Seventh grade candidates must have a cumulative semester average of 93 in core classes.
    b. Seventh grade students who are in advanced ELA and advanced math must have a cumulative semester average of 92 in core classes.
    c. Eighth grade candidates who are enrolled in courses for high school credit must have a cumulative semester average of 90 in core classes.
4. Candidates eligible for selection must maintain good conduct in all classes and must not have any disciplinary referrals or suspensions in the current school year.
5. Candidates eligible for selection must have no more than three (3) unexcused absences.
6. Upon meeting the grade level, discipline, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

If you have further questions about NJHS or would like a copy of the bylaws, please email the Middle School sponsor, Mrs. Wright at

lwright@fortbendchristian.org.

Students Active in Leadership Training (S.A.L.T.)

Students Active in Leadership Training has as its mission to train students in the Biblical characteristics of leadership, to develop their skills as leaders, and to provide opportunities for students to lead. S.A.L.T. is an FBCA student leadership program modeled after the SLU – Student Leadership Institute developed by Larry Taylor at Prestonwood Christian Academy. All similarities are used with permission.

God's Word provides a model of true leadership that is based on three core principles. These Biblical principles formulate a leadership model that emphasizes both individual and institutional commitments to becoming selfless and others- centered. It is the program's goal that these three principles become instilled in the hearts and minds of the students and when put into practice will serve the campus, community, and church.

The eligibility requirements for the SALT program are:

1. Candidate must currently be a 7th grade student at FBCA.
2. Candidate must turn in the required documentation, information and payment by the published deadline, which is outlined in the SALT brochure. This brochure is given to all 7th grade candidates during the 4th quarter of the year.
    a. Incomplete or late submissions will not be considered for selection.
3. Candidates will be evaluated based on the following rubric completed by their teachers (core and elective), coaches and administrators. These faculty and staff members will use a scale of 1-10 to complete the rubric which consists of the following categories:
    - Classroom work: Candidate submits his or her assignments when they are due and produce quality work.
    - Citizenship/Conduct: Candidate demonstrates the ability to be an encouragement to his/her peers, be a positive contributor to the classroom and school environment, exhibits self-control and does not distract or interfere with the learning of others.
        - Any student that has been referred to division leadership and received consequences for conduct infractions will not be considered for selection.
    - School Involvement: Candidate engages in division and/or school activities outside of the normal academic program such as clubs, sports, art, science and/or other school sponsored activities and events.
    - Volunteer: Candidate provides information describing civic, religious and community volunteer work done outside of the school. (This information is included in candidate's essays).

- Church Connectivity: Candidate provides evidence of participation, involvement and leadership in their local congregation. (This information is included in the candidate's essays.)

4. Candidates will schedule an in-person interview with the sponsor. This interview will be considered during the application process.

Candidates will be ranked based on the quality of the information provided within their application for acceptance and the points received from the rubrics completed by their teachers. (Guidelines and expectations are outlined in the brochure provided to all 7th grade students.)

A maximum of twenty (20) candidates (ten (10) males and ten (10) females) will be selected as members of the SALT program.

For more information regarding the S.A.L.T. program, please email the Middle School sponsor,. Suzanne Scott at sscott@fortbendchristian.org.

Chapter

11

Policies and Procedures for the Upper School

IN THIS CHAPTER

- Attendance
- Drop-off and Pick-up Procedures
- Lockers
- School Lunch Program
- Grading Procedures
- Testing Schedule
- Incomplete Grades
- Make-Up Work
- Retention & Probation
- Graduation Requirements
- Grade Point Calculation
- Advanced Placement Program
- Final Exam Policy
- College Days
- Graduation Honors
- Course Credit
- Transfer Credit
- Athletic Credit
- Dress Code
- School Sponsored Dances

Attendance

Tardiness to School: Four (4) tardies in one quarter will result in a discipline referral to the assistant division head. 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.

Tardiness and Credit: A student who is more than ten (10) minutes tardy to any class will be counted absent (unexcused).
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.

Notification of Absence: If your child is going to be late or absent, please email the school at usattendance@fortbenchristian.org before 8:00 a.m.
Absence Documentation: When a student misses a day of school, the student must provide a note containing the following information on the day of his/her return to school:

1. Name of student (include first and last name

2. Date of absence
3. Reason for absence
4. 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 must be submitted through email at usattendance@fortbendchristian.org. Documentation must be received within 48 hours of an absence in order for an unexcused absence to be changed to an excused absence.

Athletic or School Competition

Any student participating in an athletic or academic competition on a school day must be present and attending classes for at least three classes. If a student arrives late, they must check in by 11:30 a.m. If a student leaves early, they may not leave before 12:30 p.m.

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. Students who are out of class during the day for any length of time without the teacher's permission, or without following proper checkout procedures, will receive a zero for work missed and/or will be subject to disciplinary action. (Excessive unexcused absences may result in a student's dismissal from the school).

Drop-Off, Pick-Up and Student Driving Procedures

1. Pick Up and Drop Off: Students should be dropped off and picked up in the car line at the front of the building. If students are tardy, they need to go to the main upper school front desk to sign in, even if they have their first class in the Annex building.
2. Student Drivers: Driving to school is a privilege. 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, found under the Resources tab on Blackbuad, 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. If a student needs a Verification of Enrollment Form for a driving permit or license, the VOE form is under the Resources tab on Blackbaud. Print it out, fill in all blanks, including the date and submit to the Department of Transportation.

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 - Seniors
2nd - Juniors
3rd - Sophomores

d. No students are permitted to park at the athletic complex or Fort Bend County Library during school hours unless authorized by school leadership.

3. Parking Lot Regulations:
   a. The parking lot speed limit is SLOW (5 mph).
   b. Vehicles may not take up more than one parking space.
   c. Any violation of these rules may result in disciplinary consequences.
   d. Students may not be in their vehicle during school hours unless they have permission from school leadership. If there is a reason to believe that a student has anything in their vehicle that is a violation of the law or the FBCA student and Family Handbook, they may be requested to open their vehicle for a search by school leadership.

Lockers

Having a locker is a privilege extended to all 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. Prohibited items (see above) are not permitted in lockers. All 9th and 10th grade students will be assigned a locker, and 11th and 12th grade students may request a locker. 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.

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 may eat in the Eagle Café, at the outdoor seating in the courtyard or on the balcony upstairs in the Upper School lobby. Students may eat in classrooms only if accompanied by a member of the faculty or staff. 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.).

Grading Policies:

Upper School students receive academic grades in all courses. Teachers utilize a variety of assessments to evaluate student learning, including but not limited to classwork, homework, quizzes, tests, essays, projects, group work and presentations. Formal grading categories include Major and Minor assignments. Major assignments account for 60% of a student's quarterly grade in Academic and Honors courses, and Minor assignments account for 40% of a student's quarterly grade. In AP courses, Major assignments account for 75% of a student's quarterly grade, and Minor assignments account for 25% of a student's quarterly grade.

Teachers should ensure that at least 3 Major and 8 Minor graded assignments are included each quarter.

Grading Scale

A: 90-100

B: 80-89

C: 75-79

D: 70-74

F: 0-69

Test Limits: Students should have no more than two tests in one day. Students should inform their teachers or the Assistant Head of Upper School if they are scheduled for more than the daily limit.

Late Work Policy: The late work policy is intended to help students build responsibility and accountability, preparing them for the expectation for college and life beyond the classroom.

Minor Assignments: Late minor assignments are not accepted, and a grade of 0 will be recorded. If a student fails to turn in 3 minor assignments in a quarter, the teacher will contact the parents.

Major Assignment: Major assignments due dates, as well as the time the major assignment is due (i.e. 8:30 a.m., or during class), will be clearly communicated well in advance by the teacher.

Late major assignments are accepted with a 10-point deduction per day for each school day late (up to 4 days). After 4 days, the assignment will receive a grade of 0, and the student is still required to complete the work.

For major assignments, each school day counts toward the 4-day maximum regardless
whether a student's class meets or not.

Extra Credit: Extra credit is not a part of Upper School academic practice

Testing Schedule

Teachers generally 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., world languages, advanced mathematics, may encounter times where three tests are scheduled. This is a permissible exception to the normal procedure. Students in grades 9-12 are strongly encouraged to notify teachers if they have more than two tests scheduled in one day.

Incomplete Grades

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 up to 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

Make-Up Work Due to Absence:

Students with excused absences (due to school events or with a parent's or doctor's note within 48 hours) may make up missed work. For a one-day absence, two days are allowed to complete assignments; a two-day absence allows four days. Each additional absence adds one more day to make up work (e.g., 3 days absent = 5 days to make up work). Students should check myFBCA for missed assignments, contact their teachers with any questions, and be prepared to make up work during Office Hours. Extended absences will be addressed with a personalized plan managed by the Counselor. Students with unexcused absences (no note turned into the school within 48 hours) will receive a 0 for all work that was due on the day of absence. Students still need to turn in the work to show mastery of the subject matter. Students who are truant (i.e. skipping class) when a test is given or when a project or presentation is due will receive a 0. Students who miss class due to a suspension can receive a grade of no higher than a 70 on any assignment due or given on the day(s) of the suspension. Students absent the day before a previously

scheduled project due date (e.g., research paper, project, presentation) will be expected to turn in the project as scheduled. Students absent the day before a test, when the class meets, will be expected to take the test the day following their return to school. Students with an excused absence the day a test is given 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 on time.

Probation

Fort Bend Christian Academy enforces three types of probation – New Student Probation, Academic Probation, and Disciplinary Probation.

When a student who is on academic or disciplinary probation is being considered for promotion from one division to another (Lower to Middle School or Middle to Upper School) a more formal review will be completed. The division heads from both campuses 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.

1. New Student Probation
   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. 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 administration.
2. Academic Probation
   Academic probation will be determined by the administration using data from a minimum of two quarters and not to exceed one full school year. During this time, the following general guidelines will apply to the student 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 Ds at the end of the semester he/she is on probation.
   b. The student may be required to receive tutoring.
   c. Students placed on academic probation due to excessive absences may be required to make up classroom time (arrangements made with middle or upper school assistant heads).
   d. 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 Extracurricular Eligibility)

e. 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.

f. At its sole discretion, Fort Bend Christian Academy may refuse continued enrollment to a student if these conditions have not been met during the probationary period.

Upper School Guidelines for Academic Probation

a. An Upper School student may be placed on academic probation according to the following guidelines:

   i. The student fails one (1) or more courses for the semester.

   ii. The student receives two (2) D's for the semester.

   iii. The student fails to meet the attendance requirements per semester (see attendance and credit policy).

b. 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 division head or counselor.

3. Disciplinary Probation

   Disciplinary probation will be determined by the administration using data from disciplinary referrals. Students who have excessive disciplinary referrals will be given a behavior contract outlining the behavior expectations, consequences for failing to meet those expectations, and a timeline for the probationary period. The student, parents and administrators will sign the document agreeing to the terms of the disciplinary probation.

Graduation Requirements

Courses	FBCA Diploma
English	4
History	4
Math	4
Science	4
Theology	1 per year
World Language	2
Fine Arts	1
Athletics	1

Additional Courses	3
Total Credits	27

1. All students at FBCA are required to take a Theology course each year. Students transferring into FBCA are only required to take Theology courses while enrolled in FBCA. (Transfer students are still required to achieve 27 credits in order to graduate.)
2. Students are expected to take at least six (6) graded classes per year.
3. Two (2) years of the same world language are required for graduation. Three (3) years of the same world language is for students planning to apply to a highly selective college or university
4. All students enrolled in AP courses required 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.

Grade Point Calculations

Grade points will be calculated in the following manner:

1. All grades taken while in Upper School 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.
5. Computations are rounded off to the second decimal place.
6. Grade points will be assigned according to the following 5.0 scale:

Grade		AP and Honors	Academic
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-

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. Students must earn a grade of 70 or above to pass a course.

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

Algebra I	1 credit

IPC	1 credit
World Language	1 credit
Art I (FBCA Course only)	1 credit

Advanced Placement Program

The Advanced Placement Program allows upper school students to undertake college- level academic learning and gives them the opportunity to show they have mastered the advanced material by taking AP exams.

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). In this case, students will be removed and placed in the regular equivalent course. Students in AP courses are required to pay AP exam fees and take the AP exam(s) in May.

Final Exam Exemptions Policy:

For the Spring semester, freshmen may request one exemption; sophomores may request two exemptions; juniors may request three exemptions; and seniors can be exempt from all exams. Students may choose which exams to exempt. Exemptions apply to exams only; final projects do not qualify.
In order to be exempt a student must meet the following qualifications:
A 90 or above average in the class for the semester. Grades will be calculated based on the average of the Q3 grade and the Q4 grade as of the second Friday in May. If a student's grade changes after that date, his or her exemption status will remain unaltered. No Unexcused Absences in the class for the semester
No more than five Excused Absences in the class for the semester. Absences due to school-sponsored activities, approved college visits, surgery/hospital stay, or death in the immediate family are not counted against the student.
No more than four tardies in the class for the semester.
No disciplinary issues for the semester. Any student taking an AP exam will be automatically exempt from the semester exam, regardless of their semester grade for that course, provided they meet the absence, tardy and disciplinary requirements. Exemptions earned by way of taking an AP exam do not count against a student's maximum number of exemptions allowed. Exemptions are a privilege and not a right. As such, we will not accept retroactive excuses at the end of the semester in an attempt to bring absences and/or tardies in line with the exemption requirements. Excuse notes must be submitted within 48 hrs of the absence in order to be considered valid. These notes may be sent to usattendance@fortbendchristian.org. Notes need to be from a physician or parent and include student name, date of absence and reason.

College Days

Junior and senior students are allowed four days to visit prospective colleges.

College Days may not be taken during Eagle Week. All students receiving approval for absence from classes for visits to colleges must provide documentation of the visit to those institutions. If documentation (dated to correspond with absence date(s)) from the University is not provided within 5 days of the students' return, the absence will be classified as an excused absence but will count toward exemption totals. Use of these "college visit" days for any other purpose is not acceptable without specific approval from upper school administration. Students who need more than their allotted number of days may submit a written request from parents to the Director of College Counseling 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. Class Rankings

   FBCA is a non-ranking school, but for purposes of admission into some Texas public universities, the school will rank the top 10%. Class rank is determined by the GPA and is taken from all upper school grades. Class rankings will be calculated through the end of first semester in senior year or six semester calculation. For class rank purposes, the 3rd quarter grades of the senior year will count as a semester grade.

   In order to be included in the top ten percent, transfer students must have attended Fort Bend Christian Academy from the beginning of their sophomore year.

   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 will be reported as #1, #2, #3, etc.

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

2. 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 quarter grading period of the senior year. 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. For class rank purposes, the 3rd quarter grades will count as semester grades.

   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 sophomore year.

   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.

Course Credit

1. Course Selection: Each spring, academic advisors present course options for the next school year and meet with students to review their four-year plan. FBCA does not have an open enrollment policy for Honors and/or Advanced Placement courses, so we work closely with students to make sure they are placed in courses where they can be successful. Additionally, because we strive to provide each student the opportunity to take the courses they requested and for which they have been approved, we will only change student schedules based on teacher recommendation.
2. Original Credit not at FBCA: A student must petition and receive approval to take a summer school course for original credit prior to the student's registration in the program.
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. 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 both grades on the transcript.

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 for honors courses that are offered at Fort Bend Christian Academy.

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.

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 three (3) ways in which to earn P.E. credits at Fort Bend Christian Academy:

1. 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.

2. Work as a student manager for an athletic team.

   a. Sign up with the Director of Athletics.

   b. Each sport will count as one (1) semester (.5 credit).

   c. Students must complete the entire season to receive credit.

   d. Participate as an athletic trainer (option for 10^{th} – 12^{th} grade students).

3. 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 8 hours per week for each week of the semester and 80 hours in a semester.

      iii. The supervisor should email the school registrar validating the student's participation.

      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.

Dress Code

The purpose of the school's dress code is to promote biblical values, maintain an appropriate academic environment, prevent distraction from learning, and to support the student's health and safety. Therefore, the following guidelines are set forth for dress and appearance during school hours:

Girls Grades 9-12

1. Chapel (Thursday) and Special Events:

   a. Unisex oxford short-sleeve or long-sleeve shirt with the FB logo (white and navy pin stripe)

   b. Girls' skort, skirt, pants or shorts (navy)

2. Monday, Tuesday, Wednesday and Friday:

   a. Girls' short-sleeve or long-sleeve polo with the FB logo (green, navy,

black, or white)

b. Girls' skort, skirt, pants or shorts (khaki or navy)

c. Seniors may wear college shirts on Friday

3. Friday Optional Spirit Attire:

a. FBCA spirit shirt

b. Jeans (no holes, rips or tears) or uniform bottoms

c. Uniform pants and shorts must be worn with a belt

Boys Grades 9-12

4. Chapel (Thursday) and Special Events:

a. Unisex oxford short-sleeve or long-sleeve shirt with the FB logo (white and navy pin stripe)

b. Boys' shorts or pants (navy)

5. Monday, Tuesday, Wednesday and Friday:

a. Unisex short-sleeve or long-sleeve polo with the FB logo (green, navy, black, or white)

b. Boys' shorts or pants (khaki or navy)

c. Seniors may wear college shirts

6. Friday Optional Attire:

a. FBCA spirit shirt

b. Jeans (no holes, rips or tears) or uniform bottoms

c. Uniform pants and shorts must be worn with a belt

Additional:

- All outerwear must be purchased from Risse Brothers Uniform or the FBCA Spirit Store (Sugar Land Ink).
- All pants and shorts must be worn with a belt.
- Spirit Store outerwear can be worn with proper Risse Brothers Uniform any day of the week.
- While official school logo hoodies are allowed, hoods may not be worn in the building.
- Spirit wear can be worn on Fridays with uniform bottoms or jeans.
- 12th grade students may wear college outerwear over their Risse Brothers Uniform any day of the week.
- FBCA may occasionally designate certain days as free dress days or themed dress days. School leadership will communicate specific instructions regarding dress expectations for these days, but dress should always err on the side of modesty and good taste. Unless otherwise stated leggings, athletic shorts, tank tops and crop tops are not allowed.

- Upper School students attending school-sponsored functions, including athletic games, dances and special events should comply with Non-Uniform Dress Code provisions below, dress modestly and represent FBCA accordingly.
- Leggings must be solid white, navy or black, these can be worn under approved uniform skirts and not as a replacement for pants.

Footwear: Dress sandals and other sandals with a back strap will be allowed for female students on campus.

1. Appropriate footwear does not include shower shoes, athletic slides, crocs, Birkenstocks, flip-flops, or slippers.
2. Shoes must be worn at all times.

Disciplinary action: Students will receive disciplinary action for dress code violations. Parents may be called regarding any student who does not meet uniform guidelines.

Non-Uniform Dress Code

- Upper School Students attending school-sponsored functions, including all home and away athletic games are to use the following guidelines for non-uniform attire:
    - Shorts and skirts should be modest and generally follow school dress wide policy (a minimum five (5) inch inseam is required).
    - Modest tank tops, blouses and shirts are acceptable.
    - Boys are expected to wear shirts unless the Athletic Director and/or Upper school administration gives permission for particular games or spirit activities.
    - Shorts cannot be hidden under oversized shirts.
- School Sponsored Special Occasions for Upper School

    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.

    - Girls' dresses should not be immodestly tight. They should be no lower than approximately three inches below the collarbone, and should cover the back below the shoulder blades.
    - Dresses must be no shorter than four (4) inches above the knee, or five (5) inches as measured from the back crease of the knee.
    - Slits in the back, front, or sides of dresses or skirts must be in good taste, be no more than four (4) inches in length, and err on modesty rather than immodesty.
    - 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.

Violations of Dress Code for Upper School

Students will receive corrective conversations and/or disciplinary action for dress code violations. Parents may be called regarding any student who does not meet uniform guidelines in order to bring dress code-compliant clothes to school.

- First offense: warning and contact home, and change attire if necessary.
- 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 at the discretion of administration.
- If repeated violations occur, the student may be removed from the classroom and placed in in-building suspension.
- The administration will serve as final authority in matters related to dress code.

Free Dress and Jeans Days (Upper School)

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 FBCA 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.

School-Sponsored Dances

1. 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. 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.

Chapter

12

Student Management Plan

IN THIS CHAPTER

- Biblical Guidelines for Student Management
- Organization of Student Management Plan
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- Rights/Responsibilities of Students
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- Rights/Responsibilities of Administrators
- Home/School Cooperation
- FBCA Standard of Conduct
- The Student Code of Conduct
- Discipline Philosophy
- Disciplinary Consequence
- General Guidelines for Implementing Disciplinary Consequences
- Levels of Offenses and Consequences
- Miscellaneous Provisions of the Student Code of Conduct

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.

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, 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 Division Discipline Officers

The Division Discipline Officers of each school shall be the Head of Division and Assistant Head of Division. Duties shall include the authority to:

- Assess and implement the Student Code of Conduct,
- Place a student on disciplinary or academic probation,
- Remove a student to a temporary on-campus educational setting, not to exceed three consecutive days (IBS - In-Building Suspension),
- Suspend a student for no more than three consecutive or six total school days in a school year,
- File charges with law enforcement agencies should a student infraction constitute a violation of the law,
- Decline to extend an invitation to enroll for the succeeding semester, and/or
- 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.

Responsibilities of Students

FBCA strives to treat all students 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; and
10. Taking home all school-related communications

Responsibilities of Parents

1. FBCA strives to provide parents of our students with:
    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. Participation in all appropriate school functions;
    e. Conferences with the appropriate school personnel in matters relating to their child(ren);
    f. Sharing your time and talents by participating in the many volunteer opportunities;
    g. Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives; and
    h. Participate in school-related organizations.
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 (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 tardiness;
    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; and

r. Follow the prescribed "chain of command" - teacher, division head, Head of School, school board - in pursuing issues or seeking to resolve disputes.

Responsibilities of Teachers

1. FBCA Strives to provide Teachers with the ability to:
   a. Teach in a classroom free from disruption and undue interruption;
   b. Receive prayerful support of administrators and parents; and
   c. Receive 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. Seek to 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; and
   k. Serve as appropriate role models in accordance with the standards of their profession and the Christian faith.

Responsibilities of Administrators

1. FBCA strives to provide Administrators with the opportunity to:
    a. Make decisions that are in the best overall interest of the school; and
    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. Seek to provide 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; and
    i. Serve as appropriate role models in accordance with the standards of their profession and the Christian faith.

Home and School Cooperation

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 may 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 conductive 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.

Drugs and Alcohol

General: Students are prohibited from possessing, using, selling or purchasing any

alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited.

Testing: Students may be required to submit to urinalysis or hair analysis drug screens, blood alcohol tests, breathalyzer tests and/or medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) given reasonable suspicion, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary status and such screenings or examinations are terms of continued enrollment. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

Self-Reporting: The School wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to guidance or the administration prior to being selected for testing under this policy, or the School becoming aware of their alcohol or drug use, will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School's guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School's discretion, and other similar processes.

Consequences: In addition to determining the appropriate disciplinary action, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling or evaluation by a medical professional approved by the administration, including but not limited to requiring a reciprocal release so the School can communicate with the medical professional; therapeutic, medical or rehabilitative intervention by a medical professional or program approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period

and at intervals to be determined by the School's administration.

Weapons and Threats

Firearms, guns, explosives, knives, tasers and other weapons ("Guns") are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Guns are also prohibited from being in locked vehicles or trunks while parked or driving on campus.

Students and parents are prohibited from bringing any type of weapon or ammunition (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nun chucks, etc.) and look-alike or toy weapons to School (including, without limitation, parking lots, athletic fields, and out buildings) or School-sponsored events. This prohibition includes, without limitation, knives (all types including, without limitation, pocketknives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

Employees, students, parents and visitors shall not 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 real, look alike or toy firearm, gun, explosive, knife, taser or other weapon. Campus security officers may be allowed to be armed on campus.

The School takes all threats seriously, even when students or parents make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by governmental authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

The School reserves the right to address weapons and threats, and to impose discipline, in its discretion, up to and including dismissal if the School deems it appropriate. Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of

the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (i.e., access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Identification of Offenses and Disciplinary Procedures

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.

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.

Academic Integrity Violation: The FBCA Honor Pledge, in the Student Management section of this handbook, is expected to govern and guide all student work. Academic Integrity Violations may take many forms. It includes copying homework, sharing one's own work, handing in another's work as one's own, the unauthorized use of online test banks, cheating, plagiarism (intention or unintentional), and the use of artificial intelligence (AI) to complete part or all of an assignment unless given permission by faculty or division administration. Students may be dismissed from the school after three (3) Academic Integrity Violation/plagiarism infractions.

Cheating – Cheating is a serious offense. It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from his own mind. Cheating involves components of both stealing and lying. Therefore, students must come to understand the seriousness of an act of cheating.

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment/test.
- The respective administrator will be notified.
- The student will confer with the administrator and parents will be notified.
- If the student holds any sort of leadership position in a class, club, or athletic team, he/she may lose his position. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
- Cheating, in any form, properly established, may make the student ineligible for all academic honors or awards in all subjects.
- A second offense in any Middle and Upper class will cause the student to

automatically fail the grading period in the class in which the offense occurred with a grade no greater than 69%.

- A conference with parent, student, teacher, and administrator will be held.
- A third offense may result in expulsion.
- Cheating on a final exam will result in an automatic grade of zero for the exam. Examples of cheating include:
- Cheating on an assignment is the inappropriate copying of another student's work.
- Cheating on a classroom test includes the use or possession of cheat notes or comparable material on a quiz, test, or major exam (includes a verbal exchange between students, looking on another student's paper, or offering his own to another student). Certainly, included is obtaining or passing advance copies of test items/information.
- Cheating on a project that involves students/individuals sharing information on an assignment or project for which specific instructions have been given to receive no help from any other source than those approved by the teacher.
- Plagiarism is a form of cheating. It may include knowingly repeating another's sentences, adopting a particular phrase, or expressing someone else's line of thinking in the development of a thesis as though it were the student's own.

Teachers are required to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation. Students should always be reminded by the teacher of the consequences of cheating.

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.

Digital Citizenship- Students who use social networking sites including, but not limited to, Facebook, Twitter, Instagram, YouTube, etc., should act responsibly, bearing in mind that online information is public, not private. Students should demonstrate utmost respect for the rights and feelings of others. Therefore, gossip, insults, or any negative comments are highly discouraged as are demeaning or derogatory pictures about others, especially those in the FBCA community, and are strictly prohibited. Threatening or harassing statements, and any actions that qualify as bullying, are also strictly prohibited. We offer the following guidelines:

- Behavior on social networking sites may result in disciplinary action.
- Exercise care with privacy settings and profile content- pictures are most effective when tasteful.
- Refrain from listing complete birthdays, home addresses, or phone numbers.
- If students associate with social networking groups, make sure they are

consistent with the mission and reputation of the school.

- The most effective use of communication with college representatives is through their email address and not through social networking sites.
- Students are discouraged from asking faculty to be friends on Facebook.
- Student cell phones or other electronic devices may be taken up at any time, without warning, by any member of the faculty or administration given reasonable suspicion that there is content that would violate the FBCA's Student Code of Conduct. Divisional administrators have the right to review cell phone or other electronic device content in such situations. Content revealed during this process may cause the student to incur disciplinary action up to and including dismissal or non-renewal for future academic years at the sole discretion of the school.

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.

Items that detract from the spiritual and academic mission of FBCA or have the potential for significant disruption or distraction are forbidden at school or any school- sponsored activity. Campus administration reserves the right to determine which items are considered disruptive.

FBCA Students are expected to show respect in all situations. This extends to respect for our country by standing during the Pledge of Allegiance and the National Anthem. Students who refuse to show respect in this matter may be subject to disciplinary action.

Disruptive Activities – The School 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. Students not in the appropriate FBCA uniform are subject to disciplinary action.

Elevator- Students may not use the school elevators unless they have received written permission from the school nurse.

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.

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.

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

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 FBCA campus and off-campus events are all inappropriate times and circumstances for public displays of affection. Such displays shall include, but not be limited to, kissing and prolonged embracing.

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.

Tardiness - 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's possession, delivery, or use of tobacco products, including but not limited to cigarettes, e-cigs, vapes, vape pens, cigars, snuff, chewing tobacco, pipes, or lighters, is absolutely prohibited. This prohibition extends to any school-related activity or event. Additionally, as contents of vape pen liquids are difficult to regulate and identify, campus administration reserves the right to require a drug test from any student found in possession of a vape/vape pen/e-cig. The drug test will include both a hair follicle and urinalysis done at an appropriate third-party lab at the student and his/her parent/guardian's expense.

1st Offense: Two (2) day suspension

2nd Offense: Four (4) day suspension

3rd Offense: Expulsion

Discipline Philosophy

Discipline is established and maintained at FBCA with the intent to train or build it into the lives of students (Matthew 28:19; Proverbs 22:6). Our goal is for students (and adults) to grow in self-discipline according to God's Word so that external discipline measures become less needed.

The following statements provide some perspective on the school's discipline philosophy:

- Discipline may be at first perceived as unpleasant, and involve a difficult process of sorrow and repentance; however, the end result is to produce righteousness, peace and strength. (Hebrews 12:11-13; II Corinthians 7:8-10; Proverbs 23:13-14).

- While discipline may result in short-term or long-term consequences, this does not stop full forgiveness from being extended (II Samuel 12:9-14; Numbers 14:18-23; Psalm 99:8; Exodus 34:5-7; Jeremiah 30:11).
- Discipline is directed at the behavior or attitude, not the individual person.

In the Christian community, we sometimes force the wonderful concepts of grace and forgiveness to necessitate the elimination of any human consequences. Some might even claim that external consequences are a form of vengeance that would rightfully belong only to God. It is true that consequences without forgiveness can become vengeance or retribution, but it is also true that forgiveness without consequences can become a failure to properly correct and license. We seek to avoid both errors. Consequences are God's way of changing us, and thus, consequences with forgiveness become healing, purifying, and sanctifying (II Corinthians 2:5-8).

In addition, grace is not a shield against consequences but the power to change behavior, to do what is right (II Corinthians 9:8; 12:9; Jude 1:4; Titus 2:11014).

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. To contribute to a good social and educational environment, acceptable standards of behavior will be expected at all times. Discipline will be administered when there are violations of these principles and he policies set forth in this handbook. When an offense is committed, repentance and reconciliation will be sought in a biblical manner. When a violation occurs, discipline will be at the discretion of the Division Head based on the totality of the circumstances and will be dealt with in accordance with the level and category as set forth herein.

Identification of Disciplinary Consequences

The following disciplinary consequences, as defined, constitute an array of responses available to the teachers and administrators at Fort Bend Christian Academy. Nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. Certain Handbook and Code of Conduct violations, including but not limited to tardiness, truancies, and Academic Integrity Violations, carry inevitable academy consequences imposed by FBCA personnel. Note that FBCA does not use corporal punishment.

1. 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 parent notification.

2. Detention System

   To deal with student disregard for established school policies and regulations, or when the management system does not appear to be correcting the problem, further options are open to the Administration to address a pattern of disregard for regulations.

   Detentions earned will be processed each semester in the following manner:

a. 1st – 4th Detention: 1-hour Detention Hall as assigned (Detention Hall is not a study hall, students will have assigned work.)

b. 5th Detention: Saturday Detention (will consist of duties as assigned)

All detentions are cleared at the end of each semester; however, the Saturday Detention record is cumulative throughout the school year.

Failure to serve a scheduled detention will result in the following disciplinary measures:

a. First time: Additional detention given

b. Second time: 1 day of IBS (In-Building Suspension) and parent conference

c. Third time: 1 day OCS (Off-Campus Suspension) and parent conference,

Disciplinary Probation invoked

d. 4th time: 2 day minimum OCS, parent conference, student to be reviewed by the Head of School

Saturday Detention

Students may be assigned to a four-hour (8:00 A.M. to 12:00 P.M.) session of Saturday Detention.

a. Saturday Detention may be re-scheduled once upon receipt of a written request by the parent.

b. Failure to attend will result in loss of eligibility for exam exemptions, Disciplinary Probation for the remainder of the school year with re-enrollment held until June 1 and re-enrollment possibly denied at that time, and the student will be scheduled for the next available Saturday Detention.

c. A second Saturday Detention may result in the student being placed on Disciplinary Probation.

Upon assignment of the student to a third Saturday Detention within the school year:

a. The student will be suspended for 2 days.

b. Re-entry to school will require a parent conference with the Administration.

c. Disciplinary Probation will be invoked and possible non-renewal of the enrollment contract.

3. Student/Administrator Conference

Students may be referred to the division head's office directly for severe offenses or when teacher-directed disciplinary responses prove inadequate to control the student's discipline problems. The division head, 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 division head shall specify the offense of which the student is accused and indicate those corrective measures the teacher has

already taken.

4. Parent-Teacher or Parent-Administrator 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.

5. 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 division head 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.

6. In-Building Suspension

   This may be assigned only by the Head of Upper School or Assistant Head of Upper School. The student must report to a designated, supervised area and will remain in this area, apart from regular classes and activities, for no less than one or no more than five consecutive school days.

   The parent will be notified by the Assistant Head of Upper School as to the following provisions:

   a. Placement in In-Building Suspension makes a student ineligible for semester exam exemptions.

   b. Students will not be permitted to participate in any school activity/contest on the days of their suspension.

   c. Administration will assign extra work appropriate to the offense.

7. 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 division head or assistant division head will notify the parents. (See "Terms of Probation.)

8. 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 division head or assistant division head will notify the parents immediately. (See "Terms of Probation.)

9. 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.

10. Off-Campus Suspension

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

    a. The parents will be notified to take the student home the day of the occurrence or give permission for the student to leave campus.

    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 five consecutive days.

    d. A suspended student will not be allowed to return to school without a parent/division head 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. Students will not be permitted to participate in or attend any school activity/contest on the days of their suspension.

    g. Suspension automatically initiates disciplinary probation.

11. Expulsion

    If attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant FBCA's most drastic sanction, then the Division Head may recommend to the Head of School

that a student be expelled. The Head of School has the ultimate authority with respect to expulsions or dismissals. Any student expelled or dismissed from FBCA will not be allowed on campus or attend any school functions.

12. 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.

13. Self-Reporting

    A student who self-reports a conduct infraction to either the counselors or administration for the purpose of seeking help may receive mitigated disciplinary consequences so long as the disclosure occurs prior to the school's knowledge of the problem and the student agrees to comply with the recommendations regarding testing and/or treatment. However, the student will be subject to the same rules as any other student and will be subject to disciplinary action for any future violations of school rules.

Miscellaneous Provisions of the Student Code of Conduct

1. Searches

   Parents and students authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices, at any time and without prior notice. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a School administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of electronic devices includes laptops, phones, tablets, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the School's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, etc.). Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with or otherwise impedes an inspect by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

2. Investigations

The School will typically investigate issues and question students without a parent's presence. Students are expected to cooperate in investigations including participating in interviews and answering questions. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to act, including proceeding without a statement from the student, to require the student to withdraw from school, or dismissal. A withdrawal from the School during the pendency of the investigation does not preclude the School from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other schools, colleges, and universities

3. Handling Grievances

If a student, parent, or staff member has questions or concerns regarding the behavior of another (including disciplinary action by teacher or administrator or the policy under which an action is taken), he/she shall follow the principles given in Scripture as outlined below.

The school believes that all matters should be resolved in a spirit of candor and grace and that the procedure below follows the principles found in the 18th chapter of the Gospel of Matthew.

First, consider bringing the concern, question, or grievance directly to the person involved, and in good faith, try to resolve the matter.

Second, if the matter cannot be resolved by discussion with the other person directly involved in the matter, take the matter to the next level of authority.

Third, some cases may need to be reviewed by school administration if resolution cannot be found at lower levels of review.

Fourth, if the matter still cannot be resolved, the matter may be brought to the Head of School for review. A summary of the matter, and the attempts already made to resolve the matter, must be tendered in writing prior to the matter being reviewed. The Head of School may review and conduct a hearing on the matter personally in order to come to a final decision on the matter.

Fifth, if the aggrieved party has exhausted all previous steps, and is not satisfied with the decision rendered by the Head of School, or feels the school policy has been violated, they may appeal the final decision to the Board of Trustees. Such a request must be in writing and explain the reasons why the party believes the circumstance should be reviewed or changed. If the Board of Trustees declines to review the matter, any decisions rendered by the Head of School will be considered final. If the Board of Trustees decides to review the matter, any decision rendered by the Board of Trustees will be considered final. A request to present the situation to the Board of Trustees shall be made through the Head of School's Executive Assistant.

4. 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 division head and seek resolution. If the parent is not satisfied with the resolution of the policy violation from the division head, 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 Executive Assistant.

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

Chapter

13

Anti-Bullying Policy

Mission

Introduction

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 Harassment and Bullying Policy

Fort Bend Christian is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another child's pants, to look up someone's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, online or at a School-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to Division Head. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above. Delays in reporting may compromise the School's ability to appropriately investigate.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness or apparent willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, requiring certain haircuts or styles, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact Division Head and ask.

A student violates this policy whenever the student engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to Division Head. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Chapter 14

Athletic Handbook

IN THIS CHAPTER

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

Fort Bend Christian Academy Athletic Mission Statement:

The mission of the Fort Bend Christian Academy Athletic Department is to provide a Christ-centered quality athletic program. A successful FBCA Athletic Department will glorify God while developing student athletes, and mentoring them in blending a competitive spirit in the athletic arena while attaining excellence in their spiritual lives, academic endeavors, and social responsibilities.

Responsibilities of Student of 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, 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 affect 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 Contacts:

Director of Athletics: Richard Lazarou

Assistant Director of Athletics: Deon Minor

Assistant Director of Athletics: Brandon Scott

Head Athletic Trainer: Danielle Kaeser

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. Involved parents 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 him/her for the rest of their lives.

Meetings are held on the first Monday of each month in the FBCA Eagles Field House 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.

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 eight 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 typically offers the following sports:

Fall

Upper School and Middle School

- Football

- Cheerleading
- Cross Country
- Volleyball

Upper School Only

- Dance

Winter

Upper School and Middle School

- Basketball
- Swimming
- Soccer
- Cheerleading

Upper School Only

- Dance

Spring

Upper School and Middle School

- Baseball
- Softball
- Track
- Golf
- Tennis

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 forms found at www.rankonesport.com before he/she can practice for his/her sport. It is mandatory for all forms to be submitted through the Rank One portal. Please visit www.rankonesport.com to complete the forms. Physical forms need to be submitted to physicalforms@fortbendchristian.org. There are a total of six (6) items – five (5) items will be completed and signed electronically, and the physical will need to printed out and completed and signed by a doctor.

1. TAPPS Physical
2. TAPPS Student Profile
3. TAPPS Medical History Form
4. TAPPS Signature Page

5. Honor Code Form
6. Athlete Liability Release Form

The Upper School has seven required forms that need to be signed and turned in:

- Sports Physical form – Submit to physicalforms@fortbendchristian.org.
- Medical History form – Rank One
- FBCA Athletic Liability Release Form – Rank One
- TAPPS Acknowledgement of Rules – Rank One
- Sudden Cardiac Event form – Rank One
- Concussion Awareness Form – Rank One
- FBCA Honor Code Form – Rank One

The Middle School has four required Forms:

- Sports Physical form – Submit to physicalforms@fortbendchristian.org.
- FBCA Athletic Liability Release Form – Rank One
- Sudden Cardiac Event Form – Rank One
- Concussion Awareness form – Rank One

All physicals and other required forms must be submitted to Rank One and physicalforms@fortbendchristian.org before the athlete may participate in an extracurricular activity.

FBCA 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. All physicals must be signed by a doctor and all other forms must be completed in Rank One at www.rankonesport.com prior to participation in the student's desired sport(s). Physicals are valid for a full year from the date of the physical while all other items expire on June 1. Irrespective of physical, all sports are engaged at the student's/family's own risk.

Each student athlete must have a completed physical prior to participating in workouts or practice. This physical and the accompanying other forms need to be current.

Conflicts with Extracurricular Activities:

An individual student who attempts to participate in several extracurricular activities will undoubtedly be in a position of conflict of obligations. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid conflicts. This would include being cautious about belonging to too many activities with which conflicts may occur. It also means notifying the faculty/sponsors/coaches involved immediately when a conflict does arise.

A student that has been identified to have a conflict will be asked to complete the

FBCA Multiple Activity Form. Once the decision has been made, and the student has followed that decision, he or she will not be penalized by either faculty sponsor or coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

Transportation and 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 less than a 100-mile radius from FBCA facilities. If an athletic event is more than 100-mile radius from FBCA facilities, a charter bus will be procured for the trip.
- 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.
- 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 purchased by Fort Bend Christian Academy are the property of Fort Bend Christian Academy.
- 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.

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.
- In order for the student athlete to gain PE credit, the athletic director should be given a list of all athletes who complete the season by the TAPPS mandated certification date for their respective sport.
- 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 and 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 following awards will be provided by the Athletic Department:

- Varsity students earning all A's during their season will receive a patch for their letter jacket.
- A pin and bar for their letter jacket for the first time recipient on a Varsity team.
- For subsequent years of varsity participation, the student athlete will receive a bar only for their letter jacket.
- Participation certificates will be awarded to student athletes on Junior Varsity and Freshman teams or per the Head Coach's designation.

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. The FBCA dress code will be strictly enforced, as this event will be on FBCA property.

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 varsity athlete 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 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.

In-season sports will always have priority. 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.

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, teamwork, 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
	Cross Country
	Volleyball
	Cheerleading
Winter	Basketball
	Soccer
	Swimming
	Cheerleading
Spring	Baseball
	Softball -Girls
	Track
	Tennis

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.