

FAITHFUL GROUNDS

CHRISTIAN ACADEMY

A MINISTRY OF I35 CHURCH



PARENT-STUDENT HANDBOOK

2026-2027 ACADEMIC YEAR

**EDUCATING MINDS. DISCIPLING HEARTS.
IMPACTING ETERNITY.**

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Welcome to Faithful Grounds Christian Academy!

Faithful Grounds Christian Academy has been called to guide children in developing a relationship with and love for our Savior, Jesus Christ. We are committed to providing a biblically based, creative, joyful, loving, and academically strong environment under the guidance of Christian teachers, leaders, and administrators and under the Lordship of Jesus Christ. At Faithful Grounds, students grow spiritually, emotionally, socially, and academically. Our curriculum includes hands-on, individual, and group learning experiences designed to develop creative and innovative thinkers as well as spiritual warriors. Small teacher-to-student ratios help us accommodate each student's learning style and ability. We are dedicated to building Christ-centered individuals and developing their God-given talents and skills so they may glorify and serve the Kingdom of God.

Our goal is to transform hearts for the Kingdom while providing a quality education. We believe Christian education is a life-changing opportunity to develop a meaningful relationship with God and other believers. Faithful Grounds Christian Academy pursues this purpose within a diverse community of students, parents, and teachers.

This handbook contains essential information about the school and explains our expectations for students and families. Please read it carefully and contact the school if you need clarification. After reviewing the handbook, sign and return the acknowledgment page to your child's homeroom teacher.

In His Service,

Karen Barco- School Principal

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Vision

Vision of Faithful Grounds Christian Academy

We rejoice in and celebrate the privilege of training up our youth to be disciples of Jesus Christ while equipping them, through an unparalleled academic experience, to confidently, eloquently, and persuasively engage their community and world. We strive to promote young men and women who think clearly and listen carefully with discernment and understanding; that are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We aim to find them well prepared in all situations, possessing both information and knowledge of how to use it, and we aspire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning.

We believe that our mission is to guide children to develop a relationship with Jesus Christ while providing a quality education from a Christian perspective, we proudly embrace the differences in all of God's children and aim to serve every child.

We are a ministry of I35 Church and we are blessed to have the opportunity that many others around us don't have. We begin and end each day with prayer; we sing praises to the Lord; we handle conflict as directed in the Scriptures; we learn the Word of God; and we strive to be full of grace.

Faithful Grounds Christian Academy is committed to providing them with a comprehensive rigorous educational program, of uncompromising quality within a stimulating and nurturing environment. From our weekly art and music classes to our advanced mathematics courses, Faithful Grounds is providing our students with an education that develops the Christian mind nurtures the soul and shapes the character... for today and the future.

Educational Philosophy

The educational philosophy of Faithful Grounds Christian Academy involves developing a deep, personal relationship with every student in order to allow for a more personalized, thorough educational experience. We believe there are times different techniques and strategies have to be offered in order to reach the needs of the students, and for them to reach their God-given potential. We strive to educate the whole child: his spirit, mind, and body.

Statement of Faith

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

General Information

The school board retains the right to accept or deny admission or readmission to the school based on test scores, academic grades, and/or student or parent behavior that may disrupt the harmony and well-being of the school.

Parents are expected to comply with staff recommendations concerning special testing, teaching methods, etc. Results of testing must be submitted to the administration when requested. Parents who do not comply, may be asked to withdraw their child.

Admission

All entering students must receive an educational evaluation. Students in grades 1st through 8th will be administered a diagnostic test to measure reading, language, and mathematics levels. All students/parents will have an interview with the principal upon admission. Admission will be based on available space as governed by class size.

1. A valid birth certificate, immunization records, and parent driver's license are necessary before an application is considered complete.
2. The results of ACE assessment, and previous report cards will be used to determine the best grade level at Faithful Grounds Christian Academy for entry.
3. Registration fee must be paid along with application submission.
4. New student applications for the following school year will be accepted prior to first day of school. Applications received after that date will be handled on a case-by-case basis, however there will be no priority given to classroom placement for late applicants.
5. All financial agreements between the family and the school must be understood before an admission is considered final. Please refer to the Tuition Schedule or speak to the Business and/or Office Manager for financial information.
6. If the applicant is approved for enrollment, a contract will be offered with all financial details specifically defined. Please carefully read the contract prior to signing it, as it is a full, one-year commitment to the school.
7. FGCA admits students of any race, color, gender, national or ethnic origin and provides all the rights, privileges, programs and activities accorded or made available to students at this school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, or any other school administered programs.
8. Though not required to be Christian, the parents of students at FGCA should have a clear understanding of the Biblical philosophy and purpose of the school. This understanding includes the willingness to have their child exposed to the clear teaching on the school's Statement of Faith in various and frequent ways within the school's program. Daily Bible instruction, daily prayer, and weekly chapel are requirements for every student attending FGCA.

9. The parents must be willing to cooperate with all the written policies at FGCA.

A. Admissions Committee

An admissions committee consists of those who will review applications and make the determination as to which students are admitted and re-enrolled in the school and which students are rejected. The committee will consist of one or two people, typically pastor/administrator and supervisor/teacher.

B. Re-enrollment

Every year, every student must submit an application for re-enrollment. Forms will be sent during the spring semester. The admissions committee will review each student's file annually and determine whether re-enrollment is advisable. The committee will consider all of the factors, including student discipline, Godly character, personal growth, tuition payment record, parental participation and support of the school, etc. If re-enrollment is declined a letter will be sent stating so.

C. A.C.E. Regional Student Convention

These conventions help the student discover the talents, gifts, and abilities that God has given them. Every qualifying student is encouraged to participate, there are over 140 categories to pick from. Some of the categories are academics, arts, photography, athletics, music, etc. A.C.E Junior and Regional Convention is held out of town in Palacios, Texas and is a week -long event (Mon.- Fri.). We also encourage our students to participate in the TGHD Fine Arts Festival. This is a two day event held in different cities around Texas and both events take place in March.

D. Annual Review of Student Achievement

In the spring, selected students will be administered the Iowa Achievement Test. This test is used to measure the student's progress in a particular grade and subject. The student's scores are compared to students' scores from across the nation by age and grade to obtain a norm. Students planning on taking college courses with TAMU will have to pass TSI2.

Students will review test-taking techniques prior to the testing date. Students cannot study for this test. Testing is based on accumulated knowledge acquired over the year or previous years.

Testing should not be a threatening experience for a child. If a child does his/her class work and homework on a regular basis, the student will be better prepared for the achievement test.

Tuition

Upon registration, students are enrolled for the entire academic year, and parents are responsible for the entire yearly tuition. In order to help parents meet their financial obligations, yearly tuition is divided into ten monthly installments beginning August 1st and ending on May 1st (except for summer school). Invoices will be sent monthly or payment must be brought to the school office in cash or check payable to I35 Church on or before the 10th of each month in order to avoid a late fee charge of \$25 dls. The grace period will not be extended past that date if the date of the 10th of the month falls on a weekend or Holiday. All tuition fees are non-refundable.

A. Withdrawing Families:

- Balances owed to the school at the time of student's withdrawal are due immediately.
- Transcripts will be held until all debts are cleared.
- "Financial hardships" are not acceptable reasons to withdraw a student, as it places undue financial burden on the school. Instead, payment plans may be created to make it possible to keep your child enrolled.

B. Outstanding Balances:

- Students will not be allowed into the school if there is a past-due balance on the account of more than one month's tuition. If too much time has elapsed since the student has last attended, re-entry may not be allowed for the present school year.
- For 3 or more occurrences of late payments, student *may* be released from the school.
- Only parents with a zero balance on all student accounts will be allowed to register or enroll their child(ren) in the following school year.
- The school *may* disclose payment history to a credit reporting agency or other inquiring schools.
- All debt not paid as agreed *may* be placed into collection.

Academic Policies

A. Teaching Materials and Tools

Packet of Accelerated Christian Education (PACE). In each PACE in the A.C.E. curriculum, the student is introduced to God and His creation. Science teaches about God's physical creation. Social Studies present the world as ruled and ordered by God and history as "His Story." Math presents facts about God's orderly world. English teaches the student the importance of communication in godly living. Word Building and Literature and Creative Writing reinforce English communication skills and provide practice for improving vocabulary and word usage. All PACEs are carefully designed to give the student harmonious academic training from God's point of view.

B.

PACE NUMBERING SYSTEM

Corresponding Level of PACEs

Approximate
Conventional/Chronological
Grade Levels

Level 1	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012
Level 2	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024
Level 3	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036
Level 4	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048
Level 5	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060
Level 6	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072
Level 7	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084
Level 8	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096
Level 9	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108
Level 10	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120
Level 11	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132
Level 12	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144

C. Grading Scale for 1st grade and up:

Percent Grade	Letter Grade
98-100	A+
96-97	A
94-95	A-
92-93	B+
90-91	B
88-89	B-
86-87	C+
83-85	C
80-82	C-
74-79	D

D. PACEs

PACE charges are included in the tuition but only for a year's worth (60 PACEs) anything done above that will have a \$3.50 charge per PACE. Any PACE that is repeated or lost will be charged \$5.00.

E. Computers

Computer activities are designed to provide students with the essential technology skills needed for success in college and the workplace. Students will also be taught the proper use and care of computer equipment. Food and beverages are strictly prohibited in computer labs and near classroom computers. Students may be held financially responsible for damage resulting from negligence or misuse.

F. Supplies

Students are responsible for providing their own supplies. A list of school supplies that are required will be furnished at parent orientation.

G. Homework: The school strives toward a consistent and effective homework policy. For students 1st grade and up, when homework is assigned, parents are required to sign the homework slip. Below are the primary reasons or causes for homework being assigned:

1. Homework completion is considered a responsibility of the student as well as the parent. An effective time and place for the child to do school work should be provided, as well as a periodical review of assignments.
2. Homework is used as an opportunity to reinforce and support classroom learning. This will also keep parents informed of current topics of study in the class. Parents should monitor and assist when needed.
3. Students who have not completed their goals by the end of the day are required to take their work home. They must have the supervisor's permission and a Homework Assignment slip.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use their time wisely.
5. Individual homework completion times may vary according to individual ability, work habits, and grade level.

H. Honor Roll

Each quarter, students included on the Honor Roll must fulfill the following requirements:

1. At least three stars in each subject: math, English, social studies, science, Bible reading, Word Building (Etymology for ninth-level students), Literature and creative writing or an appropriate number of literature selections and any elective (high school). Candidates for graduation who have completed some requirements may be exempt from maintaining balance.

2. A qualifying total PACE Test average:

- B- Honor Roll: 88 to 93 percent
- A- Honor Roll: 94 percent or higher

3. Memorization of each month's Scripture passage

I. Assessments: Tests are given periodically as a summative assessment of student progress. Students cheating on tests will receive a ZERO and in addition be subject to more severe consequences, with possible suspension.

J. Report Cards: Report cards are issued at the end of each term (quarterly) for all students. Parent/teacher conferences and report card pick-up are scheduled after the first and third terms. Report cards are sent home with the students at the end of the second and fourth terms. Parents are always encouraged to contact the classroom teacher(s) regarding the grades and progress of their children. Report cards will be held in the office at the end of the school year in the event there is an outstanding balance to the school.

K. Promotion/Retention Policy

To be promoted from one grade level to the next, a student must complete the required 12 PACEs per subject, depending where the student started at the beginning of the year this may be more. Kindergarten to First Grade: Behavioral maturity and reading readiness for First Grade will be evaluated.

1. There may be a Parent/Teacher/Principal conference (a PTP) scheduled for those students who have exhibited difficulty, as compared to the normal rate of progress. If, in the teacher's opinion, inadequate progress has been made, the teacher should communicate the difficulties to the parent(s), with as much documentation and examples as possible. A written summary of this conference should be made by the teacher, signed by the parent(s), signed by the Principal, and placed in the student's file. Any suggestions for additional help should be noted.

Faithful Grounds Christian Academy is determined to lead children to academic success. We will provide all the necessary resources and support needed for your child to reach academic excellence.

Graduation Requirements (High School Students)

In addition to academic requirements, FGCA requires missions or community outreach activities for graduation. The A.C.E. program offers General, Vocational, and Dua

Enrollment courses of study. FGCA works individually with students and families to select an appropriate graduation plan.

A. Dual-Enrollment Course of Study

TAMIU: Students with a cumulative GPA of at least 3.0 may take dual-enrollment courses through Texas A&M International University (TAMIU) at no cost. Before enrolling, students must pass the TSI Mathematics, English Language Arts and Reading (ELAR), and Essay assessments.

ACU: Students with a cumulative GPA of at least 3.0 may take dual-enrollment courses through Abilene Christian University (ACU). Each course costs \$497 and is the responsibility of the student's family.

- B. General Studies Course of Study students earn 22.5 high school credits with minimal or no college credits. Students aiming for Honors must complete with 94% or higher gpa and take some college credits.
- C. Vocational Course of Study students must complete at least through PACE 1096 in every subject. For transfer students, PACEs needed will be assigned to meet minimum graduation requirements.

Physical Education

Physical Education is designed to create awareness of a healthy body and the importance of physical development to maintain a healthy body. As such, it is important not to grade on athletic ability but to grade on participation and responsibility to the class. PE classes are graded and affect honor roll. P.E. is a required subject for all high school students to be eligible to graduate. Students must earn 1.00 credit.

PE Rules

The rules for PE are intended to establish an orderly and safe environment in which to engage in physical activity. They are as follows:

- a. All students must report to PE class dressed in proper PE uniform. This is important to be able to complete the needed physical activities. Classes take place indoors and outdoors.
- b. All students must immediately assemble on their assigned spot when reporting to PE classes for attendance.
- c. All students must participate in all activities in the PE class period such as, but not limited to, warm up exercises, skill development activities, and sports/games to the best of their ability.

d. All students will dress out and report to PE class even if excused from participating in physical activities. The objectives taught each class period build on previous skills and are necessary for future skills.

e. Students are reminded that PE clothes are required even on special “dress out of uniform” days.

PE Procedures, Grades and Conduct

Since participation and responsibility are the basis for the grade and not mastery of skill or content, the grading system differs from other subjects.

All students receive the highest mark of 100 if they adhere to the stated PE rules:

- a. Dress in proper FGCA PE uniform
- b. Be on time.
- c. Full participation in the activity of the day, if not 5 points will be deducted from the grade for each offense recorded from the list above.

When students do not report to PE because of suspension from school for a disciplinary action, the grade will be reduced by the equivalent of one letter grade.

All students will receive the highest mark of an A if they follow class conduct rules, such as follow directions, play by the rules, and be respectful to both the coach and each other. If the conduct rules are not followed, 5 points will be deducted from the grade for each offense recorded.

For any major offense, the grade will be reduced by the equivalent of one letter grade.

PE Excused from Participation Guidelines

In order to be excused from PE, a written notice is required from a doctor or parent. A doctor's note is required for a period of 3 or more consecutive days; however, a parent notice is acceptable for less than 3 days. Written notice must be given to the PE coach before school or at the beginning of class.

Students excused from PE will not be allowed to participate in recess activity or other physical activity such as cheerleading, athletic practice or games.

Parent-school Communication

The relationship between school and home is a delicate one requiring the utmost respect for the authority in the home and the authority of the school. Once enrolled in the school, the family must be willing to submit to the school's authority in governing its affairs. We encourage every family to attempt to be at peace with all men and have outlined the proper lines of communication between the home and school according to the biblical principles found in Matthew 18. We believe that scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved. Faithful Grounds Christian Academy faculty and staff will abide by these same principles in communicating with parents and students:

➤ **Parent to Teacher:** If an issue should arise regarding classroom procedures, the parent must speak to the teacher before discussing the matter with the Principal. If needed, the Principal will sit as a mediator between the parent(s) and teacher.

➤ **Parent to Principal:** If an issue should arise regarding school rules, procedures, curriculum, programs, facilities, or finances, the parent should speak directly to the Principal. If the matter of concern was not resolved with the teacher, parents may present directly to the principal by scheduling an appointment.

➤ **Parent to Parent:** If an issue should arise regarding the conduct of children outside of school, or if there appears to be personal conflict between families, the families should each seek to make peace with one another by discussing their concerns in a loving, Biblical manner. The school has no authority over its students outside of school and will not be involved in personal conflicts beyond their effects in the classroom. If mediation is necessary, the school would urge families to seek the help of their church.

A. Conferences . An educational conference with your child's supervisor can be arranged by communicating your request directly to the supervisor. Please do not hesitate to do so as many more serious problems can be avoided by a brief conference (even if it is over the telephone). Parents will be notified of scheduled parent-teacher conferences and report card nights.

B. Parental Concerns. It is the primary purpose of this institution to answer any concerns or questions which may arise from time to time. Every effort should be made to answer questions or concerns by open communication. Messages to teachers will be delivered so that learning center will not be interrupted. Supervisors are encouraged to return the call at their earliest convenience.

C. School group message- Teachers and the principal will communicate general announcements and important information through the Brightwheel application. Parents are required to download the application and check school group messages daily. Only authorized school staff may post in the general group chat. Each teacher will also maintain a separate group chat for communication with the families in their class.

Parent Involvement at Faithful Grounds Christian Academy

Faithful Grounds Christian Academy seeks to assist parents in their efforts to bring up their children "in the discipline and instruction of the Lord" (Eph. 6:4).

As a support and extension of the family unit, Faithful Grounds Christian Academy considers the family to be of **first** importance to the child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, as He compares it to the relationship believers have with Christ and the Father. Therefore, Faithful Grounds Christian Academy, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few of the more common ways this can be done. Please feel free to ask if you would like to try additional ideas.

1. Assist with school maintenance.
2. Attend all Parent-Teacher conferences. Informal conferences may be held at a time agreed upon by both parties.
3. Closely monitor and praise your child's progress by reading all teacher notes and papers sent home.
4. Act as a chaperone on field trips or class excursions.
5. Participate in and advertise all of the fund-raising efforts for the school.
6. Actively attend all P.T.O. (Parent Teacher Organization) functions and meetings.
7. Read all classroom and school newsletters.

Volunteer Guidelines and Standards

FGCA is bound by law and policy to set certain standards so that our students (and their families) will be protected while they are attending school. The following are safeguards designed to protect patrons of FGCA:

- a. Volunteers must exhibit a genuine interest in helping the students, supervisors, and the school.
- b. Volunteers serve under the supervision and direction of the supervisor and/or school administration.
- c. Volunteers must use appropriate speech and behavior and appear neat, clean and conservatively dressed.
- d. Volunteers must check in with the office when they arrive at school, ensuring that only authorized persons will be allowed on school grounds.
- e. Volunteers must check with the supervisor or administration for specific assignment and understand the assignment completely.
- f. Volunteers must comply with all school rules.
- g. Volunteers must seek the aid of school personnel in case of discipline problems.
- h. Volunteers must not bring preschool children while working in the school.
- i. Volunteers must not evaluate, diagnose, or prescribe for students educationally.
- j. Volunteers must not give medications or medical treatment to a child.
- k. Volunteers must keep all information and activities related to students and others in the school strictly confidential.
- l. Volunteers must not promote any commercial product or brand names, nor make contact with, sell or deliver any products.
- m. Volunteers must not promote any political candidates or parties on the school campus.
- n. Volunteers must not promote any religious doctrines or beliefs.
- o. Volunteers must comply with the health requirement of the school.
- p. A volunteer will not necessarily serve in his/her child's or grandchild's room.
- q. As requested by the school, volunteers must be willing to submit to any medical exams or criminal background checks at their own expense.

School Rules-General Ten

The following school rules are those essential policies that we require all of our students to be aware of and adhere to. Each teacher is free to add to this list any rule(s) that will allow his/her classroom to run more smoothly and efficiently.

1. Students are expected to cooperate with basic Christian standards for age appropriate behaviors and interactions.
2. There will be no talking back or arguing with any adults. Prompt and cheerful obedience is expected. Instructions from an adult should never need to be repeated.
3. All handheld electronic devices are strictly prohibited during school hours. The only exception to this rule is for students in 6th grade- high school that apply and earn privilege status for the designated month. This privilege can be revoked at any time if the teacher or principal deems necessary. Privilege depends on the teacher.
4. Weapons and banned substances of any kind are not allowed on the school grounds.
5. Students are expected to be aware of and avoid the off-limits areas of the buildings and grounds adhering to school rules.
6. Families are expected to treat all of the school's materials and facilities with respect and care. This includes all textbooks distributed to the students. Families will be charged for lost or damaged textbooks!
7. Students are expected to treat one another with kindness and respect. Teasing, criticizing, and name calling are considered as bullying and will be dealt with as serious offenses with consequences
8. Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, or behavior that treats the Lord's name or character with disrespect are not tolerated.
9. Public displays of affection (i.e. holding hands, hugging, kissing, etc.) in the context of boy/girl relationships are not permitted on school grounds and during school activities.
10. It is expected that students work diligently and focus fully on their work while at school. All work is to be completed within the time specified by the teacher. Repeated failure to complete these assignments will be addressed by the teacher with each unique situation. Incomplete or late assignments will result in lower grades.

Discipline Policy

Behavior Violations and Disciplinary Actions

Faithful Grounds Christian Academy seeks to provide an environment where the students are encouraged and challenged to exemplify Christian behavior. It is imperative that our school be a haven of safety for all children. Actions that jeopardize the safety of others are dealt with promptly and severely. To reduce the “reactionary” consequences often associated with misconduct, we endeavor to use positive reinforcement that is constructive, supportive, and in accordance with scripture relevant to the behavior of the child. (2 Tim. 3:15) The consequences will be determined by the teachers and Administration that is based on biblical principles. Parents will be made aware of pressing concerns regarding behavior when the need arises. As much as possible, the teacher will contact the parent/guardian through, incident report, phone call, or email.

The majority of day-to-day discipline will be conducted by the classroom teacher according to their school discipline policies. At Faithful Grounds our goal is to link arms with parents joining them in raising up the child in the way he/she should go, however, there are several basic offenses which will automatically necessitate disciplinary action. They are:

1. Disrespect shown to any staff member.
2. Dishonesty in any situation while at the school. This includes lying, cheating, and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions including repeated failure to follow teacher directions or to complete tasks as assigned.
4. Fighting or striking in anger with or without the intention to harm another.
5. Unkind, obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.
6. Bullying- generally defined as repeated, intentional aggressive behavior that involves an imbalance of power and harm.

Inappropriate behavior by groups or individuals is completely unacceptable and will not be tolerated. All members of our community must avoid offensive or inappropriate behavior at school, school-sponsored functions, and on school-sponsored trips and are responsible for assuring that FGCA is free from harassment, whether by students, employees, or non-employees at all times.

All student behavior in and out of the learning center situations (i.e. hall area, playground area, sanctuary, cafeteria, etc.) is subject to staying within the boundaries. Failure to do so will result in disciplinary action.

7. Possession of Weapons

Students are strictly prohibited from possessing, carrying, displaying, using, or threatening to use any weapon on school property, during school-sponsored activities, on school transportation, or at any event under school supervision. Prohibited items include, but are not limited to:

- a. Firearms, ammunition, or firearm components
- b. Knives of any kind, including pocketknives and switchblades
- c. Explosives, fireworks, or incendiary devices
- d. Clubs, batons, or similar objects intended for use as weapons
- e. Brass knuckles or other prohibited striking devices
- f. Pellet guns, BB guns, airsoft guns, or other projectile devices
- g. Toy, imitation, or replica weapons that could reasonably be mistaken for real weapons
- h. Any object used, displayed, or threatened to be used as a weapon

Students who discover or unknowingly bring a prohibited item to school must immediately notify a teacher or administrator and must not handle or display it. Violations may result in confiscation, parent notification, suspension, expulsion, and notification of law enforcement when appropriate or required by law. Any exception for a school-sponsored activity must receive written approval from the principal in advance.

In an attempt to bring consistency and integrity to our response to student behavior, we have outlined a pertinent list of conduct violations and appropriate consequences. All attempts will be made to handle disciplinary issues through the in-learning center management systems; however, if they cannot be resolved at this level, some cases may be referred to FGCA administration.

Please know that while the following guidelines will serve as standard practice at FGCA, individual circumstances may require deviation from these options. Students should understand that while the chart lists violations in isolation, in practice there is a cumulative effect based on previous disciplinary action. The school reserves the right to take such circumstances into consideration when determining disciplinary consequences for any school violation. FGCA also reserves the right to notify law enforcement officials in the event of a serious violation. FGCA administration reserves the right, at any time, to make the final decision on disruption or criminal act regarding disciplinary action.

The goals for responses to and consequences for misconduct are to provide a safe atmosphere for all, to prevent repeated misconduct, to teach responsibility, and to maintain acceptable standards of behavior within the FGCA community.

The following are some scripture verses from the Book of Proverbs of command and direction to help children do right:

Train up a child in the way he should go: and when he is old, he will not depart from it.
Proverbs 22.6

Correct your son, and he will give you rest; Yes, he will give delight to your soul.. Proverbs 29:17

Chasten your son while there is hope, and do not set your heart on his destruction.
Proverbs 19:18

General Violations

Violation	Consequence
Absences: Excused, unexcused, or explained; may not exceed 20 for the school year	10 absences: mandatory parent meeting and attendance probation notice. 20 unexcused absences: possible separation from the school. Five unexcused absences in a quarter: ineligible for the next field trip.
Academic Dishonesty, Cheating, Plagiarism	• <u>1st Offense</u> – Corrective Action Notice (Detention); Probable loss of leadership position; parent conference • <u>Subsequent Offenses</u> – Repeat PACE and suspension (1-3 days)
Acceptable Use Policy Violation/Misuse of Technology	• <u>Each offense</u> – Notify parent; Demerit • <u>Depending on repetition and/or severity of offense:</u> Corrective Action Notice (Detention), suspension or expulsion
Distracting/Disruptive Behavior	• <u>1st and 2nd Offense</u> – Demerit; notify parent • <u>3rd and subsequent offenses</u> – Corrective Action Notice (Detention); Parent conference
Disrespect of an Adult	• <u>Each Offense</u> – Notify parent; Corrective Action Notice (Detention and possible suspension)
Obscene Gestures/Profanity/Verbal Abuse	• <u>Each Offense</u> – Corrective Action Notice with possible suspension; Parent conference
Possession/Under the Influence of Alcohol, Tobacco, Drugs, or Weapons	• <u>Immediate expulsion</u>

Possession of Other Unauthorized Items (electronics, toys, etc.)	• <u>1st and 2nd Offense</u> – Confiscate item; demerit; notify parent; \$25 recovery fee • <u>3rd and subsequent offenses</u> – Corrective Action Notice (Detention); parent conference; \$25 recovery fee
Public Displays of Affection	• <u>1st and 2nd Offense</u> – Demerit; notify parent • <u>3rd and subsequent offenses</u> – Corrective Action Notice (Detention); parent conference
Tardies/Early Dismissals	Five unexcused tardies in a quarter convert to one full-day unexcused absence. Beginning with the fifth unexcused tardy, a \$5 fee is assessed for each additional tardy. Five unexcused tardies in a quarter make the student ineligible for the next field trip.
Theft	• <u>Each Offense</u> – Parent Conference; Detention or possible suspension
Truancy	• Automatic suspension; parent conference; possible expulsion
Uniform Violations	• <u>Each Offense</u> – Notify parent; Corrective Action Notice and \$25 violation fee • <u>Depending on repetition of offense</u>: Suspension
Vandalism/Destruction of Property	• <u>Each Offense</u> – Corrective Action Notice (Detention); parent conference; payment of damages
Violence or Threat of Violence	• <u>Each Offense</u> – Student sent home; parent conference; possible suspension; possible expulsion

Explanation of Disciplinary Outcomes

A history of accumulation of Corrective Action Notices during the school year can result in students being asked to leave FGCA.

1st offense: Demerit

2nd offense: Demerit

3rd offense: Corrective Action Notice sent for Detention- No recess and or/breaks

Detention- This is a period of reflection. A warning does not have to precede a detention. After the 6th consecutive detention, it is an automatic one-day suspension. Excessive

detentions may affect a student's standing on extra-curricular activities, participate in extra duties, and result in a hold on a re-enrollment contract. Excessive detentions or disregard of detentions may also result in suspension or separation from school. Detention in all cases will consist of students being isolated, silent lunches, kept from breaks and recess.

Suspension- Suspension is considered an unexcused absence. All work is due the day the student returns to regular classes. The student and parents will meet with the administration on the morning of the student's return to classes. A formal letter documenting the suspension will be sent to the parents following the event and placed in the student's file.

Expulsion- Expulsion is the permanent separation of a student from the school. Only the principal may expel a student. When the principal expels a student, the school does not release the family from financial obligation for the remainder of the school year.

Conduct Probation- The student's continued enrollment at FGCA is contingent upon a positive change in behavior. FGCA administration, because of behavior concerns, may place a student on Conduct Probation alone or in combination with any of the above consequences.

Role of Parents in Discipline

FGCA understands that the school's decisions concerning consequence for misbehavior may be different from the parents' decisions. It is the parent's duty to uphold the school's decisions and work with the school to prevent further misbehavior by the student.

FGCA believes that disciplinary guidelines, procedures and consequences help students grow in self-discipline, responsibility, and personal conduct. It is our philosophy that discipline is a loving act towards a child and a valuable part of his or her education. Refusal by students and/or parents to cooperate with the school regarding disciplinary consequences demonstrates a breach of faith and can result in separation from the school. Further, FGCA reserves the right to take immediate and significant action in any case, and will notify law enforcement officials in the event of a serious disruption or criminal act.

Re-Enrollment Contracts

Re-enrollment contracts are issued when a student proves academic and social responsibility. All Re-enrollment Contracts can be issued conditionally to determine whether or not returning to FGCA is in the best interest of a student. If a student is issued a reenrollment contract while on probation, the expectation is that the student will improve to the satisfaction of the school administrators during the remainder of the year, at which time the conditions will be lifted. Occasionally, reenrollment contracts are held until such time that the school determines reenrollment is in the best interest of the student and school.

Students with chronic attendance or conduct problems may have their contracts held. If the student improves to the satisfaction of the administration during the remainder of the year, a contract will be issued.

Progress is reviewed regularly. Students may be placed on probation for the following school year. Enrollment and re-enrollment may be revoked at any time during the enrollment process.

Extracurricular Activities

Clubs- Information and notices regarding all clubs and activities will be sent throughout the year.

Rules Governing Participation

A student will be eligible to participate in extracurricular activities if he/she meets the grade requirements per each 9-week grading period. If a student fails to meet the criteria at the end of any 9-week grading period, he/she is ineligible to participate.

Field Trips and Items from Home

Field Trips: Field trips are recognized as part of a child's regular educational activities and participation is expected. **Non-participation, in general, will be considered an unexcused absence**, unless an exception is requested by parents prior to the fieldtrip. A permission slip for each field trip is necessary to be completed prior to departure. Payment must be submitted to the teacher by payment date specified. No student will be allowed to attend the field trip without a **signed permission slip and payment by required date**. Faithful Grounds Christian Academy uniforms are required on all fieldtrips unless otherwise stated by the teacher.

Parent volunteers/chaperones must submit and be approved for a background check prior to submitting payment or attending fieldtrips (only immediate adult family members will be allowed to attend).

After 5 unexcused absences or 5 unexcused tardies in a quarter, child will be ineligible for the next field trip.

Restroom Accidents Policy (Pre-K 3 and 4 specific)

Children must be able to attend to their own restroom needs, including every aspect of using the toilet. Your child should not require help beyond an occasional button or belt. We have scheduled breaks during the day for the restroom, but children are able to use the restroom whenever it is necessary. Please, send in a change of clothes to leave at school for those rare accidents. If any accidents should occur, we will send home the soiled clothes to be washed that day. Please send a new change of clothes the next day, so we will always have a set if we need them. Please remember to label everything.

Dress Code

As ambassadors for Christ to each other and to a watching world, we ask that the parents, faculty, and students support a manner of dress that reflects the Christian and scholarly image of our school.

Faithful Grounds Christian Academy students should appear neat, clean, and modest during the school day, seeking not to distract others or solicit attention by their appearance. Students should wear appropriate uniform daily.

Restrictions:

1. No oversized, ripped (that expose skin), or “sagging” pants.
2. No revealing clothing. Students should be modest in their clothing.
3. No beach sandals or casual flip-flops at any time.
4. No lewd or obscene accessories or attire.

P.E. Uniforms are acceptable on P.E days ONLY.

Boys Acceptable Uniform Policy

Formal uniform must be worn Mondays, Wednesday and Friday	RED polo shirt, short or long sleeve	Navy blue pants, closed toe shoes or tennis shoes any color. Velcro is required of any student who cannot tie his/her own shoe
PE uniform must be worn on Tuesday and Thursday	RED t-shirt or polo shirt with logo	Navy blue shorts, joggers, or comfortable pants for PE. Velcro is required of any student who cannot tie his/her own shoe.
Winter	Any type of NAVY BLUE (only) sweater with logo	Any color of heavy jackets or coats is allowed on top of uniform sweater. Red, white or navy blue long sleeve shirts under uniform are allowed. Rain boots are allowed on rainy days only.

Girls Acceptable Uniform Policy

Formal uniform must be worn Mondays, Wednesday and Friday	RED polo shirt with logo, short or long sleeve	Plaid skirt- knee length or right above knee, navy socks and closed toe shoes or tennis shoes any color. Velcro is required of any student who cannot tie his/her own shoe
PE uniform must be worn on Tuesday and Thursday	RED t-shirt with logo	Navy blue sport pants, leggings or shorts (right above knee length). Velcro is required of any student who cannot tie his/her own shoe
Winter	Any type of NAVY BLUE sweater with logo	Any color of heavy Jacket or coat is allowed on top of uniform sweater; navy blue tights or leggings under skirt are allowed. Red, white or navy long sleeve shirts under uniform are allowed. Rain boots are allowed on rainy days.

“Casual” days: On Fridays our students will be allowed to wear casual clothes with a \$3 fee as long as student adheres to the dress code. Low cut jeans that expose the midriff or extremely baggy jeans will not be allowed on these days. Again, this is a privilege, not a right, which can be revoked at any time. This privilege can be removed due to excessive demerits.

Medical Policy

Medical Information

To provide a safe and healthy learning environment, parents/guardians are required to submit complete and accurate medical information for each student at the time of enrollment. Parents must promptly notify the school of any changes to emergency contacts, allergies, medications, chronic medical conditions, or other health concerns.

Student Illness

Students who are ill should remain at home to protect the health and well-being of others. A student should not attend school if he or she has:

- * A fever of 100.4°F (38°C) or higher.
- * Vomiting or diarrhea within the previous 24 hours.
- * A contagious illness such as influenza, COVID-19, strep throat, conjunctivitis (pink eye), chickenpox, or any other communicable disease until cleared to return.
- * An unexplained rash or skin condition that may be contagious.
- * Persistent coughing, difficulty breathing, or other symptoms that prevent the student from participating comfortably in normal school activities.

Students must be fever-free for at least 24 hours without the use of fever-reducing medication before returning to school. The school reserves the right to require a physician's note before a student returns following a contagious illness or extended absence.

Illness During the School Day

If a student becomes ill or is injured during the school day, the school will provide basic first aid and attempt to contact the parent/guardian immediately. If the parent cannot be reached, the school will contact the emergency contacts listed on the student's enrollment forms.

Students who become ill at school must be picked up as soon as reasonably possible.

Emergency Medical Care

In the event of a serious illness or injury requiring immediate medical attention, the school will call 911 and provide emergency care until emergency personnel arrive. Every reasonable effort will be made to contact the parent or guardian immediately.

Parents/guardians are financially responsible for all emergency medical services and related expenses.

Medication Policy

Whenever possible, medications should be administered at home.

The school will administer medication during school hours only when medically necessary and under the following conditions:

Prescription Medications

- * Must be provided in the original pharmacy-labeled container.
- * Must include the student's name, medication name, dosage, prescribing physician, and administration instructions.
- * Must be accompanied by a completed Medication Authorization Form signed by the parent or guardian.
- * Medication must be delivered to the school office by a parent or guardian.

Over-the-Counter Medications

- * Must be in the original unopened manufacturer's container.
- * Must be accompanied by written parental authorization.
- * The school reserves the right to decline administration of any medication if instructions are unclear or if proper authorization has not been provided.

School staff will administer medication only according to the written instructions provided.

Students are not permitted to carry or self-administer medication on campus unless written authorization has been approved by the school for emergency medications such as asthma inhalers, epinephrine auto-injectors (EpiPens), diabetic supplies, or other physician-approved emergency medications.

Allergies and Chronic Medical Conditions

Parents must notify the school of any severe allergies, asthma, diabetes, seizures, or other chronic medical conditions before the student's first day of attendance.

Parents are responsible for:

- * Providing all necessary medications and supplies.
- * Completing all required medical authorization forms.
- * Providing an emergency action plan from the student's healthcare provider when appropriate.

* Replacing expired medications promptly.

Immunizations and Health Records

Students must provide all health records and immunization documentation required by applicable Texas law unless a valid exemption is on file.

Accidents and Injuries

All student accidents occurring on school property or during school-sponsored activities will be documented. Parents will be notified whenever an injury requires more than routine first aid.

Head Lice

Students found to have live head lice may be sent home for treatment. The student may return after appropriate treatment and clearance according to school procedures.

Infectious Disease

The school reserves the right to exclude any student whose illness may pose a health risk to other students or staff until the student is no longer contagious or has been medically cleared to return.

All communicable diseases at home should be reported to the school.

After having had a communicable disease, a child may return to school upon certification that the child has been absent the requisite number of days to fulfill the period of isolation. Your physician will be able to provide information regarding diseases not listed below.

COMMUNICABLE DISEASE	PERIOD OF ISOLATION
Measles (rubella)	7 to 14 days
German measles	14 to 21 days
Mumps	12 days or any time there in
Chicken pox	10 to 21 day
Streptococcal infections	1 to 3 days
Scarlet fever & sore throat	Contact your pediatrician
Pink eye	1 to 3 days

Limitation of Medical Care

Faithful Grounds Christian Academy provides basic first aid only. School personnel do not diagnose illnesses or prescribe medications. Parents are responsible for obtaining appropriate medical evaluation and treatment from their healthcare provider.

The school reserves the right to update or modify this policy as necessary to protect the health and safety of students and staff and to comply with applicable federal, state, and local laws.

Attendance Policies

Students enrolled at Faithful Grounds Christian Academy are expected to be present and on time every day school is in session.

The school day begins at 8:05 a.m. Students should be inside the building and prepared for class by that time. A student arriving after 8:05 a.m. will be marked tardy and must obtain a tardy slip before reporting to class. Four unexcused tardies within a quarter will be converted to one full-day unexcused absence. Beginning with the fifth unexcused tardy in a quarter, a \$5 fee will be assessed for each additional tardy. Tardy totals reset at the beginning of each quarter; converted absences remain part of the student's annual attendance record.

Frequent tardiness causes students to miss instruction and disrupts the learning environment. Parents are responsible for ensuring that students arrive on time. Out of Christian consideration for other students and teachers, families should make every effort to be punctual. Parents will receive written notice when tardiness becomes excessive.

The annual school calendar determines the number of instructional days. Attendance is reported on report cards and recorded in each student's cumulative record and transcript. Students must attend at least 90% of scheduled school days during the academic year, subject to any individualized decision made by the administration under applicable school policy.

- A. Short-Term Absences:** If a student will be absent for one or two days, the parent or guardian must notify the school office by phone or written message as soon as possible. After an illness-related absence, the student must submit a written parent or physician note before the absence can be classified as excused. The note must include the student's name, date(s) of absence, reason for the absence, and the parent's, guardian's, or physician's signature.

A student who has had a fever may return only after being fever-free without fever-reducing medication for at least 24 hours, unless a physician provides written authorization for an earlier return. If symptoms reappear at school, the parent or guardian will be contacted to pick up the student.

- B. Full-Day Absences**

To ensure accurate attendance records, parents and guardians must follow these procedures:

- Notify the school office of the student's absence before 8:30 a.m. on the day of the absence.
- When the student returns, provide a written note stating the student's name, date(s) of absence, reason for the absence, and the parent's or guardian's signature.
- The principal will classify each absence as excused or unexcused. Parents should contact the principal when the reason for an absence may require explanation beyond the written note.
- School must be notified for any extended absences, and a doctor's permission to return may be required.

Students are expected to be in school except in cases of emergency or for reasons as explained below:

- Personal illness.
- Illness or death in the family
- Quarantine in the home.
- Any other unusual cause acceptable to the principal.

Excused absences still count toward minimum attendance requirements and disqualify a student from perfect attendance. Students with excessive excused absences may be required to make up instructional time and/or attend summer school as a condition of promotion.

Any absence not qualifying as excused under this policy will be recorded as unexcused and will count against minimum attendance requirements.

C. Long-Term Absences: When a student will be absent for three or more consecutive days, the parent or guardian must notify the school in writing and explain the circumstances. The school may require medical documentation or written notification from parent explaining circumstances.

D. Excused/Unexcused Absences

Students and parents are responsible for requesting missed goals and assignments. In cases of prolonged illness or long-term absences the parent and supervisor will meet to determine how the student will make up PACE deficiencies. Parents must make arrangements with the student's supervisor for completion of missed goals.

E. Excessive Absences

A student who accumulates five absences during the quarter or a pattern of excessive absences may be required to attend a conference with the supervisor, parent or guardian, and school administration. The school may implement an attendance improvement plan.

Field-Trip Eligibility

A student who accumulates five unexcused tardies or five unexcused absences during a quarter will be ineligible to participate in the next school field trip. Because five unexcused tardies convert to one unexcused absence, converted absences also count toward this threshold. The administration may consider documented emergencies or extraordinary circumstances. Fees already paid for a field trip may be nonrefundable when the school has made a nonrefundable commitment on the student's behalf.

F. Part-Day Absences

Signing Out

Students are not allowed to leave the school campus without parental consent. Dismissal of students during the school day shall be through the principal's office. Parents are expected to schedule dental and doctor appointments for students after school hours. Notice must be sent when a student is to be picked up early; the learning center will not be disrupted to call a student to the office for early departure. Given appropriate advance notice, supervisors can send a student to the office at the appointed time without causing a distraction to the whole class.

Students will be released only to persons listed on the emergency card. If the student returns during the school day, parents should sign the child back in at the office upon his/her return.

Withdrawal When it is necessary for a student to withdraw from school, the parent should contact the school stating the reason for the withdrawal and the date in writing. The office will then issue a withdrawal form to the supervisor. It is imperative that every student withdrawing from school follows the established withdrawal procedures. Withdrawing your child does not release you from your contractual agreement. Official student records will not be released until the tuition obligation and other debts are paid.

School Closings and Emergencies

School closings due to hazardous weather or other emergencies will be announced through the school's WhatsApp group. The principal generally makes and communicates a closure decision between 6:00 and 7:00 a.m.

Fire, lockdown, intruder, and tornado drills are held periodically throughout the year. It is of the utmost importance that students move quickly, quietly, and in an orderly manner to the assigned exits or holding spots. A sign indicating the fire exit route is posted in each classroom.

Drop-off/Dismissal:

Daily Hours: The school building is open to students Monday through Friday from 7:30 a.m. to 3:45 p.m. Classes begin at 8:05 a.m. Pre-K through fifth grade dismisses at 2:45

p.m.; middle school and high school dismiss at 3:15 p.m. Teachers are not scheduled to arrive before 7:30 a.m. For student safety, children may not be left unattended before that time.

Early Dismissal Certain days have been set for early dismissal. They will be listed on the monthly school calendar. Parental cooperation in picking up children on time is appreciated.

Student Behavior during Pick-up At pick-up time, students will wait in the Library, distraction free classroom-like environment to minimize the wait time for loading. The quiet time will last only the first 15 minutes as the majority leave at this time; however, students not following the rules will be referred for disciplinary action. Pre-Kinder will be dismissed through back door.

Parents may drop off students at the gate in front of the library. At dismissal, parents should remain in their vehicles while students are sent or escorted to the appropriate car. When a student is picked up more than 15 minutes after dismissal, a \$5 late fee will be assessed for every additional five-minute period. Repeated late pickup may require a parent conference and a written plan for timely dismissal.

Acceptable Use Policy (AUP)

Technology at FGCA is an integral part of the curriculum. Children have many opportunities to explore, create, and solve problems using technology. We are committed to the legal and ethical responsibilities involved in technology. This commitment to technological excellence includes all members of the FGCA community- faculty, staff, students, and parents/guardians. The following rules apply to each student and his/her parent(s) governing the use of FGCA technology resources.

A. Rules Governing Use of Technology FGCA provides students with access to a number of communications and electronic storage devices designed to enhance the educational experience. These devices may include, but are not limited to, computers, hardware peripheral to computers, computer interfaces, and other types of software.

Students should expect no right to privacy in their use of school communications or electronic storage devices, whether the use is personal or business in nature. Students who use FGCA communications devices consent, as a condition of their use of such equipment, to having their wire, oral, and electronic communications intercepted, monitored, recorded, captured, stored, trapped and/or reviewed by school officials at any and all times, with or without notice, by any mechanism, including pen registers and trap and trace devices. Data contained in electronic storage devices may also be inspected at any time.

Students are prohibited from using any device or taking any measure that defeats school access to such communications and or electronic storage devices, including, but not limited to the use of computer passwords or the encryption of information, unless

authorized by the Principal for educational or administrative reasons only. Whenever a student utilizes a device or takes a measure that defeats the school's access to such communications and/or electronic storage devices, whether authorized (as in the case of a password) or unauthorized, the school reserves the right to bypass or defeat the device or measure, utilizing any means available to the school, with or without notice to the student.

Parents are strongly encouraged to prohibit their children from using chat rooms or setting up accounts on sites with easy access to inappropriate content. FGCA has specific rules concerning the misuse of e-mails and residence addresses contained in the School Directory or obtained through an association with FGCA. Students who violate these rules are subject to discipline up to and including separation from the school.

B. Misuse of Technology

Students using computer resources and telephones must at all times abide by the general rules governing the conduct of students and must respect the rights of others authorized to use the computers. Users should conduct themselves according to the generally accepted rules of network etiquette and behave in a responsible, ethical, and polite manner while online. While it is impossible to anticipate in advance all circumstances that may give rise to misuse of computer resources, the following instance of misuse will not be tolerated. Students may not:

- use someone else's password to gain entry to the network.
- access the accounts and/or files of others. A computer left in "logged in" situation does not give an individual legitimate admittance to someone else's files.
- attempt to undermine network security, to damage network performance, or to circumvent limitations set by the administrators or to aid others in this conduct by sharing information of passwords.
- physically or electronically tamper with or damage computer hardware, software, or other resources.
- move school-owned hardware to a different location without express permission; access their personal subscriber online services using school computers. This includes AIM services and personal e-mail (Instant Messaging services are not allowed on campus).
- download and play Internet games on school computers.
- introduce into the computer harmful software, such as viruses.
- create, store, or display crude, derogatory, or sexually suggestive messages or graphics on the computer.
- transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material; use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- share with a person other than the director of technology knowledge concerning security deficiencies in the school's computers or access to the Internet. Students who become aware of a security problem in the school's computer network or Internet connection must report the problem to the director of technology.
- violate copyright laws that protect software owners, artists, and writers. Plagiarism will not be tolerated.

- violate any instruction or directive from the director of technology or an appropriate school official regarding the use of computer resources.
- engage in any activity that does not uphold and advance the mission of FGCA which violates the school's rules of conduct.

Violation of these rules or any failure to use school computers in a responsible, professional manner is cause for discipline and can result in disciplinary action up to and including separation from the school.

C. Internet Access

By using FGCA computer resources, students will be able to access the Internet. The Internet is an “electronic highway” connecting millions of computers and millions of individual users all over the world. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. With access to the Internet and people all over the world comes the availability of material that may not be considered of educational value in a school setting.

Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. FGCA has taken precautions to restrict access to controversial materials by teaching students about responsible use and by using software to block student entry to inappropriate sites. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately.

This agreement/policy specifically prohibits students from accessing and/or utilizing various types of materials considered inappropriate in the school setting, as discussed above. Students accessing the Internet should be aware that violations of this agreement/policy or other school policies by students could result in serious disciplinary action.

The Internet and technology has become an integral part of the FGCA curriculum. All students are expected to use technology and the Internet for their academic courses and enrichment.

D. Responsibility for use of Technology

Students who use FGCA technology resources for personal reasons do so at their own risk and accept responsibility for any resulting harm. FGCA makes no warranties, expressed or implied, regarding the services it provides. The school assumes no responsibility or liability for loss of data caused by delays, nondelivery, misdelivery, service interruptions, errors, or omissions. Students rely on information obtained through the internet at their own risk. FGCA does not guarantee the accuracy or quality of information obtained through its technology resources.

Backpack and Personal Belongings Inspection Policy

To maintain a safe, orderly, and Christ-centered school environment, Faithful Grounds Christian Academy reserves the right to inspect students' backpacks, bags, purses, lunch containers, and other personal belongings brought onto school property or to school-sponsored activities.

Inspections may be conducted:

- * Randomly as part of the school's safety procedures.
- * When school administration or authorized staff has a reasonable concern that a student may possess an item that is prohibited, dangerous, illegal, disruptive, or inconsistent with school policy.
- * As part of an investigation involving student safety or misconduct.

Whenever practical, inspections will be conducted:

- * Privately and respectfully by an administrator or authorized staff member.
- * In the presence of another staff member as a witness.
- * In a manner reasonably limited to the purpose of the inspection.

Students may be asked to open or empty their backpacks or belongings. Refusal to cooperate may result in disciplinary action and notification of the student's parent or guardian.

Any prohibited, dangerous, illegal, or suspicious item may be confiscated. Depending on the circumstances, the school may notify the student's parent or guardian, impose disciplinary consequences, or contact law enforcement.

The school will not conduct strip searches or searches that are unnecessarily intrusive. Searches of electronic devices will be addressed under the school's separate technology and electronic-device policies.

By enrolling at Faithful Grounds Christian Academy and acknowledging the Parent-Student Handbook, students and their parents or guardians agree to comply with this policy.

Holiday and Special Days Celebrations

Birthdays: Parents may provide a special treat for the classroom on their child's birthday when pre-approved by the teacher; treats should be "neat to eat" and require minimal adult preparation. All napkins, utensils, plates, etc., necessary for the treats, are to be provided by the parent, as the school does not maintain a stock of these items for classroom use.

No birthday party invitations may be distributed at school unless either the entire class is invited or all students of the same gender within the class are invited.

Holiday Parties: Faithful Grounds Christian Academy does not celebrate Halloween, Santa Claus, or the Easter Bunny. The birth of Christ will be celebrated during Christmas and His Resurrection during Passover.

Lost and Found

Articles of clothing and other items that have been lost by students can be searched for in the lost and found bins. It is strongly recommended that the student's name be put on all clothing, books, and school supplies. If bins become too full for long periods of time, items will be forfeited.

Lunch

Students must bring a sack lunch from home at arrival. If a student forgets lunch, a parent may deliver it before the student's lunch period. Pre-K, Kindergarten, 1st and 2nd grade eat at 11:00 a.m.; grades 3rd-5th eat at 11:30 a.m.; and middle and high school students eat at 12:00pm. Parents may bring hot or fast-food lunches. On Fridays, families may order school pizza.

Toys

Toys are not allowed at school. They are distractions to learning and may be lost or broken. They will be confiscated and not returned. Supervisors may require some toys such as items for show and tell to be brought to class for specific instructional purposes.

Electronics, Telephone Usage & Cell Phones

Students are not allowed to use the office phone for personal calls. If the child is ill or injured, the office staff will contact the parents. Students are not allowed to use their cell phones at school unless otherwise specified by teacher. Cell phones must be stowed in the off position in designated area, assigned by the teacher, during the day. Electronics, unless approved by teacher/Principal, are not permitted in the school.

Automobiles

Only students with a valid driver's license and proof of insurance are allowed to drive to school. A copy of driver's license and proof of insurance will need to be in the student's permanent record folder.

Visits

All parents and visitors must report to the office upon arrival to the campus. Disruption to the learning centers will not be allowed.

Covenant by the Parents

We do hereby state that we have made a thorough review of the school's program, curriculum, statement of faith, discipline, motives, etc., and do pledge to make them our glad-hearted choice for the coming school year

We pledge our loyal support to the school through praying for its program, giving to the school's financial needs, and by paying all account payments regularly and on time.

We hereby invest authority in the school to discipline our child as necessary. We further agree that we will co-operate and discipline our child in the home as needed.

We are thankful that God has provided a place for our child to receive a Christian education. We will support and back all of its policies, rules, standards, programs and the like.

We pledge to not criticize, gossip, or "run down" the school, its policies, staff, etc. for any reason. Before we would do this, we would quietly and without delay withdraw our child in a Christ-like manner. We realize that a parent's attitude can also be reason to dismiss a child.

We as parents, who are accepting the challenge to "train up a child in the way he should go", do state that this training will be carried on in the home. The school cannot succeed with my child unless I teach and support its standards at home.

We sign this covenant as a statement of support for those policies and rules set forth in the Faithful Grounds Christian Academy Parent/Student Handbook, having read them and discussed them with our child(ren), as appropriate.

Parent Signature(s): _____

Student Name: _____ Grade: _____