

First Christian Academy * Southbelt Location
**** TABLE OF CONTENTS ****

Financial Information 2006/07	
History & Philosophy of FCA	3
School Government	3
Schedule of Operations	4
School and Center Holidays	4
General Attendance Policy	4
Benefits to Attending a Christian School	4
Admission Disclosure	5
Child Anxieties	5
School Visitation	5
Drop Off and Pick Up Procedures	5
Illness Policy	
Communication Disease Chart	6
Medicine	6
Financial Information	7
Methods of Payment	7
Late Fees	7
Neighborhood Center (NCI)	7
Donations	7
Fund Raisers	7
Vacation Time	8
End of Year Record	8

CHILD DEVELOPMENT DIVISION

Registration Process	8
Birthday Cut Off for Pre School	8
Attendance	8
Withdrawal Policy	8
Food Service	9
Curriculum Overview	9
School and Personal Supplies	9
General Information	10
Naptime	10
Toys from Home	10
Field Trips	10
Birthday Parties	10
Uniforms , Clothing and Accessories	10
Guidance and Discipline Policy	11
Accident / Incident Policy	11

PRIVATE SCHOOL DIVISION

Admission Policy	12
Parent Orientation	13
Parent Communication	13
Character is a Choice	13
Attendance Information	13

DPS	13
Diagnostic Test	13
Summer School Requirement	13
Graduation Requirements	13
Homework and Homework Slip	13
Helpful Study Skill	14
ACTS Leadership Convention	14
Progress Reports	14
Honor Roll Requirement	14
Character Policies & Guidelines	14
No Tangible Courtships	14
Classroom Control & Discipline	14
Demerit Notice	15
Probation	15
Parent Conferences	15
Uniform Policy	15
General Guidelines and Policies	16
Visitors	16
Student Drivers	16
Student Parties	16
Pagers/Cell Phones/Walkie Talkies	16
Telephone / Message Service	16
Lunch Options	16
Working High School Student	16
Weather / Emergency School Closing	16

About *First Christian Academy*.....

History and Philosophy of First Christian Academy

First Christian Academy was established in 1989. First Christian Academy (FCA) offers an independent, non-denominational Christian education. As of 2004, FCA's student body is represented by over 50 area churches. Christian education is taught by word and deed, through everyday activities, including snack and meal time, indoor and outdoor play. Chapel is held weekly and is age appropriate. Bible stories and character are taught through the basic curriculum including math, English, social studies, science and spelling. FCA is designed to stand behind the parents and enforce the values and character of our families.

FCA has achieved and maintained Model Status (*the highest honors awarded*) from Accelerated Christian Education, since 1991. First Christian Academy is also a member in good standings with Association of Christian Schools International (ACSI). FCA opened the second campus August 2006.

	Age / Grade	Curriculum
○ Pre School Dept.	Ages 2/ 3 / 4 and 5 years	ACE/Saxon
○ Primary Dept.	Ages 5 -8	ACE/Saxon
○ Secondary Dept.	Ages 9-12	ACE
○ High School Dept.	Ages 13- above	ACE
○ Before and After School for area Public School Students		

FCA believes parents are given the responsibility for teaching and training their children in the ways of the Lord (Deut. 6:6-7). It is our desire and commitment to partner with our parents to provide a quality education which encourages each child to grow academically, socially, and physically as well as spiritually. First Christian Academy is a college-bound school.

FCA depends on the parents to be involved in the process of educating their child. The staffs of FCA are Christians and model Christian life before the students. Our staff treats children with love, respect and dignity. Therefore, FCA expects students to be respectful and follow the rules set forth. Attending a private Christian school is a privilege -- not a right. Parents choose to send their children to Christian school for four primary reasons: Academics, Safety, Christian and Character Training or*Character Reform*. We believe all arguments are good and valid—but there are different types of schools. .

FCA is a school for the family that :

- honors the Word of God in their home,
- teaches the Word of God in their home,
- believes the parents are the decision-makers and authority over the children
- or..... for has a genuine desire to learn and apply the principles found in the Word of God for their family.

The administration of FCA believes in children and expects children to be children. FCA cannot allow a child to remain at First Christian Academy if his/her overall behavior is not conducive to a Christian character. FCA understands and expects, children to be children. It is appropriate for a 18 month old to bite and hit if he/she wants a toy another child may haveit is not age appropriate for a four or five year old to kick, hit or bite a friend or his teacher.

In addition to academics, school is a place where children can develop a good work ethic through day to day classroom activities and responsibilities. Education is a tool that is used to teach character and values. One definition of education is: *instruction in truth*. The bible teaches that all of the treasures of wisdom and knowledge are hidden in Christ Jesus (Col 2:3) and true wisdom comes from God (James 1:5). Therefore children of all ages need the Lord and need to be taught to seek knowledge and wisdom from the Lord in every factor of life, including academics.

Benefits to Attending a Christian School

The world debates..... Christian School VS Public School. According to scripture the decision lays deep in the hearts of the parents—not the child. Allow us the opportunity to point out five important facts to consider.....

1. FCA teaches that the Bible is the guidebook for our lives and that a personal relationship with God is the way of escape from the difficult issues in life.
2. FCA students receive a quality education. Our academic philosophy concurs with the Bible by teaching precept upon precept. FCA offers small classes with personalized instructions. Children are not pushed through school -- mastery of concepts is required before advancement.
3. FCA students are encouraged and motivated to do their BEST— half-hearted work is not acceptable.
4. The administration of FCA hand selects students and families that are like-minded with the philosophy of FCA. Our motto is, “A Christian School for the Christian Family”.
5. Although no school can promise 100% safety—we believe we have taken every precaution possible through screening and our interviewing process to protect our environment. First Christian Academy does not accept staff or students with a background of violent behavior, issues with drugs, or other issues that would be detrimental to the development of the Christian family.

School Government

Administration
Parent Board of Advisors
Parent / Teacher Organization

FCA is a 501 C-3 non-profit organization. FCA operates under the above chain of command. The Administrator and Principal handles daily operations of the school. The Parent Board of Advisors is comprised of the Principal, one lead teacher per department, and a parent representing each department. The Board of Advisors assists the administration in establishing and enforcing policies and procedures and determining future goals and visions of FCA. The Parent/Teacher Organization (PTO) is a voluntary group of parents and grandparents that desire to have input in the quality and future of the school.

Schedule of Operations

Child Development Center	Monday – Friday	6:30 a.m. – 6:30 pm
Private School		
Pre School Class	Monday – Friday	8:00 am - 2:30 p.m
Kindergarten Class	Monday - Friday	8:00 am – 11:30 a.m.
Grades 1-12th	Monday – Thursday	8:00 am – 3:30 pm.

Admission Disclosure

FCA admits students of any race, color, national or ethnic origin, and /or religion. Each student is granted the same rights and privileges, allowing the same opportunities to enlist in any program or activity, including educational policies, admission, scholarship programs, and athletic or other school administered programs.

First Christian Academy attempts to serve a large cross-section of children accepting students with average and above average performance/abilities. Students are accepted based on **character as well as personal goals and values** – not current academic status. FCA *is not designed* to work with children with past or uncontrolled behavioral issues, such as possession of drugs, physical or verbal aggression, disrespect of authority , or disorders such as OCD / Bipolar / etc..

♥ Teachers and Classroom Ratio

FCA believes teachers need to teach and train the children placed in their care. In order to have such a standard—FCA has a responsibility to the teachers to not over fill their classes. FCA promises to maintain a minimum of 20% under public or other private schools or pre school. Our largest class is in the high school department. The student to teacher ratio is no more than 14 to 1.

Lead teachers in PK3-PK4 hold a minimum of an Associates Degree in Early Childhood Education. Lead teachers in the Kindergarten thru High School hold a Bachelors degree in the major fields such as Education, Business, Sociology, Art, Music and or Communications.

♥ Forms of Parent Communication

The administration and staff of FCA strive to maintain communication between the home and the school. We have many resources in which we communicate school news: Parent Communication Envelopes, Parent Bulletin Board, 3-Parent Open Houses / Conferences, and telephone calls.

The primary and most consistent form of communication is the Parent Communication Envelope. The Parent Communication Envelope is a 9 x 13 envelope with a signature page on the front. When the envelope is sent home, the parents need to read the enclosed information and sign the front of the envelope and return the envelope to the school the following day. Failure to do so is our primary reason for faulty communication. If the envelope is not returned, the next memo, newsletter, etc that is sent home will not be sent to your home.

Teachers strive to keep the lines of communication open between school and home. First Christian Academy uses Parent Conferences, Telephone calls, Parent Communication Envelopes, and memos etc.... Please pay close attention to any and all correspondence that your child brings home. Signatures are required to ensure the message reached home.

Attendance Information

FCA is a private school. Education and the development of children is our primary concern. Consistency in attendance is very important for your child's adjustment as well as academic growth. Pre K3 thru Kindergarten, begins with Morning Devotion and Rally at 8:30a.m. Grade school (1st – 12th) Rally begins at 8:00 am. Children are not permitted to disrupt and enter Morning Devotions after the classroom door is closed. Students that arrive late will need to go to office and wait until devotions are over.

If a child of any age is going to be absent or late, please inform the office by 9:00 a.m. Call the office and give the child's name, teacher's name, and the nature of the illness. FCA is required by law to inform other parents of any contagious sickness that passes through the center.

Please Note-

Attendance count is used for preparation of lunch and supply of adequate staff. Children are not permitted to enter the classroom after 10:00a.m unless arrangements were made in advance through office.

Each class is designed to meet the cognitive and development needs of the student. FCA School calendar is set up on a tradition school year schedule. Children not registered for Extended Session are permitted to enter class 15minutes before session begins and must be picked up at 11:30am.

Grades K – 12th - Students are held to the same attendance guidelines as private school as well as other private schools. Attendance is calculated at the end of the year and is documented on a Permanent Record. Attendance is a consideration in the determination of promotion according the Dept. of Education.

♥ Drop Off and Pick Up

FCA is extremely careful about allowing one of our little ones to leave with someone other than a parent. Each person listed on Enrollment Forms must have a picture ID on file. **FCA requires a parent or a guardian to check-in and check-out children who are registered in the Child Development Center. This includes the Before and After School programs and Extended Sessions.** Please inform the office when you want to add or remove a name.

Minimum Standards require FCA to keep accurate attendance records at all times. Parents are required to sign each child in and out. Parents failing to remember to do so will receive a reminder phone call at work.

♥ Private School 1st – 12th grade

Specific information is handed out at the Parent Orientation .

♥ Child Anxieties

Often our school will be the first separation for you and your child. Sometimes it is harder on the parent than the child. Please remember -- anxiety and fears are normal and may be represented in different ways. Some children cry, some may

even take a step backward in areas of development. This is normal and can last up to four weeks. Parents are asked to drop child off at the door and leave. Parents that linger cause.....teachers to not be able work with children..... and the other children become upset at seeing a parent and begin questioning , “Where their parent is”.

Some children have additional problems such as language barriers, siblings at home, or possibly a recent divorce between parents. We are prepared (with your help) to handle these “separation anxieties”. Before long, your child will enjoy the happy balance of Love and Learning at *First Christian Academy*.

♥ School Visitation

Parents and grandparents play an active part in our school and are welcome to visit. We have an “open door” policy—as long as the children in the class respond well to the visit. If the children become uncooperative the visit will be suspended. All parents and visitors are required to register through the office before entering the classroom. If you are interested in being a parent volunteer, please inquire through the office. Parents are especially appreciated during holiday parties and field trips.

Holidays

♥ Child Development Center is closed for the following holidays:

New Years Day	Memorial Day	Good Friday	July 4 th
Labor Day	Thanksgiving & Day after Thanksgiving	Christmas Eve & Christmas Day	

If a holiday falls on a Saturday, the holiday will be taken on the previous Friday. If the holiday falls on Sunday, the holiday will be taken on the following Monday.

♥ Private School Holidays

Private school calendar applies to “School Only” students in Pre-Scholars (3yrs) through High School – accept those registered for extended care. A calendar that shows the holidays to be taken will be sent out at the beginning of each semester.

Illness Policy

Please do not send your child to school if he/she indicates they might be ill. If a child becomes ill while at school, the welfare of the child and the consideration of others is our first concern. They will be sent to the office and kept comfortable until a contact person can be reached. The child must be picked up within 45 minutes of notification. Please keep your contact numbers current with the teacher and office in case of an emergency. According to the Department of Minimum Standards.....Children are not permitted to remain at school if they indicate:

- A fever of 100.4 degrees - oral 99.4 degree - armpit
- Vomiting
- Diarrhea
- Consistent cough
- An unexplainable rash
- Ringworm unable to be covered
- Lice or lice eggs
- Pink Eye
- Any virus that could affect another person

Children must be fever and symptom free for 24 hours before returning to school.

If a student is sent home with any of the above, he/she must remain home for 24 hours.

Because many types of infectious diseases are contact-borne, we constantly work to follow sanitation procedures like hand washing, toy washing, and disinfecting diaper changing areas. Other diseases are air borne and they are much more difficult to control. Please use the following guidelines to determine whether or not your child can return to school:

- * Diarrhea- A child may return to school when he/she is free of symptoms for a 24 hour period plus free of fever, irritability, lethargy, etc.
- * Vomiting- The child may return to school when he/she is free of other symptoms (and has been for 24 hours) and his/her appetite has returned and is eating normally.

*Fever- In cases of fever, a child may return 24 hours after the child’s temperature has returned to normal or the child has seen a physician and been cleared to return to school. Your child is especially vulnerable when battling an illness. Another infection could set in if he/she returns too soon.

*All classes go outside daily, weather permitting. If you are concerned that your child is too ill for outdoor play, he/she should probably stay home. It is difficult for us to accommodate a child who must remain inside all day.

♥Communicable Disease Chart

Children that have missed 5 or more days due to sickness are required to have a doctor’s release to return to school. If your child has a contagious disease, please acquire a doctor’s release before returning to school. Please inform the school if your child has a serious contagious disease.

AIDS / HIV	Amebiasis	Campylobacteriosis	Chickenpox
Cryptosporidiosis	E-Coli Infection	Conjunctivitis	Cryptosporidiosis
Fever / Diarrhea	Fifth Disease	Head Lice	Hepatitis A or B
Herpes Simplex	Impetigo	Influenza – Flu	Measles
Meningitis	Mumps	Whooping Cough	Strep Infection
Ringworm	Salmonellosis	Scabies	Shigellosis

This is a partial list and subject to the Dept. of Minimum Standards Guidelines.

♥Medication:

If a child must receive medication at school, a parent must complete our medication form at the front office. Medicine is kept in the office and will be administered by the Office Manager at the lunchtime only.

Make sure all medication is clearly labeled with the child’s name, dosage, and date. Please do not pack medication in children’s backpacks or bags where they have access to them. Fever reducing medicine is prohibited.

First Christian Academy can not give an over the counter medication more than 2 days—without a note from physician.

General Financial Information

Financial Guidelines

The major benefits of FCA, is the strong Christian and Values-based education and Small Classroom size. In order to maintain a school with small classes and qualified teachers strict financial guidelines must be implemented. FCA strives to meet the needs of each family through a variety of programs as well as payment plans. School tuition is billed for the entire school term and placed on a promissory note. Child Development is week to week. Parent may withdrawal anytime during a calendar year, with a 2-week written notice. Private School (grades 1st -12) is a school year commitment.

Program Options are as listed:

- * School tuition only (2,3 or 5 day week)
- * School tuition with extended care ((2,3, or 5 day week)
- * Child Development and After School Care

Payment Plans are as listed:

Agreed tuition payment is due regardless of the days of school and or days of attendance. Weekly tuition payments are due on or before Monday @ 8am. Monthly tuition payments are due on or before the first of each Month. Fee are non-refundable and or transferable.

♥Methods of Payment & Late Charge Policy

- * Master Card or VISA Debit Card
- * Money Orders
- * Credit Cards

Tuition payments are due on or before the first day of each month or week. If the 1st -- falls on the weekend payments must be made Friday to avoid a late charge. Late Charge is \$5.00 per day, including weekends. Debit Cards will not have a surcharge. Credit Card payments incur a 3% surcharge. This fee will need to be added to tuition payment.

♥ Late pick up

Private School (grades 1-12th)

Parents need to arrange to have children picked up within 10 minutes after dismissal. Children not picked up within the appropriate time will be registered in the Extended Care Session as a Drop In. Students can not be left unattended and allowed to wander on the property. A fee will need to be paid before child returns to school.

Child Development and Pre School

Many of our teachers go directly to San Jacinto College or the University of Houston after work. This makes late pick up a major problem for our staff. Regretfully, we are forced to begin charging a late pick up fee after 6:30p.m. -- the rate is \$1.00 per minute. Because FCA does not pay overtime—late fees are paid directly to teacher as their pay.

♥Donations

First Christian Academy is a 501 C-3 organization and operates on a tight budget. Donations of money or equipment are greatly appreciated. Donation certificates are available through the office.

♥Fund Raisers

FCA operates as an independent, private Christian school so Fund Raisers are essential for supplying the needs of the school. The PTO has two major fund raisers each year. If a family chooses not to participate with the fund raising, they may choose one of the following options:

- a.) to raise the monies in a different way b.) to pay the buy-out clause of \$75.00 per child

♥Vacation Time

Child Development

FCA understands a family's need for vacation. Therefore, FCA allows a family to request a Vacation Tuition Discount of 50%, a maximum of one week per quarter. The benefit does not come into effect until the student has been enrolled for 6 months. The discounted tuition is a reservation fee to hold your child's space.

Private School

Private School students do not have Vacation discounts allotted during the school year due to set breaks, such as Thanksgiving, Christmas, and Spring Break.

♥End of the Year Records

Parents are asked to retain their money orders, canceled checks and bank/credit card statements for amount and proof of payment. The IRS number is given in January for tax deduction purposes. Families with outstanding tuition will not be issued the IRS number, until account is current.

Child Development Department

Registration Process

- ✚ Obtain and read First Christian Academy Handbook Completely
- ✚ Complete Application Packet
- ✚ Submit Copies of : Child's Birth Certificate or Social Security Card and Immunization Card; Parents Drivers' Licenses,
- ✚ Have child's Doctor sign and return Health Information Form
- ✚ Pay Registration and Curriculum Fee

Department of Minimum Standards requires all of the above to be completed BEFORE child can begin.

Birthday Cut Off

The birthday cut off is September 30. If you believe your child is advanced a test can be administered and evaluated to see which class best suit his/her individual needs. The principal, teacher and parents will meet following the test to discuss the child's test and appropriate grade level.

Withdrawal Procedures

♥ Child Development Center Only

To ensure your child the best care possible, FCA maintains child enrollment of 25% under state requirements. This policy allows us to have a ratio of fewer children per staff member in each room. Therefore, a 2-week written notice is required for Infant , Toddler , Pre School and After School Programs. Your tuition obligation continues until you fulfill your responsibility.

Food service

FCA supplies a morning snack, hot lunch, and an afternoon snack for all children in the PreK 2,3,4 and Kindergarten programs. Food cost is included in the tuition. Breakfast is not included, but is maybe brought from home between the hours of 6:00 – 7:00. All breakfast food must be finished and put away by 7 am.

Menus are posted on the main bulletin board. A variety of nutritious foods are served daily in our cafeteria giving your child a balanced meal in amounts which are adequate to ensure proper growth and development. Children are always encouraged but never forced to eat.

Teachers Choice * The Pre School department may set up a schedule where each child is scheduled to bring a fruit, vegetable, or specific ingredient for a cooking project. If a parent does not wish to participate, please inform the teacher.

- ✚ Parents are asked not to send food in hand or with their child, except during breakfast time. Small children are egocentric and they do not understand why one child may have Mc Donald's and they cannot.
- ✚ Parents are permitted to come and eat lunch with their child. Parents are required to call the office by 9:00 a.m. to add their child to the lunch count; the cost is \$4.00. Outside food is not permitted to be brought in. .

Lunches from Home are acceptable if they maintain the nutritional needs for the day. Therefore the following guidelines will be enforced for children wanting to bring a lunch from home....

1. lunches must be prepared from home—not from an area restaurant such as McDonalds
2. lunches can not require preparation at school or refrigeration or heating
3. only one small sweet per lunch
4. no soda
5. lunch must meet the Dept of Minimum Standards' requirements

The lunch count is taken at 9:00 am. Please call if an emergency arises and you will be arriving a few moments late..

Curriculum Overview

Young children learn through play. We teach both the younger and the older children to interact with others by sharing, listening, and working in-small and large groups. Through art, they learn to express their feeling and ideas. Through block play, they learn to plan and solve problems. Dramatic play allows the children to express themselves as well as develop their language skills. All center time and work time in the class is aimed at developing the child's social and learning skills.

FCA offers a fully accredited educational program for infants through Pre School. FCA uses Saxon Math and the ACE Curriculum. For more information review curriculum on the web.

Each of the curriculum outline includes: math, phonics/letters, reading, science, social living, art, music, and reasoning skills along with coordination and vision perception development activities. Our curriculum is specifically designed to be age appropriate and foster exploration, creativity, and academic success.

General Information

♥Issues and Disagreements

If a disagreement arises between the staff , another parent or administration of FCA -- FCA believes in the principles found in the Word of God to maintain good communication and harmony. The scriptures teacher, if you have a disagreement with a person.....you are to:

- 1st go to the person and try to resolve the issue. If you do not receive the results you are seeking for....
- 2nd take someone with you to discuss the issue andseek to understand and to be understood yourself. This person could be the Director or assistant Director of FCA.
- 3rd go to the authority to voice your complaints and concerns if you feel it is necessary

♥Naptime

Naptime is 12-2 pm for Infants through Pre K 4 and is required by the Dept of Minimum Standards. Children are not forced to sleep but are required to stay on their mat and rest. Most of our children sleep each day. Soft music is played throughout nap time. A teacher supervises each classroom during this time. Your child needs to bring a mat and a small size blanket or beach towel to use at nap. No pillows please, we have limited storage. **Pick up, school tours, and visitors are not permitted during nap hours.**

♥Toys

Please do not allow your child to bring toys except on Show and Tell Days -- Friday. Toys from home create classroom problems as many children are not willing to share personal toys and items are easily broken.

♥Field trips

Kindergarten and classes above attend scheduled, local field trips. Notices are sent home 3 days in advance to provide details. A permission slip is required for each trip. Parents are encouraged to participate and attend. If for some reason, a student is absent, the money is non-refundable.

♥Birthday Parties

Parents may host a party at school with their child's class. Afternoon parties should be at the afternoon break. We ask that gifts not be included, but a special cookie, cup cakes, or treats and favors are permitted. Juice will be provided from the school. Please request permission in writing at the office 1 week in advance, with your child's teacher.

Clothing and Accessories

Children are not permitted to wear earrings, necklaces or jewelry of any type.

** This is because of past injuries and loss *.*

♥ Pre School and Kindergarten Uniforms (ages 2-5)

Students are required to wear a complete uniform. Uniforms maybe purchased from :

Classroom School Uniforms

5205 Broadway * Pearland * 281-412-7176
Average quality; last one year

Parker Uniforms

613 E. Main St. * League City * 713-781-3623
Great Quality ; last multiple years

Uniforms are as follows:

Males uniform polo shirts ; blue or khaki uniform slacks or shorts ; socks and athletic shoes

Females uniform polo shirts ; blue or khaki jumpers, skirts, or skorts ; socks and athletic shoes

** Sweaters or vest are to be navy blue.

** Please -- put name and last initial on all removable attire.

♥ Please-- do not send heirloom or special blankets. Children are not mature enough to take care of these things and the school can not take responsibility for items of special value or sentiment.

♥ All children are to have a backpack with an extra change of clothes—along with a plastic sack for accidents.

♥ Boys hair is to be cut in a traditional male haircut and may not come past the collar if pulled straight. Boys are not permitted to wear braids of any type.

Guidance Policy and Discipline

Our teachers strive to maintain control in a classroom by preventing problems through effective planning, reinforcement of appropriate behavior, and redirecting misbehavior. Group exclusion is used only when repeated requests for cooperative behavior is ignored. Each classroom is set up with a "Sit and Think Chair". If the child needs time to gather control—they will be asked to sit in "The Chair" for a maximum of 1 minute per year of age. This gives the child the opportunity to think of a better choice of behavior. Following his/her time of quiet, the teacher goes over to the child and discusses different options he or she could use next time and strives to work with the child for repentance and restoration of fellowship with his/her peers.

FCA believes children are God's work in progress. They are learning the difference between, appropriate and inappropriate behavior. This is acceptable and age appropriate. Parents will only be notified when specific behavior is repeated, such as..... temper-tantrums, hitting, biting, foul language. FCA operates each classroom under the stated rules:

* I am the only one that can control me.

* I am a builder not a breaker

* I am a helper not a hurter

* I am to walk and talk inside

* Sometimes I need to be a listener

There is no punishment associated with food or rest. Your child will be treated with respect at all times. Our teachers are trained to distinguish between behavior and misbehavior and to act accordingly. Your child's positive self-image is always in consideration and no punishment will be carried out that would have a negative effect in this area. The goal of FCA is to train up the children in the ways of the Lord and to develop, Christ-like character.

Sometimes, there are behaviors that our school is not equipped to handle. In these rare cases, the child's time at the school may be limited or termination of enrollment may occur.

Internal Behavior Modification

Each of our PreK classrooms have a "Stop Light"—red / yellow / green. Each student has a clothes pin with their name. If a child fails to obey a classroom rule—they are called on the rule...and asked to move their clothes pin to the next level. They have the option of changing their behavior and redeeming themselves—or continuing making the wrong choices and going down to red. Specific consequences follow good and bad choices—depending on the age of the child.

♥Accident / Incident Policy

FCA maintains lower teacher / student ratio than required by the Department of Minimum Standards. The purpose of lower ratios is to give more attention to academics, as well as provide a safer environment for our children. Regardless of our attempts at caution, accidents and incidents happen from time to time. Children may hurt themselves or one child may injure another child. Please be aware-- when any group of children get together, there will be small accidents as well as friction of some sort. This is how children learn to solve problems and develop social skills. We try to help children learn from each experience. The responsibility of the adults is to govern and oversee the children's activities and interfere only when necessary.

FCA's policy is to send home an Accident / Incident Report for the following :

1. when a child indicates he/she has been hurt and there is a visible mark.
2. for any child that intentionally hurts another child where there is a visible mark.
3. for a child that bites and for the child that is bitten.
4. when a child demonstrates unusual behavior or complains for an unusual period of time.

Private School Division Grades 1 -12

With A.C.E, character is an essential element of every subject and every day spent in a Learning Center. Choosing an *A.C.E School* gives your child the opportunity to see character in action. Sixty Biblical character traits form the basis for your child's total educational package. From Kindergarten to graduation, the A.C.E Curriculum encourages character development. Students that attend FCA are expected to behave in a manner that supports and demonstrates Christian character and values on and off campus. FCA takes a strong stand for honesty, integrity, moral purity, respect, and obedience to authority figures -- at home, school, church or community. Students finding it difficult to do so will be asked to find another school.

Admission Procedure

- Obtain and read the Student Handbook thoroughly as a family.
- Complete Enrollment Package. The Student Handbook Acknowledgement Form is required to be signed before proceeding to the next step.
- Bring copies of recent report card, transcript, social security card, and parents drivers licenses
- Submit Application Package with Application and Testing fee
- Parents and student meet with Principal for interview
- Admission committee reviews and validates application
- Verbal or written notification of decision is made within 48 hours.
- If student is accepted all fees must be paid within 48 hours. All fees are non-refundable.

♥ Parent Orientation

Parent Orientation is required for all families of Kindergarten through Twelfth grade students. Both parents are required to attend if at all possible. Parent Orientation is held in August and again in January for families registering late. Parent Orientation is on a Saturday from 10 am – 2 pm.

♥ Diagnostic Test

Diagnostic Testing is administered to all students applying for enrollment, grades PK4-12th. The test is given over a 1-2 day time period. The test is all inclusive beginning at level one and progressing through high school. The test will indicate academic strengths as well as weaknesses. Following the test, an IEP (*Individual Curriculum Plan*) is created for your child. The IEP will map out a curriculum Scope and Sequence for each of the five core subjects. Students are then placed on what is called, Academic Performance Level.

♥ Absences

FCA is dedicated to teach and train leaders of tomorrow. Life skills and work ethics are created during students' school years, so regular attendance and promptness is required. Excused absents are as follows:

- 1.) Illness with doctors excuse
- 2.) Illness in family that makes it impossible for child to be brought to school. (limited-- must be approved by principal)
- 3.) Death in family
- 4.) School / Church pre-arranged and approved trip
- 5.) Special circumstance with approval from principal.

In order for absences to be excused a letter must accompany the child back to school. The letter must be from the doctor/hospital or other supportive person. Unexcused absences accumulate and are tallied at the close of each semester. Five unexcused absences will cause the student to receive an "Incomplete" for the semester. Unexcused absences result in one hour of detention

♥ Tardiness to School or Class

FCA is expected to operate in harmony with PSID as much as possible. There is a "No Tolerance Rule" tied to tardiness. Class begins at 8:00 am—Students arriving after 8:00 will not be permitted to enter until Opening Assembly is over.

Consequences :

- 3 demerits each time the student is tardy
- 3 days unexcused tardy = 1 unexcused absence

Classroom Management and Academics

♥ Progress Report Cards

FCA operates on a nine-week reporting period. Most schools average student's grades between daily class work, quizzes, projects, as well as test grades. This may give parents a slanted view of their child's true academic status. FCA Progress Report grades are a direct reflection of your students test scores. This enables the parents to be able to discern where their child stands academically.

Progress reports are handed out to parents during Parent / Teacher Conferences. In order to receive the most from your Parent Conference, please write down questions that come up through the nine week time period. Report Cards are not issued if your financial account is not current.

♥ Honor Roll Requirements

Administrators Honor Roll requires a grade of 94 – 100%

Principals Honor Roll requires a grade of 88 – 93%

Monthly Scripture Memory must also be done by the deadline before receiving honor roll status.

♥ Summer School

FCA offers a 6 week Summer School program for grades 2 – 12 from the first part of June to the middle of July. The Summer School schedule is Monday through Thursday; 8 am until 12noon...

Summer School is mandatory for :

- students who have not completed the 12 PACEs in each subject including Math, English, Social Studies, and Science.
- students who are academically behind their grade level in Math and English.
- students with excessive absences.

The Summer Session is optional for any student who desires to work ahead. Summertime Fun is a program that is part academic and part fun. It operates through the Child Development Center and is an option for all children.

♥ Graduation Requirements

Requirements for all Degree Plans

- Minimum of One full year of attendance
- Minimum of One Year Attendance at Student Convention
- Current ACT or SAT
- Good standing with Financial Office
- Minimum of 18 yrs

Three Degree Options:

General Diploma

College Preparatory

Honor College Preparatory

♥ DPS Form – Drivers Permit

Due to the nature of the Accelerated Christian Education Curriculum, obtaining a signed Verification of Enrollment and Attendance Form is based on *Attendance as well as Completed PACEs*. Students who fail to complete the required PACEs may not be entitled to receive a Verification of Attendance Form.

♥ Homework and Homework Slips

Homework is a necessary part of a student's school experience. Normally, students in First through Fifth grades should not have more than 30 minutes of homework, aside from oral reading, spelling and math drills. Students in Junior and Senior high may have 2-3 hours of homework one or two days a week. FCA's definition of the word, "homework" is: unfinished daily schoolwork or preparation for a test. Busy work is not a part of First Christian Academy's Curriculum.

Students are assigned individual daily goals (assignments) in Math, English, Social Studies, Science and Word Building to complete each day. Students who fail to complete their daily goals are permitted to complete them as homework. Students who return the following school day with incomplete work receive demerits.

Homework Slips are sent home indicating any daily work not completed by the student. Parents are required to sign Homework Slips. Failure to do so causes the student to receive one demerit per subject. Parents are asked to check over homework as much as possible. Students have been known to write nonsensical answers down in their PACES to be able to say they completed their homework. If you find your child doing this, please discipline firmly otherwise, this will cause major problems for your child's academic progress if allowed to continue. Remember, FCA's philosophy is precept upon precept. The student is not permitted to move ahead until previous work is complete and correct. Nonsensical answers set a student behind on the next days' goals. Scoring homework is the first task in the mornings. All incorrect answers must be corrected and re-scored before beginning those days' goals.

♥ Helpful Study Skills

To help your child have a successful year, the teachers have listed a few suggestions:

- Have student orally read their science and social studies assignment for the next day.
- Make flash cards in trouble subjects and use them nightly
- Study spelling words nightly
- Study all check ups before a PACE test.
- Read – Read – Read. Children that have comprehension problems become better and stronger readers by PRACTICE.

♥ ACTS Leadership Convention (students 13yrs and above)

FCA is an accredited school through ACE International. Part of the requirements for accreditation is preparation, participation, and attendance at the Regional and International Leadership Conventions. Each Convention is one week long. Students compete in 138 events such as: Academics, Art / Photography, Athletics, Music- vocal/instruments and Drama / Speech. Students that place 1st-3rd place at Regional will compete at Internationals.

The Regional Convention is located in the Bay City area, normally in March. The cost is approximately \$350.00. International Convention locations alternate between different Universities over the United States and usually take place in late May. The cost is approximately \$435.00 plus transportation. Fund raisers are planned throughout the year to offset these expenses. Convention participation is required for all students 13yrs and above. Parents are encouraged to participate through the year as well as attend.

Special Clothing – Male students will need a black suit. A special dress shirt and tie will be required for Choir Uniforms
-- Female students will have matching dress or suit purchased for Choir Uniforms

Demerit Notices and Detention

♥ Classroom Controls and Discipline

What makes a Christian school different from a public school? Structure and discipline. These are catalysts for learning in a child receiving a quality education. Children should learn to respect and obey those whom God places in authority. Each classroom has a *Behavior Modification Program (BMP)* to promote a learning environment. BMP has set rules and guidelines to promote an academic, safe, nurturing environment for all students.

Demerit Notices are sent home any day your student receives 3 or more demerits. Demerit slip is REQUIRED to be signed and returned the following day. Demerits earn detention. Detention is served between 7:00 – 8:00am.

A conference with a parent will be required for disrespect, classroom disturbance, disruption of property, repeated incomplete homework, and or repeatedly failing to comply with school policies.

- ✚ Three Parent Conferences due to excessive demerits will place the student on In House Suspension.
- ✚ Three additional Parent Conferences to progress discipline to 3-days suspension.
- ✚ Suspensions are issued 3 day increments and are cumulative.

♥ Probation

Probation is not necessarily bad thing-- probation is a set period of time in which a student has the full attention of the teacher. During this period of time the teacher works hand in hand with the parents and the student. The purpose is to help the student acclimate to the new learning environment. A Parent Conference is scheduled to help the student find success and personal achievement.

♥ Parent Conferences Due to Demerit

When a student earns more than 6 demerits in a day, the parent is called to pick the student. A Parent Conference is set for 7:30 am the following morning to discuss the issues and possible solutions... A copy of the Conference Report is turned in to the Principal for review and filing. Parent Conferences were created to give the teacher, student, and parents the opportunity to discuss the reasons for the demerits and hopefully help the student find solutions to the problem. A student receiving excessive demerits that produces Discipline Record is reviewed each semester.

♥ Parent Communication

Teachers strive to keep the lines of communication open between school and home. First Christian Academy uses Parent Conferences, Telephone calls, Parent Communication Envelopes, and memos etc.... Please pay close attention to any and all correspondence that your child brings home. Signatures are required to ensure the message reached home.

♥ Cheating Policy

FCA has established a strict honesty policy. Students receive individual tutoring and encouragement to reach their fullest academic as well as spiritual potential. Therefore, any student found cheating will be receive a "0", will be required to repeat the PACE and a parent conference will be called the following day to ensure the student understands cheating is unacceptable. Detention and or suspension may be given for repeated incidents.

General Guidelines and Policies

♥ Uniform Policies

Parker Uniforms
613 Main League City 713-781-3623

FCA has contracted Parker Uniform to supply our school with needed uniforms. Students are required to be in complete uniform any day that school is in session. Students are not permitted to change clothes on campus. Students arriving out-of-uniform will be sent home and be counted tardy or absent. Minor uniform violations are belt, shirt un-tucked, wrong color or improper shoes. Students with uniform violations will receive 2 demerits.

As the year progresses skirts, shirts, or slacks may become too small or worn out. When this happens, new uniforms will be required. Uniform selections are available through Lydian's.

General Uniform Guidelines:

1. Chapel Uniforms are required on Chapel Day- to be announced during Orientation
2. All skirts / jumpers must cover girls knees.
3. Only white undershirts may be worn in cold weather
4. Girls are required to wear properly fitted underclothes at all times. Sports bras are not permitted except during athletics.
5. Black or blue, closed toe, low healed shoes are required. No boots are permitted.
6. Complete PE Uniforms are required for Jr/Sr High students (13yrs and above)
7. Uniform vest or sweaters in hunter green / burgundy are permitted during the cold weather
8. Socks or hose are required
9. A black belt is required for girls skirts or boys slacks with belt loops
10. Student's uniforms are required to be neat, pressed and clean. Failure to do so may result in a student being sent home and / or receiving demerits.
11. Jewelry of any type is prohibited except a watch and a class ring
12. Only light make up is permitted for girls 13yrs and above. Only white or clear fingernail polish is permitted.
13. Only conservative haircuts/ styles are acceptable – no fad extremes.
14. Females: hair is to be neat, clean and out of the eyes. Hair is to be a normal color, no tipping, or changing coloring, razor striping, or spikes
15. Males: hair is to be neat, clean and out of the eyes. Hair is to be a normal color, no tipping, or changing coloring, razor striping, and facial hair, braided or spiked. Extra curly hair or afros are not to exceed one inch in length; side burns may not be lower than the middle of ear.
16. Students are not permitted to have visible tattoos.

♥ No Tangible Courtships

School is a place to develop platonic relationships. Close, personal relationships complicate a school environment. Therefore, no physical contact is permitted such as hand holding, hugging, kissing, etc...on school campus or at school functions. Violation of this policy constitutes a minimum of 6 demerits with a maximum consequence of expulsion.

FCA is a school for students that are not married. Therefore, FCA would not be a suitable environment for students that are pregnant or have a child. FCA will assist the family in finding other alternatives to help the students complete their education.

♥Visitors

For the safety of our students-- visitors are not permitted to enter the classrooms, lunchroom, or school grounds without checking in through the office. Visitors must be dressed in a manner that is conducive to a school environment.

♥Students Driving

Parents that want to allow their students to drive must submit a request in writing along with a copy of their driver's license and insurance card. Driving is a privilege and will be revoked if a student's behavior or driving ability becomes unsatisfactory.

♥Student Parties

FCA has class parties for Thanksgiving, Christmas, Valentines, Easter, and the End of the Year. These parties are sponsored by the PTO department. Planning of parties will be discussed at monthly PTO Meetings. Phone calls will be made to parents for assistance and food.

Birthday and other parties must be approved in advance through the Principal. Approved Birthday Parties will be 45 minutes before the end of school. Parents may bring birthday cake, drinks, and party favors if they wish.

♥Pagers / Cell Phones / Walkie Talkies

All communication equipment is prohibited on school campus.. Students that violate the policy will receive one hour of detention and have equipment confiscated. Equipment will be returned to the parent the following day. Equipment may be kept in the student's car or school office for use during traveling to and from school.

♥Telephone & Message Service

Students are not permitted to use the office telephone to call for rides, clothes or books. In case of emergency, office personnel will contact parents directly.

♥Lunch Options

Students may purchase a lunch card through the office. Student may also bring lunch from home. Microwaves are available for student use. Refrigeration is not available. Student must be able to prepare food brought from home without assistance. Restaurant food is not permitted unless arranged through the Principal.

♥High School Jobs

It is strongly suggested that High School Students *not work until their Senior Year*. **Parents who choose to allow students to work must understand that although working may produce many positive experiences, it may also do the opposite. Therefore, a student's work schedule will never be allowed to act as an excuse for incomplete homework, inability to complete detention, or participate in required school events.**

♥Weather or Emergency School Closing

Unexpected school closing due to inclement weather conditions will follow the decision of the local school system. If it is announced that the local school system is closed, FCA will do the same. Listen to radio station 740 am or local television stations for such announcements.