



Elementary School
Parent and Student Handbook
2017-2018

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GENERAL INFORMATION

Fort Worth Christian School reserves the right to modify the content of this handbook at any time.

Mission

Fort Worth Christian School is a Christ-centered community where every child is loved and valued, taught excellence in and out of the classroom, and empowered by a biblical worldview for a lifetime of faith and service.

Statement of Faith

- We believe the Bible, the only infallible, authoritative word of God in all matters of faith and conduct, to be inspired by the Holy Spirit. No one has the authority to add to or take away from the word of God. Deuteronomy 4:2; Psalm 19:7-9; Proverbs 30:5, 6; I Corinthians 2:13; Galatians 1:8-9; II Timothy 3:15-17; II Peter 1:20-21; Revelation 22:18-19
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Genesis 1:1-3; Isaiah 44:6-8; Matthew 28:19-20; Mark 12:29; John 1:1-4; Acts 5:3-4; II Corinthians 13:14
- We believe in God the Father, an infinite, personal spirit; the creator of all things, visible and invisible, in the heavens and on the earth, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of each person, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. Genesis 1, 21:33; Isaiah 40:28; Exodus 33:14; John 4:24; Revelation 4:8; Romans 11:33-34; Jeremiah 32:17; Ephesians 1:19-20, 3:9; Jeremiah 31:3; Romans 5:8; II Samuel 24:14; I John 5:14-15
- We believe in God the Son, Jesus Christ the Savior, the only begotten Son of God, in His deity, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His continuous intercession for His people, and in His personal return in power and in glory. John 1:1, 2, 14, 18; John 3:16; Luke 1:34-35, & 24:27; Hebrews 4:15; Romans 3:23-26, & 8:34; Mark 8:38; Matthew 24:30; I Corinthians 15:3-4
- We believe in God the Holy Spirit, the Helper and Comforter, in His daily guidance and revelation of truth, in His conviction of sin, righteousness and judgment, and in His indwelling presence at the moment of salvation, enabling believers to live godly lives. John 3:5-8, 14:16-17, & 16:13-14; Acts 1:8; I Corinthians 12:13; Ephesians 4:30-32, & 5:18
- We believe we are created in God's image, but because we sin, we become separated from God and in need of salvation. Regeneration by the Holy Spirit is absolutely essential for salvation through the repentance from sin and the acceptance of Jesus Christ as Lord and Savior. We receive the gift of salvation by accepting God's invitation to enter into a covenant relationship with Jesus, placing our trust and faith in Him, and obeying His command to be immersed in water, which reflects the death, burial, and resurrection of Jesus. Isaiah 59:2; John 3:5-8, 16; 5:24; 14:6; Acts 2:21,

37-39; Romans 3:10-11, 23; 6:3-4, 23; I Corinthians 15:1-4; Ephesians 1:6-7, 2:1-10; Titus 3:3-8; I Peter 1:23

- We believe in the resurrection of both the saved and the lost - the saved unto the resurrection of eternal life and the lost unto the resurrection of eternal separation from God. Luke 16:19-26; II Corinthians 5:8; Philippians 1:23; II Thessalonians 1:7-9; Revelation 20:11-15
- We believe in the spiritual unity of believers in our Lord Jesus Christ, all of whom are added by God to the church, which is Christ's body on earth and of which He is head. Just as Christ is not divided, His church should not be subject to human divisions. We are called by God to gather regularly to worship and to be active in participation so that we may be mutually encouraged and so the body will build itself up as each part carries out its particular function. Matthew 28:19; Acts 2:42-47, 20:7; Romans 15:5-6; I Corinthians 1:10-13, 11:23-26, & 12:13; Ephesians 1:22-23, & 4:3-6, 11-16; Colossians 1:18; Hebrews 10:25; I Thessalonians 5:11
- Not for the purpose of earning salvation (which is a gift from God and cannot be earned), but in response to the incomparable riches of God's grace, we believe that we should put away the desires of the sinful nature and, led and empowered by the Spirit, live godly lives worthy of the calling we have received. Galatians 5:16-26; Ephesians 2:4-10, 4:1, 5:1-20; Titus 2:11-14; I Peter 3:11

Graduate Profile

Spiritual

Portraying God's love in relationships, sacrifices and daily choices.

Knowledge

Our graduates are students of God's Word, including God's plan for their lives. From stories of faith to spiritual truths and disciplines, graduates have developed core components of a biblical worldview to approach whatever life brings.

Stewardship

Servant Leadership is a core component of Fort Worth Christian School's learning outcomes, reflected in obedience through giving of time and treasure and the responsible use of each. Graduates have learned to identify spiritual gifts in themselves and others and will work to use them to God's glory.

Reverence

A Fort Worth Christian School graduate is developing his or her personal relationship with Jesus Christ through prayer and submission, learning to listen to God and demonstrating respect for His Word and His plan for each follower.

Sharing

Our graduates are effective in sharing their personal faith story and have developed skills for mentoring and discipleship. Showing the love of Christ through formal and informal mission efforts, Fort Worth Christian School graduates are prepared for their respective roles in God's work.

Social

Showing confidence and fostering engagement with people of all ages.

Communication

Our graduates effectively communicate to large gatherings, in small groups, and one-on-one. Fort Worth Christian School promotes relating skills enabling graduates to build bridges in social and professional environments.

Collaboration

Effective teamwork is a critical competency, whether serving as a leader or as a team member, and a Fort Worth Christian School graduate understands and respects the value of all roles. Our graduates are sought after for their experience working in shared-responsibility environments, for their skills in resolving conflicts and working with challenging behaviors.

Citizenship

Our graduates display respect for God and country, understanding the rights and responsibilities reflecting good citizenship. Participation in community activities demonstrates understanding of an individual and collective obligation to improve the lives of those around them.

Academic

Displaying externally validated competencies in core academic activities

Problem Solving

Fort Worth Christian School graduates have analytical skills and strategies to recognize logical patterns, dependencies and cause/effect relationships, making them effective in resolving “real life” situations individually and as team members.

Academic Writing

Research and documentation skills are critical in preparation for collegiate work and for future professional communication. The ability to create and present original organized thought is a critical outcome of a Fort Worth Christian School education.

Critical Thinking

Our graduates can effectively break down issues for comparative analysis, discerning which questions to ask in determining differentiation and relative value. Reflection and documentation skills demonstrate a logical thought process.

Technology Fluency

Effective and efficient use of technology is emphasized and embedded in curriculum. Many of today’s careers are advanced through exceptional research and publishing skills using the latest web-based productivity tools.

Organization

Fort Worth Christian School graduates have developed strategies for effective time management and project management with an emphasis on task completion.

Expectations

It is expected that Fort Worth Christian School students will:

- Do what is right.
- Respect yourself and others.
- Take pride in our school.
- Bring honor to God, your family, your school, and yourself.

Accreditation and Affiliations

Fort Worth Christian School is accredited by AdvancEd, also known as Southern Association of Colleges and Schools (SACS). Fort Worth Christian School is affiliated with the Texas Christian Schools Association, a statewide organization of Christian teachers and administrators; Texas Association of Nonpublic Schools; the Texas Association of Private and Parochial Schools for athletic and academic competitions; and the National Christian Schools Association.

ADMISSIONS

Policy and Procedure

Families interested in attending Fort Worth Christian School must fulfill/maintain the following:

- Complete online application
- Request teacher recommendations
- Submit required forms and documentation
- Complete entrance exam
- Schedule Principal Interview
- Pay registration fee (after acceptance)

Fort Worth Christian School reserves the right to deny students or admit students on probationary status based upon the administrator's decision.

Non-discriminatory Policy

Fort Worth Christian School admits qualified students of any race, color, religion, sex, handicap, and/or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, financial aid, and athletic activities and other school administered programs except where there are conflicts with specific religious tenets held by the institution and its controlling body.

TUITION AND FEES

Registration Fee

Upon acceptance to Fort Worth Christian School, the parent/guardian agrees to pay the registration fee to secure enrollment. Once paid, this fee is non-refundable.

Tuition

Full tuition is due no later than June 15th or payable in pre-arranged payment plans.

Tuition paid in full in non-refundable and tuition payment plans are required to be completed, except for the following circumstances:

1. The student moves a distance that would prohibit him/her from attending school.
2. The school determines that the student is unable to meet the demands of Fort Worth Christian School by no fault of the student.
3. The student is unable to attend due to prolonged illness, injury, or death.

In the circumstances described above, tuition will be refunded on a prorated basis.

Registration fees and special activity fees will not be refunded.

HEALTH AND SAFETY

Medical Information

Each year parents/guardians are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student. Other information that may be required in case of an emergency should be provided and updated by the parents/guardians as necessary.

Immunization Policy

In order to ensure the health of all our students, it is critical that each student receive proper immunizations required by law. Parents should provide documentation of completed immunizations to nurse. If at any point during the school year it is determined that a student is in need of an immunization, he/she will be unable to attend school until it is administered.

Medication Policy

The school nurse or other designated personnel shall administer all medication to the student as stated in current legislation. If the school nurse is not available for such purpose on any occasion, an authorized person may administer it to the students, provided they have been trained.

All medication from home must be turned into the office in the original container with all necessary forms completed and signed by a parent/guardian including instructions for dispensing. Parents/guardians are required to provide all over-the-counter medication with the appropriate forms.

Medicine not picked up at the end of the school year will be destroyed per Health Services Procedures.

Sick Child Policy and Procedure

Students who show signs of illness after arriving on campus should get permission from the teacher to come to the office. The nurse will attend to and determine if the student should return to class or be sent home. Any student having a temperature of 100 degrees or more, or who is vomiting, will be sent home.

Students who become ill off campus should call the office and email the homeroom teacher for notification purposes. If a medical professional diagnoses the student, inform the nurse as soon as possible to ensure proper care for other students.

Bring documentation from the medical professional (if available) upon returning symptom free. Students must be fever free without medication for 24 hours before returning to school or school events. Students must be diarrhea and/or vomiting free for 24 hours before returning to school or school events.

Counselor

A counselor is available on campus Mondays, Tuesdays, Thursdays, and Fridays. Services include Chapel and devotion lessons as well as individual and group counseling. Parents/guardians and teachers may refer students for emotional, behavioral, or academic issues related to school. In the event the campus counselor is out of the office another counselor from another building will be contacted to assist if needed.

Drills

Students, teachers, and other employees shall participate in drills of emergency procedures for intruders, tornadoes and fire. Parents and visitors who are on campus during drills or emergency procedures must follow the instructions of campus personnel for safety purposes. When the alarm is sounded, students must follow the direction of the teacher quickly and in an orderly fashion. Instructions for these drills will be posted in each classroom and discussed by each teacher.

Doors

All doors will automatically lock after children are dropped off and picked up. When entering press the entrance button to be admitted into the building. After 7:55 AM, the only entrance into the elementary building is through the front (Bogart Street) entrance.

Visitors

Parents/guardians are always welcome on our campus. Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval; however, such visits will not be permitted to interfere with the delivery of instruction or disrupt the school environment.

We respectfully request all visitors including parents/guardians to maintain modest dress.

All visitors must check in with the school office. Fort Worth Christian School uses Keep N Track to protect students from predators. All visitors including parents should have proper identification ready to be scanned upon arrival. The identification will be scanned by Keep N Track and if clear then a visitor's badge will be printed. If at any time the Keen N Track Screening system identifies an issue, that individual will not be admitted.

Parents/Guardians will be required to check in at the Visitor's Desk in the foyer of the Campus Center if visiting a child for lunch.

Due to safety issues and possible allergic reactions, animals are not allowed on school grounds at any time without express permission from the Principal.

Volunteers

All Volunteers are required to fill out a Background Records Search Consent Form. Once the background search is completed and approved an email will be sent with a link to SafeSchools for mandatory training. All Volunteers must complete both the Background Records Search and SafeSchools Training in order to work in the classrooms or to be designated field trip chaperones. The background search and the training must be renewed every two years. To confirm Background Records Search status please contact Administration.

RESOLUTION OF DISAGREEMENTS

Fort Worth Christian School is a family that is based on the teachings and example of the Word of God, the Bible. When there is a question, concern or disagreement between the student, parent/guardian, and staff member, the policy of Fort Worth Christian School is to follow the principle of Matthew 18:15-19.

- A parent/guardian or student who has a question, concern or disagreement with a staff member should go to that staff member and present the concern to him/her.
- A meeting should be scheduled between the two parties and should take place within a two-week period.
- If the parties involved cannot come to a satisfactory resolution, the following steps should be taken:
 1. Bring the issue of concern to the Principal.
 2. Bring the issue of concern to the Administrator.
 3. If, after these steps, the issue is unresolved you may appeal to the Board of Directors in writing.

NOTE: Concerns which are voiced anonymously (through letters, phone calls, etc.) cannot be dealt with by Fort Worth Christian School staff or administration since anonymity does not allow for resolution between the parties.

God calls each of us to listen to one another's concerns and to be willing to offer God's forgiving love to one another. Your concerns and issues should never be shared with

other parents/guardians, teachers, or staff members who are not directly involved in the situation.

“Let the peace of Christ rule in your hearts, since as members of one body you were called to peace.” Colossians 3:15

ATTENDANCE

Regular School Hours

PK-1st	7:45 a.m. to 2:45 p.m.
2nd-5th	7:45 a.m. to 2:55 p.m.

Early Dismissal Hours

PK-1st	7:45 a.m. to 11:45 a.m.
2nd-5th	7:45 a.m. to 11:55 a.m.

General Attendance Information

Doors are unlocked at 7:45 a.m. each morning. Students arriving earlier than 7:45 are not allowed in the school building and must be supervised by a parent/guardian while waiting to enter. Students are not to be on the playground before or after school without a parent/guardian supervising.

Attendance is taken daily at 10:00 a.m.

Notify the office and the teacher if a student will be arriving late, absent, or leaving early.

Attendance Codes:

P	Present
NS	No School
ADT	Absence Due to Tardies
A	Absent
FT	Field Trip
T	Tardy

Tardy Policy

Fort Worth Christian School encourages the parents/guardians of the students who attend to take measures to insure that their children will arrive at school on time.

Students arriving after 7:55 a.m. are tardy.

Any student arriving after 8:30 a.m. must be brought into the office by an adult and signed in.

Fort Worth Christian School will count four tardies as one absence. Parents/guardians will receive notification through email.

Students arriving after 10:00 a.m. are considered absent for the day.

Early Dismissal Policy

Any student leaving early before 2:30 p.m. must be signed out by an adult in the office. Students will not be able to leave early after 2:30 p.m. Parents/Guardians will have to wait in the designated car line any time after 2:30 p.m.

If a student leaves school prior to 10:00 a.m., and does not return, they will be counted absent for the day.

Students present for any part of the school day are responsible for turning in assignments due on that day whether or not they attend the specific class in which the assignment is due.

Absence Policy

Students must be present $\frac{1}{2}$ of the school day to receive credit for the day (3.5 hours in class).

Absences are considered excused for personal illness, illness or death in the immediate family, emergency medical or dental attention, and written requests approved in advance by the Principal. Absences are excused only if a parent/guardian has sent a note or has contacted the school to report one of these reasons. Excused absences count toward a student's total absences.

The following procedure will be adhered to in regard to absences:

- If a child was seen by a physician, a parent should provide documentation to the office upon returning to school from an absence.
- Students are responsible for completing all work done during an absence within a timetable of one day of make-up for each day of absence. This also applies to work missed because of school-sponsored activities.
- Assignments, projects, and tests that were assigned prior to an absence will be due upon the student's return to school.
- Students present for any part of the school day are responsible to turn in assignments due on that day, whether or not they attend the specific class in which the assignment is due.
- For major, long-term assignments such as research papers, etc., teachers, with advanced notice to students, can require a "no exceptions" turn-in policy. In this case, students are expected to get the assignment to school on its due date even if absent on that day.
- Students participating in extra-curricular activities that miss class due to participation will not be allowed extra time to complete their assignments and are responsible for any assignments made during their absence. Assignments, tests, etc., are expected to be due upon the student's return to class.

- Each year, students shall be allowed up to five absences for family, educational, or recreational travel provided that such absences are requested in writing and approved prior to the absence. All assignments are due upon return to class. Please take into consideration your child's educational wellbeing and refrain from allowing your child to miss class unnecessarily. Any exceptions to this will be at the discretion of the Principal.

Students who fail to attend 90% of the time will have the opportunity to appeal before the attendance committee. The attendance committee consisting of the Principal, homeroom teacher, and counselor will determine if the student should be placed on probationary status or have other disciplinary action taken.

A student may be placed on Attendance Probation if attendance requirements are not met. Once on probation, a note from a medical professional will be required to excuse absences and tardies to school. Students may also be restricted from participation in extra-curricular activities. Students with ongoing attendance issues may be asked to withdraw.

Students not able to attend regular classes at Fort Worth Christian School for an extended period of time, regardless of the circumstances, will be withdrawn.

Dismissal Procedures

Students must be picked up at their designated release time and location. For a safe and efficient drop-off and pick-up of students, all parents/guardians must follow the directions provided by school staff.

Parents must have car-tags visibly hanging in windshields in the carpool lanes. Parents should notify the school office if another approved person is picking up their child.

All PK-1st grade students without older elementary siblings will be dismissed at 2:45 p.m. and will be picked up at the Bogart Drive entrance of the elementary school building. Parents/guardians may either drive through the horseshoe driveway or may park on Bogart and pick up their student at the Walk Up Cone near the front door. PK-1st grade students with older elementary siblings will be monitored by staff until 2:55 p.m. to be dismissed with their older siblings.

All 2nd-5th grade students (and younger siblings) will be dismissed at 2:55 p.m. and may be picked up at the west driveway near the Campus Center. All families picking up students in this location are encouraged to use the main campus entrance off Holiday Lane. There are numbered spaces that are used to direct students where to board their vehicle. As soon as these vehicles are loaded, the next several will take their place in order to keep the traffic moving. Therefore, it is imperative that no one park in these numbered spaces during the times that students are arriving or leaving school.

A parent/guardian needs to notify the office if a student will not be picked up on time for dismissal. Any elementary student not picked up within 15 minutes of dismissal will go

to Klubhouse and a fee will be charged to the parent/guardian. Students not registered for Klubhouse but who are directed there after 3:10 p.m. will pay \$5.00 for the first 30 minutes and \$18.00 for the rest of the afternoon.

ACADEMICS

Homework Policy

At Fort Worth Christian School, we have determined that homework is not necessarily a fact of life that must be accepted without question, but rather an activity that must be regularly examined for its effectiveness.

We recognize that homework is an important factor in the development of responsible students. However, we also understand and appreciate the importance of time spent at home with family and in extra-curricular activities, as well as the need to get adequate rest. To this end, homework generally will not be assigned on Wednesdays so families can attend mid-week church services. If a test is scheduled for a Thursday (as in the case of nine-week or semester exams), students may need to prepare the evening before.

Parents/Guardians should provide a suitable place for homework to be completed, one without distractions, and should monitor their children's work to assure that assignments are completed in a timely fashion. Parents/Guardians are expected to support and encourage their children in the completion of homework, but to refrain from doing homework for the children. In addition, parents/guardians should direct any questions regarding homework assignments to their children's teachers.

In addition to test review, Scripture memorization, math home links, and enrichment reading, students may have one well-paced learning project each semester (one project each grading period for grades four and five). Although not the standard, a small percentage of students who work at a slower pace or who do not use their time wisely in class may have unfinished work to complete at home. On most evenings, the majority of students should complete homework in less than 45 minutes, including 10-30 minutes of reading depending on the grade level. (A good rule of thumb for the appropriate length of time that any student should be investing in homework would be approximately 10 minutes per their grade level - - a first grade student should complete homework in approximately 10 minutes whereas a third grade student may take approximately 30 minutes to complete homework.)

In our efforts to be better stewards of our time and assist students in the stewardship of their time, we commit to using class time as efficiently as possible to maximize learning and academic growth. Homework will not consist of "busy" work, but rather solid academic review and practice which are meaningful and purposeful.

We pray that all Fort Worth Christian School families will be blessed by the additional time for rich social experiences, outdoor recreation, Bible study, family time, community service, and creative play.

Friday Folders

Every Friday students will return home with their Friday Folder. Friday Folders should be returned the following Monday.

Textbooks and Library Books

Students are responsible for textbooks and library books issued to them. Damages to a textbook or library book will require reimbursement. Lost books must be paid for before a new book will be issued.

Grading Procedures

Each grading period will consist of a minimum of seven grades.

Students may be asked to complete and/or correct work that may be required to ensure student learning without a grade being given.

Progress reports will occur during the 4th week of each grading period (a minimum of three grades). At this time, students may either be placed or removed from academic probation at the administrator's discretion.

Late work will receive a 10 point deduction per day for the first three days. On the fourth day, students will receive a zero and may still be required by the teacher to make up the missing work. If students fail to meet established timelines and expectations for assignments in a responsible manner, it may also be reflected within the student's citizenship marks at the teacher's discretion.

Incomplete Grades

If a student's grade is incomplete at the end of the nine-weeks, there is a two-week limit from the last day of the grading period to remove the incomplete. If the work is not completed within that period, the teacher will determine a grade to be recorded. The same rule will apply with unit averages. No incomplete grades will be recorded at the end of the school year. The teacher will determine a final grade before grades are recorded and sent to parents/guardians.

“A” Honor Roll

Students may qualify by maintaining an “A” average (90 or above) in all classes. Any “N” or “U” in conduct will cause a student to be excluded from this Honor Roll.

“A & B” Honor Roll

Students may qualify by maintaining “A's” and “B's” in all classes, but must have at least one “A” (90 or above). Any “N” or “U” in conduct will cause a student to be excluded from this Honor Roll.

Academic Probation

A student who is currently enrolled at Fort Worth Christian School will be placed on Academic Probation if he/she receives three grades below 75 or one grade below 70 for any grading period. If such grades recur at the conclusion of the subsequent grading period, he/she may be dismissed from Fort Worth Christian School. After a student's average at the conclusion of a grading period is improved, he/she will be removed from Academic Probation.

A student placed on Academic Probation may be prohibited from participating in school-sponsored activities at the discretion of the Principal.

If a student is dismissed after failing to improve grades following his/her placement on Academic Probation, he/she may reapply to Fort Worth Christian School after one academic year.

A student who is admitted to Fort Worth Christian School on probationary status must maintain a 70 average in each class. If a grade below 70 occurs for any nine-week grading period, he/she may be dismissed from Fort Worth Christian School.

Final Exams

Elementary School does not have final exams.

Report Cards

Report cards are posted on ParentsWeb and sent home with students (PK-5th).

Conferences

All Parent/Teacher conferences must be scheduled by calling the office or emailing the teacher. Check in with the front office upon arrival.

DISCIPLINE

Standards of Conduct

Fort Worth Christian School is a Christ-centered community. We seek to promote and maintain an environment, which will effectively train and encourage our students to bring glory to Jesus Christ at all times. When students are admitted to Fort Worth Christian School, they become identified not only with the school but also more importantly with the name of Christ. It is expected that students will conduct themselves in ways which will honor Christ and which will reflect favorably on the school at all times. All students and parents/guardians understand that Fort Worth Christian School reserves the right to discipline, suspend, or expel any student based upon conduct which occurs either on or off campus, whether at school sponsored events or otherwise.

Fort Worth Christian School expects each student to maintain Christian standards of courtesy, kindness, morality and honesty. Students are expected to refrain from profanity, indecent language, gambling, cheating, sexual immorality, stealing, the use of any kind of

tobacco, drugs, alcohol or pornographic materials, and from participation in the occult or any unlawful, violent or destructive acts. In addition to these general guidelines, students are to comply with the specific standards set forth in this Fort Worth Christian School Parent and Student Handbook.

Students are expected to abide by these standards throughout the calendar year, whether at school, at home or elsewhere (including all forms of social media). This is a joint agreement between the student, the parents/guardians, and the school. All parties agree that both the school and the parents/guardians will enforce these standards of conduct while the student is associated with Fort Worth Christian School both during the school term and otherwise.

Conduct Grades

Conduct or citizenship grades reflect a student's attitude, sense of responsibility, and self-discipline in the classroom. The teacher assigns conduct grades. A student's current behavior may exclude them from participation in extra-curricular activities. At the discretion of the administrator, students may be placed on behavior probation if they consistently receive an N or a U in conduct.

Conduct grades shall reflect the E-S-N-U grading system:

- **Excellent** – student's behavior and attitude continuously exceed the teacher's expectations.
- **Satisfactory** – student's behavior and attitude continuously meet the teacher's expectations.
- **Needs Improvement** – student's behavior and attitude do not continuously meet teacher's expectations. Two "Ns" will result in the student being ineligible to participate in extra-curricular activities.
- **Unsatisfactory** – student's behavior and attitude consistently and repeatedly fail to meet teacher's expectations. Receiving one "U" will result in the student being ineligible to participate in extra-curricular activities.

Discipline Policy

Discipline consequences include but are not limited to, and may include combinations of the following:

- Detention at a time designated by the school authority.
- Disciplinary Probation.
- In-School Suspension.
- Suspension from school for a length of time determined by the Principal.
- Dismissal.

All of the above with the exception of dismissal may carry with it other conditions to be met (e.g., restriction of participation in extra-curricular activities, participation in student organizations, counseling, etc.).

Violations of the Fort Worth Christian School Parent and Student Handbook where dismissal is recommended by the Principal will be done in consultation with the Fort

Worth Christian School's President. The President will make the final decision on student dismissals and will report that decision to the Chairman of the Board of Trustees.

Code of Conduct

Attendance at Fort Worth Christian School is a privilege. Students should take advantage of all that our school offers. The purpose of the Fort Worth Christian School Parent and Student Handbook is to provide students at Fort Worth Christian School an effective and safe learning environment. Students should be guided by the principle that they are expected to conduct themselves in a manner which is respectful of themselves and others and worthy of an environment of learning. Critical elements of this principle include the following:

- Students will considerately allow others to learn.
- Students will not impede classroom instruction.
- Students will participate fully in the learning process.
- The teacher has authority to maintain discipline in the classroom.

Using professional judgment, teachers may elect to refer to the Principal any students who have been documented to repeatedly interfere with classroom instruction. Students choose to accept disciplinary consequences when choosing to violate the codes and policies set forth in the Fort Worth Christian School Parent and Student Handbook.

Disciplinary consequences will be administered in a firm, fair, and consistent manner. When making decisions in regard to disciplinary situations, the school administration will make every effort to administer disciplinary action as consistently as possible, while recognizing that each student and each specific incident must be assessed on an individual basis with attention given to background, attitude, and repetition.

Consideration will be given to maintaining a safe environment and educational setting. Our goal is to create a culture and climate of safety, respect and emotional support within our educational institute. When a student is placed on probation, any misbehavior will be a basis for dismissal. A student placed on probation risks forfeiture of his/her right to participate in any extra-curricular activity at the discretion of the Principal and/or sponsors. Students on probation due to behavior could be deemed ineligible for school trips at the discretion of the Principal.

Offenses resulting in **mandatory** disciplinary action of either in school suspension, suspension, or dismissal, depending on the severity of the offense, for the first offense, includes but is not limited to:

- Use/possession of illegal substance.
- Use/possession of tobacco or the use possession of electronic cigarettes.
- Use/possession of alcohol.
- Possession of a weapon as determined by the Principal.
- Sexual Harassment. *
- The willful display or distribution of pornographic images or videos.
- Engaging in premarital sexual activity.

Other offenses resulting in disciplinary action, up to and including dismissal, for the first offense, includes but is not limited to:

- Gambling.
- Profane or vulgar language.
- Truancy or leaving school without permission.
- Altercations, verbal and physical.
- Deliberate and/or repeated classroom disruptions.
- Harassment/Bullying. **
- Theft.
- Vandalism.
- Disrespect.
- Falsification of documents.
- Cheating.
- Unauthorized use of electronic devices. ***
- The willful display of any social media of inappropriate material that could include, pornographic images, profanity, pictures that represent or indicate a violation of the Fort Worth Christian School Parent and Student Handbook.
- The behavior of Fort Worth Christian School students while off-campus, including holidays and summer break, is expected to be exemplary. Violations of the Fort Worth Christian School Parent and Student Handbook or other behavior that is not a positive representation of Fort Worth Christian School that occur during these breaks may affect initial or continued enrollment.

Students who voluntarily come to a school official confessing a violation of the Fort Worth Christian School Parent and Student Handbook will be eligible for disciplinary action that may not include dismissal. Repeat offenses of the same nature will be cause for dismissal.

If a violation of the Fort Worth Christian School Parent and Student Handbook has been reported to Fort Worth Christian School officials by law enforcement those students could be subject to dismissal.

* Fort Worth Christian School is committed to providing an environment free of sexual harassment. Examples of prohibited behavior include but are not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and verbal or physical conduct or communication of a sexual nature. Those who harass will be subject to disciplinary consequences up to and including dismissal for the first offense. The assigning of a disciplinary consequence is at the discretion of the Principal. Furthermore, the sufficiency of any evidence regarding harassment is left to the discretion of the Principal.

** Bullying includes the initiation or participation in intimidation by name calling, using racial or ethnic slurs, making derogatory statements, or threatening physical violence. Fort Worth Christian School students will not engage in bullying one another; furthermore, no student shall encourage, permit, or assist any other person in bullying.

Harassment also includes references to one's physical appearance, religion, race, sex, or ethnic origin. A substantiated charge of bullying will result in disciplinary action up to and including dismissal. The Principal or designee has the discretion to decide if a student's actions or words constitute bullying.

*** Students may possess personal electronic communications devices including, but not limited to, cell phones, iPods, etc., during the school day only if the devices remain turned off and in their backpack during the school day.

All personal electronic devices are to remain in the locker or backpack. If an electronic device is seen, heard, or used during class or other school events such as chapel, the electronic device will be confiscated, turned in to the office and the student will have the device returned to them at the end of the school day. The Principal reserves the right to assign further disciplinary consequences if warranted.

Illegal Substance Abuse Policy

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant. No student shall possess, use, transmit, or be under the influence of an illegal drug substitute, herbal smoking blends, synthetic drugs. These include, but are not limited to K2 and Spice. The same applies to the selling, or transferring of alcohol, drugs, drug related paraphernalia or other illegal substances. Such activity will not be tolerated and will result in disciplinary action up to and including dismissal. The specific discipline will be assigned at the discretion of the Principal. The school will notify appropriate law enforcement officials of possession, distribution, or use of illegal substances by students to the extent that the school, upon advice of its counsel, determines that it is required to do under applicable laws.

Substances represented to be a drug or an alcoholic beverage shall be treated as drugs or alcohol for the purpose of student discipline.

Furthermore, if a student has knowledge of such activity on school property and fails to inform school officials, that student is subject to disciplinary action up to and including dismissal. Students' personal effects which are on school premises, including automobiles operated or parked on school premises and personal effects taken on school sponsored trips or events may be inspected.

Fort Worth Christian School reserves the right to demand approved professional counseling and drug testing at the student's expense. Parents/guardians will be notified prior to drug testing.

Students who violate the Illegal Substance Abuse Policy for alcohol are subject to the following disciplinary action at the discretion of the Principal:

Self-Reported:

1st Violation = 2-Day Suspension

2nd Violation = 5-Day suspension + Alcohol Awareness

3rd Violation = Dismissal
Non Self-Reported:
1st Violation = 5-Day Suspension + Alcohol Awareness
2nd Violation = Dismissal

Academic Ethics

Fort Worth Christian School expects its students to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

Plagiarism

Plagiarism is defined by the Modern Language Association (MLA) as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own” (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952] 2 qtd. in Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers*, 6th Edition. New York: The Modern Language Association of America, 2003.) This happens when students do not adequately credit information that is not of their own creation. The MLA handbook also states that plagiarism is not determined by intent. Whether or not a student intentionally sets out to deceive, inadequately or incorrectly documented material is considered plagiarism. Possible consequences of plagiarism, depending on the specific circumstances of the case, include receiving a zero on the assignment and an office referral.

Plagiarism includes:

- Taking someone else’s assignment or portion of an assignment and submitting it as your own.
- Submitting material written by someone else or rephrasing the ideas of another without giving the author’s name or source.
- Submitting material that is inadequately or incorrectly paraphrased or documented.
- Presenting the work of tutors, parents/guardians, siblings, or friends as your own.
- Submitting purchased papers as your own.
- Submitting papers from the Internet written by someone else as your own.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

Cheating

Rationale: Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Fort Worth Christian School.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student’s unique abilities. Stress sometimes propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as

inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher.

Cheating includes:

- Copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original work.
- Giving or receiving answers during tests or quizzes; it is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- Using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

Alternatives to cheating and plagiarism

No student needs to cheat or plagiarize. Fort Worth Christian School provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize.

The following behaviors promote true student achievement:

- Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life.
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.

- If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
- Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
- Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, a parent/guardian, or other adult who is well versed in the subject.
- Assignments should be considered individual unless the instructor states otherwise.
- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
- Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
- Know what constitutes cheating, including all the variations of plagiarism.

The role of parental support in their children's achievement and ethical development

Parental support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents/guardians in promoting true student achievement:

- Teachers are available for extra help as needed. In addition, peer tutors may be available when extra help is needed. Encourage their use.
- Assess your child's abilities realistically. Help her/him to choose courses in which he/she will be successful and challenged without undue stress.
- Do not push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
- If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified, the sooner steps can be taken to alleviate it.
- If your child is caught cheating and you are called, please remember that this is a learning experience – help your child to accept the consequences for his/her inappropriate actions.

Repercussions

- Any student who is caught cheating or plagiarizing will receive a grade of zero for the academic work involved, and the parents/guardians of the student will be notified. When work is copied from another student, both students will be penalized with a grade of zero. Grades of zero, which are the result of any form of academic dishonesty, are irrevocable. At the teacher's discretion,

students may be required to complete the affected assignment even though credit will not be awarded.

- All students involved in cheating or plagiarism will be assigned an appropriate consequence by the Principal.
- Student Citizenship grade will drop one level for the affected class.
- Dismissal will be considered on the second occurrence.

DRESS CODE

Guidelines

Fort Worth Christian School has adopted a uniform dress code. Uniforms must be purchased in the Cardinal Store. Guidelines that apply to the wearing of the uniforms and/or other clothing for school, school events and free-dress days follow:

- Uniforms will not be altered for purposes other than sizing.
- Attire that displays inappropriate messages will not be allowed.
- No clothing is to be worn that can be deemed “immodest” in appearance.
- Tank tops are not permitted.
- No exposed midriff.
- Sleeveless tops are not permitted for boys or girls.
- All students must have their shirts tucked in, with the exception of Cardinal Red on Fridays.
- Girls’ polo shirts are not to be left partially unbuttoned to reveal the undershirt underneath. No cleavage shall be revealed.
- Skirts, dresses, and walking shorts are to be **no more than four inches from the floor in a kneeling position**, and neat and modest in appearance. *
- Girls may wear ankle-length leggings in school colors under skirts/dresses; however, they may not be worn as pants or without a skirt/dress over them.
- No inappropriate shorts, including but not limited to, bike shorts, boxer shorts, cut-offs, wind shorts, and shorts worn over tights or warm-ups.
- Saggy/baggy pants or jeans are not tolerated. Jeans or pants with over-sized pockets are not permitted.
- No sunglasses or hats of any kind will be worn in the academic buildings.
- Chains are not permitted.
- Clothing or accessories are not to be worn that draw inappropriate attention to the student or deter from the learning environment. Small earrings and necklaces are permitted.
- Shoes, that are appropriate for school, are to be worn at all times. No flip-flops, house shoes, or house shoe-type shoes. No boots, sandals, crocs, or shoes with lights, wheels, or discs. No cleats inside the academic buildings.

* Once a girl receives three referrals/dress code violations due to wearing short skirts, that girl will be required to wear uniform pants for the remainder of the semester or for a grading period, whichever is a longer duration (at the discretion of the Principal).

Guidelines that apply to grooming are:

- Hair is to be clean, neat, and well groomed. No unnatural hair colors are allowed.
- Boys' hair will not extend below the collar, no lower than the bottom of the ear, and must be above the eyebrows.
- Sideburns may extend no lower than the earlobe and must be kept neat.
- Male students shall not wear facial hair and/or earrings.
- Tattoos must be covered.
- No body-piercing jewelry will be visible with the exception of earrings for girls.
- Final determination of acceptable dress and grooming rests with the Principal.

Generally, guidelines for regular school-wear apply to field trips and extra-curricular activities. When necessary, written guidelines for formal dress wear at special events will be provided.

Guidelines for special events including all school-sponsored banquets are:

- Dresses should not reveal the back below the waistline.
- Dresses should be of a sufficient size and cut to cover cleavage.
- Dresses should not be slit above mid-thigh.
- Dresses should not display midriff.
- Dresses should not have cut-outs on the front or sides between the upper chest area and mid-thigh.
- Dresses should not be too tight or see-through.

The dress and grooming standards can be changed if they interfere with the students' education or cause a disruption on the campus.

The final approval of the appropriateness of any attire for school or school-sponsored events lies with the Principal or his/her designee(s).

Uniform Guide

All uniforms must be purchased in the Cardinal Store.

Elementary Girls:

Shirt: Red Knit with Monogram

Jumper: Bib or Drop Waist

Skirt: (4th & 5th grade only) Plaid Skirt

Pants: Khaki Slacks, Shorts or Skort

Elementary Boys:

Shirt: Red Knit with Monogram

Pants: Khaki Slacks or Shorts

Accessories:

Belt: Brown or Black Leather

Socks: White, Black or Red

Leggings: White, Black or Red

Optional:

Shirts: Black or White Knit; White Oxford

Fleece: Black with Crest

Red Cardigan: V-Neck or Vest

Shoes:

Athletic Shoes (no Crocks, lights, sandals, boots, wheels or discs)

All girls' uniforms must be no more than four inches from the floor in a kneeling position.

All girls must wear black or navy modesty shorts with jumpers and skirts.

Cardinal Red

Cardinal Red is a T-shirt sold by the 8th grade class as a fundraiser. Every Friday during the school year students may wear this T-shirt with uniform bottoms. Supplies are limited.

CHAPEL

Students have Chapel every day. Students attend Chapel Mondays, Wednesdays, and Fridays in the Multi-Purpose Room where visitors are welcome. Tuesdays and Thursdays each grade level will meet in their classrooms.

TECHNOLOGY

The following guidelines are provided so that students and parents/guardians are aware of the responsibilities they accept when they use school-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD ROMS, digitized information, communications technologies and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

Student use of computers, other technology hardware, software and computer networks including the Internet is only allowed when granted permission by a staff member.

Noncompliance with the guidelines published here, in this Fort Worth Christian School Parent and Student Handbook, may result in disciplinary action up to and including termination of technology privileges and dismissal.

Hardware

Terms

Parents/Guardians and students must comply at all times with the Fort Worth Christian School Parent and Student Handbook. Any failure to comply may cause the school to terminate the student's rights of possession immediately, and Fort Worth Christian School may repossess the device. The term "device" used within this Technology section refers to a piece of technology equipment loaned to or

used by a student on a temporary or permanent basis, which is owned by Fort Worth Christian School.

Title

At all times, the legal title to the device is maintained by Fort Worth Christian School. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Fort Worth Christian School Parent and Student Handbook.

Damage or Loss

If the device is damaged, lost or stolen, students/parents are responsible for the reasonable cost of repair up to a \$250 replacement fee on the date of loss.

Students/parents are responsible for reasonable cost of repair for damaged devices. Appropriate Fort Worth Christian School personnel will handle all repairs and replacements. No computer should be repaired without the authorization of Fort Worth Christian School.

In the event that a device is stolen, it is the student's/parent's responsibility to report the theft to school administration and the technology department. An official police report must be supplied to the school as soon as possible. It is the responsibility of the student/parent to report the theft of the device to the authorities and supply the school with an official police report. The cost of replacement may be billed to the student's account at full retail price if no police report is provided.

Term of Agreement

Your right to use and possess the device terminates no later than the last day of the school year, unless terminated earlier by Fort Worth Christian School, or upon withdrawal of the student from the school.

Your failure to return the device in a timely manner will be considered unlawful appropriation of the Fort Worth Christian School property.

Repossession

If you do not fully comply in a timely manner with all terms defined in this document, including the timely return of the property, Fort Worth Christian School shall be entitled to declare you in default and take steps to repossess the device.

Software

Deleting Files

Students should not delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a device failure and will interfere with the students' ability to complete class work.

A \$15 re-imaging fee to correct system files may apply.

Music, Games, and Programs

Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws. Music may be obtained from reputable and legitimate sources such as the iTunes Store.

Software may not be loaded on the system unless it is approved.

A \$15 re-imaging fee to remove any unapproved software or files may apply.

Inappropriate Content

Inappropriate content will not be allowed on devices.

Use or possession of hacking software is strictly prohibited and violations may result in loss of technology privileges and disciplinary action.

Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, and/or gang related symbols or pictures will result in disciplinary actions including but not limited to suspension, dismissal, or appropriate legal action.

A \$15 re-imaging fee to remove the above items from a Fort Worth Christian School device may apply.

Network

Fort Worth Christian School is committed to the availability of technology resources for student work. If a student is experiencing problems with his/her device, the student should be able to continue with class work. To assist in these situations, Fort Worth Christian School is providing each student with a Dropbox or Google Drive Account. This account is automatically set up so that all files added and/or changed during the day are synchronized with files online. In the event that a student's laptop is inoperable, the student may receive a loaner laptop and proceed with work using files that are retrieved from the online service.

File synchronization is not guaranteed as the student may stop it during login and logout. It is in the best interest of the students to allow the synchronization process to complete each day. It is also the student's responsibility to make sure that they are saving files to the correct location.

Email

- Email should be used for educational or administrative purposes only.
- Email transmissions, stored data, transmitted data, or any other use of the online services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All email and all contents are property of the Fort Worth Christian School.

Internet

Many sites on the Internet can be potentially dangerous. Fort Worth Christian School makes every effort to block these sites by using security software loaded onto each device. The Internet filter system used by Fort Worth Christian School is stringent and blocks access to nearly all inappropriate Internet sites. Students are in violation of school policy if they access these sites through proxies or deactivate or bypass the security software.

Students caught tampering with or bypassing the filtering systems are subject to disciplinary action including but not limited to suspension and dismissal.

Internet usage for any purpose other than for the completion of school assignments, college or career planning or other appropriate educational activities is inappropriate.

Any parent/guardian wishing to restrict their children's access to any Fort Worth Christian School's Online Services will provide this restriction request in writing. Parents/guardians will assume responsibility for imposing restrictions only on their own children.

Social Media

Fort Worth Christian School recognizes the popularity of social networking sites. Students using and/or participating in any online Internet communities will be held responsible for information transferred between themselves and others and all other information posted. This responsibility extends to, but is not limited to all social media, personal homepages, instant messages, chat rooms, and other postings on the Internet. Students should take extreme caution when posting on such sites. All postings should positively represent the person posting. Students are representatives of Fort Worth Christian School and must recognize that all postings should be a positive reflection on our school, the employees, and other students and their families. What is posted in the form of words and pictures should represent a person who is in subjection to Jesus Christ as their Lord. These guidelines apply during the school year and at times when school is not in session including our summer break.

Students are especially cautioned against using electronic devices to take pictures or videos of teachers, other staff, or students and posting them on social media websites. Students who post such media will be subject to disciplinary action up to dismissal.

Faculty and staff members of Fort Worth Christian School beginning with the 2012-2013 school year will not be allowed to engage in online interactions with current Fort Worth Christian School students.

All faculty-student communications that take place via email will only be conducted using the email account supplied by Fort Worth Christian School.

Expectations

- The student in whose name a system account and/or device is issued will be responsible at all times for its appropriate care and use.
- Students are responsible for their ethical and educational use of the computer online services at Fort Worth Christian School.
- Although the School has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the library of each campus.
- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

Unacceptable Conduct (includes but is not limited to the following)

- Transmitting or using any material, which is in violation of any federal or state law, is prohibited. This includes, but is not limited to, confidential information, copyrighted material, license or contract violations, inappropriate materials, threatening or obscene material, viruses, hacking, and host file sharing violations.
- Attempting to copy, alter, or use data, the configuration of a computer, files, password, account, ID, or device of another user without the consent of the individual, campus administrator, or technology staff member.
- Vandalizing, gaining unauthorized access to, or tampering with equipment, programs, files, software, system performance or other components of a device or network.
- Causing congestions on the network or interfering with the work of others by intentionally wasting resources. This includes but is not limited to chain letters, broadcasting messages to groups or individuals, and real-time music.
- Falsifying permission, authorization or identification documents.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are not appropriate for school assignments such as, but not limited to, pornographic sites.
- Using the device or network for financial or commercial gain, advertising, or political lobbying.

Fort Worth Christian School cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws. The Texas Open Records Act governs contents of email and network communications; proper authorities will be given access to their content. Violation of local, state or federal law, including the Texas Penal Code, Computer Crimes, and Chapter 33 will result in criminal prosecution and/or disciplinary action by Fort Worth Christian School.

CLUBS AND OTHER ORGANIZATIONS

Guidelines

The following guidelines apply to all clubs and organizations:

- Class and club trips must be approved in writing by the sponsor and Principal.
- Club dinners and banquets occurring off campus must be approved in writing by the sponsor and the Principal.
- Students are not to be excused from classes for special activities except upon approval of the Principal.
- Each organization or production must be self-supporting unless the Principal has specifically agreed to subsidize it.
- Any financial deficit incurred must be made up by members ten days prior to the last day of the school year.

Elected Student Leaders

Students who are candidates for or appointed to student leadership positions shall meet the following criteria:

- Must be enrolled in Fort Worth Christian School for the semester in which they will serve and must not have been on any kind of disciplinary probation.
- Maintain an academic average of 80 in all subjects based on an average of all grades up to the time of election or appointment.
- Have no grade of less than 70 for the previous nine-week grading period.
- Have no more than one “N” or “U” in citizenship.

After election/appointment, a student will be placed on academic probation and not allowed to participate in his/her selected duties for the next grading period if:

- He/she fails to maintain an average of 80 for any grading period.
- He/she earns a grade of 69 or lower.
- He/she receives an “N” in citizenship.

A student will be removed from academic probation and allowed to return to his/her position at the end of the subsequent grading period if he/she achieves the required standard.

A student will be dismissed from the elected or appointed office if:

- He/she is placed on academic probation twice in one school year.
- He/she receives a “U” in citizenship.
- He/she does not abide by the Fort Worth Christian School Parent and Student Handbook.
- He/she is dismissed from Fort Worth Christian School.

Student Council

Each spring, the Elementary School Student Council officers are elected for the following year (President, Vice-President, Secretary, and Treasurer). Two representatives from each class are elected.

School Sponsored Trips

The following guidelines apply:

- Sponsors will accompany students with their expenses paid by students.
- The ratio of sponsors to students will be at least one sponsor per ten students unless otherwise approved by the Principal.
- Any school-sponsored trip is an extension of Fort Worth Christian School.
- Trip sponsors reserve the right to search personal effects based on suspicion while on the trip.

MISCELLANEOUS

ParentsWeb

To access ParentsWeb go to www.fwc.org then click on the link in bottom right corner. This allows each family to create an account for parent/guardian use. The school code is FWC-TX. This program will allow access to several options including the ability to check on grades; make certain payments; and change your directory information. Contact information should be updated for accurate communication purposes and in case of emergency.

Cafeteria

Fort Worth Christian School is a closed campus. Students must eat on campus.

Visitors and parents/guardians visiting their child during lunch must check in at the front door of the cafeteria and receive a visitors' tag to be admitted. Individuals who are not documented by the school as the student's guardian must provide a valid driver's license. All parents and visitors must wait in the cafeteria for the teachers to bring the students to lunch.

Due to food allergies visitors and parents/guardians may provide food for their child only. A table is set aside from the class for visitors and parents/guardians to have lunch with their child. Students may not have friends join them at the parent's tables.

The lunch provider is Dinner is Served. Online payments can be made at dinnerisserved.org/pay/ for lunch or you may send cash or checks made payable to Dinner is Served with the student's name on the memo line.

Concerns or questions should be directed to Lance Yowell – (817)520-6506
lance@dinnerisserved.org

The monthly menu may be found on the Fort Worth Christian School homepage under Quicklinks. A la Carte is available to 3rd-5th grade students only.

In the event that a student does not have money to pay for their lunch, a sack lunch and drink will be provided and their account will be charged accordingly.

Lunch Times

PK and Kindergarten	10:55 a.m. to 11:25 a.m.
1st and 2nd Grades	11:00 a.m. to 11:30 a.m.
3rd and 4th Grades	11:05 a.m. to 11:35 a.m.
5th Grade	11:10 a.m. to 11: 40 a.m.

Supervision Before and After School

Providing supervision before and after school for students not engaged in school activities is a service which Fort Worth Christian School does not provide.

In Elementary, if a child arrives before 7:45 a.m., a parent/guardian must stay or the child must be signed in with Klubhouse. Students may not be dropped off prior to 7:45 a.m.

Any elementary student not picked up within 15 minutes of dismissal will go to Klubhouse and a fee will be charged. Arrangements for children can be made with Klubhouse. Students not registered for Klubhouse but who are directed there after 3:10 p.m. will pay \$5 for the first 30 minutes and \$18 for the rest of the afternoon.

A parent/guardian **MUST** be present and directly supervising their children, both before and after school. Children on the playground without an adult present will be checked in to the Klubhouse after-school program and standard procedures regarding student sign-out from Klubhouse must be followed.

Little Klubhouse and Klubhouse

Both Little Klubhouse (3 year olds) and Klubhouse (PK 4 year olds to 5th grade) are a licensed daycare on Fort Worth Christian School's campus that provides supervision before and after school for Fort Worth Christian School students. This is not included in tuition.

Before and After School Programs

Optional programs are offered before and after school to students and are not included in tuition. Parent/Guardian supervision is required after dismissal until the student is in the care of the program director.

Lockers

Individual lockers will be assigned. Lockers must not be defaced. Decoration of lockers by students or parents/guardians must have prior approval from the Principal. All bags and personal articles are to be left in the student's locker.

The school is not responsible for items left in lockers. Although students are responsible for the contents of their lockers, lockers remain the property of the school.

Lockers may be searched at any time.

Birthday Celebrations

For individual off-campus birthday parties, invitations are only allowed to be distributed in class if all students in the homeroom class are invited.

For individual on-campus celebrations, parents/guardians are welcome to send something to eat and drink. Please send proper paper goods and utensils. Keep this simple and easy to clean up. Drop off treats in the front office. Celebrations will take place in the homeroom only not in the cafeteria. Check with the teacher for any food allergies.

Directory Information

Directory information shall include a student's name, address, telephone listing, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and most recent school attended.

Fort Worth Christian School does not sell student information.

Directory information may be released unless the parent/guardian objects to the release and use of such information about the child. This objection must be made in writing to the Principal within ten days of the first day of school.

Insurance

Student insurance is offered to students at Fort Worth Christian School if they desire to take coverage. Details will be made available.

Right of Access to Records

The Buckley Amendment of the Family Educational Rights and Privacy Act grants the right of access to educational records. Access must be granted within forty-five days of a parent's/guardian's written request, and this request must be submitted to the Principal. Available records include grades, evaluations, and standardized test results. Parents/Guardians may request that their student's records be released to persons and institutions outside of Fort Worth Christian School.

Law Enforcement

Law enforcement officers have the legal right to request to interview students on school premises, as suspects or witnesses. However, the legal right to carry out the investigative process is subject to legitimate concerns of students and their parents/guardians. When an interview is requested by law enforcement officers, the Principal or designee shall ascertain the officer's identity, official capacity and the authority under which he/she acts. The Principal or designee will make it known to the officer that the school campus is an education-focused environment and shall request that any such interview be conducted at

another location. If the officers decline to conduct the interview at a location other than the school premises, the Principal or designee shall inform the officers that it is the school's policy to notify a parent/guardian and allow the parent/guardian to be aware of and involved in any police interaction. If the officers refuse to agree to accommodate a request that the student's parent/guardian be notified and involved in any interaction, the Principal or designee shall notify the officers that although the school wishes to cooperate in the investigative process, school policy will not permit questioning of any student without notifying the student's parent/guardian and allowing the parent/guardian to be aware of and involved in the interaction. Unless the officers have a warrant, which specifically permits the interview of a student without notifying the student's parent/guardian, the Principal or designee shall not permit law enforcement officers to interview students without notifying that student's parent/guardian and allowing the parent/guardian to be aware of and involved in the interaction with officers. Unless the law enforcement officers have a warrant which specifically forbids communications with a student's parent/guardian, if a law enforcement officer requests an interview with a student, the Principal or designee shall notify the student's parent/guardian immediately after a request for an interview is received from a law enforcement officer. The school will keep a record of any interviews of students by law enforcement officers on school premises. Such records shall include the name and identifying number of the officer, the agency employing the officer, the time when he/she arrived and left, the fact that the Principal or designee was or was not present during the interview, and any other pertinent information.

COMMITMENT AND AGREEMENT

Parent/Guardian Commitment and Agreement

I acknowledge that Fort Worth Christian School shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

I acknowledge that Fort Worth Christian School shall have the right to decline enrollment or re-enrollment of any student or to suspend or dismiss any student at its discretion and for any cause deemed sufficient by the school. A positive and constructive working relationship between the school and a student's parent/guardian is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right to dismiss a student or not to extend the privilege of re-enrollment to a student if the school reasonably concludes that the actions of a parent/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose. Parents should set a good example with their use of social media by refraining from personal attacks and the posting of inappropriate information.

I hereby agree to abide by the rules and regulations of Fort Worth Christian School, and I understand that serious or repeated breaches of the school's rules and regulations by my

child or me may, at the sole discretion of the school, result in the suspension or dismissal of my child.

The school may from time to time require the written acknowledgement of school rules, values and regulations by the family and student. I acknowledge that failure to sign such an acknowledgement would be considered a breach of this contract and may result in dismissal of my child from the school.

Parents/guardians, please [click here](#) to submit your electronic signature stating that you have read, understand and agree to the Fort Worth Christian School Parent and Student Handbook.

Student Commitment and Agreement

As a Fort Worth Christian School student, you agree to the following:

- I have read the Fort Worth Christian School Parent and Student Handbook.
- I will abide by the attendance policies, academic policies, discipline policies, and any other policies stated in the Fort Worth Christian School Parent and Student Handbook.
- While I am enrolled at Fort Worth Christian School I am expected to exhibit qualities of a Christ-like life.
- I will give my whole-hearted support and cooperation in upholding, applying and enforcing the standards and policies set forth in the Fort Worth Christian School Parent and Student Handbook.
- I understand that it is a privilege to attend Fort Worth Christian School and that, if at any time the administration feels it is in the best interest of the school, I can be removed from class and dismissed from Fort Worth Christian School.

Students, please [click here](#) to submit your electronic signature stating that you have read, understand and agree to the Fort Worth Christian School Parent and Student Handbook.