



# Parent and Student Handbook

## 2009-2010

**Mr. Kelly Moore**  
President

6200 Holiday Lane  
N. Richland Hills, TX 76180  
(817) 281-6504  
Elementary Fax: (817) 428-7465  
Middle School Fax: (817) 428-7482  
High School Fax: (817) 281-7063  
[www.fwc.org](http://www.fwc.org)

*Established 1958*

## **MISSION OF FORT WORTH CHRISTIAN**

The mission of Fort Worth Christian School is to recognize each student as a unique child of God, while providing excellent biblical, artistic, academic, and athletic instruction based on Christian principles.

### **FORT WORTH CHRISTIAN SCHOOL 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 yourself, your family, your school and your Lord.

### **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, 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:

1. Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life.
2. 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.

3. 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.
4. 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.
5. 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, or a parent or other adult who is well versed in the subject.
6. Assignments should be considered individual unless the instructor states otherwise.
7. 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.
8. 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.
9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
10. 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 in promoting true student achievement:

1. Teachers are available for extra help before and after school. In addition, peer tutors may be available when extra help is needed. Encourage their use.
2. Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.
3. Don't 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.
4. 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.
5. 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 "0" for the academic work involved, and the parent(s) of the student(s) 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.

## **ACADEMIC INFORMATION**

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

**“A & B” Honor Roll** – Students may qualify by maintaining a “B” average (80-89) in all classes. Any “N” or “U” 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 nine-week grading period. If such grades recur at the conclusion of the subsequent nine-week 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 will be prohibited from participating in school-sponsored field trips.

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 will be dismissed from Fort Worth Christian School.

**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.

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

1. **Excellent** – student’s behavior and attitude continuously exceed the teacher’s expectations.
2. **Satisfactory** – student’s behavior and attitude continuously meet the teacher’s expectations.
3. **Needs Improvement** – student’s behavior and attitude do not continuously meet teacher’s expectations.
4. **Unsatisfactory** – student’s behavior and attitude consistently and repeatedly fail to meet teacher’s expectations. “U” may affect membership/participation in certain extracurricular activities.

**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.

**Elementary School Grading** – Late papers will be graded down ten points per day. On the third day, the grade becomes a zero.

**Middle School Grading** – Grading procedures for the middle school will adhere to the following procedures:

1. Nine-week averages are determined by  $\frac{3}{7}$  daily work,  $\frac{3}{7}$  tests, and  $\frac{1}{7}$  for the nine-week exam
2. Semester grades are determined by the average of the previous two nine-week grades
3. For grades 6 and 7, the best possible grade, which may be earned on a late assignment, is a grade of 60. On the third day, the grade becomes a zero, and the student will be assigned after-school detention in order to complete the assignment
4. The 8<sup>th</sup> grade will follow the high school late-work policy

**High School Grading Procedures** – Grading procedures for the high school will adhere to the following procedures:

1. For regular and Pre-AP classes, a nine-week grade will be derived by the following method: the average of daily work will count 50% and tests will count 50%;
2. For AP and Pre-AP Dual Credit classes, a nine-week grade will be derived by the following method: the average of daily work will count 40% and tests will count 60%;
3. For all classes, semester grades will be derived by counting the semester exam as 20% of that semester's grade and the average of the previous grading periods counting 80%;
4. High school late-work policy – work not completed and turned in on time will be recorded as a zero. For the policy regarding late work due to absences, see Attendance section, numbers 3-7.

### **Graduation Requirements:**

1. The graduating senior must be enrolled in Fort Worth Christian at the time of graduation.
2. Students who transfer as seniors must be able to earn the 30 credits needed to graduate within Fort Worth Christian School's seven periods of instruction.
3. Financial obligations must be satisfied and cleared by the business office prior to the issuing of a cap and gown.
4. Passing grades must have been earned in all classes taken during the senior year. If a student fails a class, he/she will not be allowed to participate in commencement exercises. Students may, upon prior approval by the principal, take the necessary courses at another school to complete FWC's curriculum requirements for graduation during the summer following the senior year. Transfer grades and credits can be sent back to FWC for completion of the requirements necessary for receiving an FWC diploma.
5. A student must complete the whole school year beginning from the time of his/her acceptance to graduation. If a senior chooses to leave FWC and enter another school, he/she automatically forfeits all rights to participate in graduation exercises.

6. If a case arises where the parents move from the area and the student is in good standing and desires to graduate from FWC but cannot remain in the area, if he/she qualifies, he/she may return and participate in the graduation ceremonies.
7. A total of 30 credits are required to graduate.

**Graduation With Honors** – The manner in which the Valedictorian and Salutatorian are chosen is as follows: All courses required for graduation in grades 9-12 are averaged together to find the class rank. Grades of the top two students are averaged to the 1,000<sup>th</sup> place, if necessary. If they remain identical at that point, then there are co-Valedictorians and no Salutatorian. To be eligible for Valedictorian and Salutatorian honors, a student must attend the last three semesters inclusive of the senior year.

For designated honors and Pre-AP courses, the grade received will be increased by 10% and for designated AP courses, the grade received will be increased by 15%.

Graduation with Honors designations – All students graduating with honors and required to complete 6 hours of Pre-AP and/or AP courses. The numeric scale for Summa Cum Laude is 100+; Magna Cum Laude is 96.00 – 99.99; Cum Laude is 93.00 – 95.99.

Only grades earned in grades 9 – 12 will count toward a student’s GPA and numerical average. Grades earned for Physical Education credit, athletics, teacher assistant, office assistant or grades earned by correspondence or credit by examination will not be used to calculate a student’s GPA or his/her numerical average.

**Correspondence Courses** – The counselor must approve correspondence work including but not limited to the curriculum used and the school supplying the materials in order for credit to be awarded. Only credit awarded from approved schools will be accepted. However, during the school year, students will not be allowed to enroll in online courses when Fort Worth Christian School offers a comparable course. Be advised that it is best to receive approval before beginning coursework. Correspondence and online courses, though accepted, will not be figured into a student’s GPA.

**Transfer Credits** – Credit from other schools will be accepted only from schools accredited by a nationally or state-recognized accrediting agency.

**Dropping a Course** – Once a student is enrolled in a course, he/she will be expected to complete the full year of the course. Student schedules will not be changed after completion of the second week of a semester. Schedules may be changed for the following reasons: to balance the number of students in a given section of a course, to correct errors in scheduling which may occur, or to achieve proper placement of a transfer student.

**Dual Credit Courses** – A student must be enrolled at Fort Worth Christian School in order to participate in a dual credit course through Fort Worth Christian. If a student withdraws from FWC, the student is automatically withdrawn from the dual credit course and loses all money, fees, and any credit not completed for the semester at the time of withdrawal.

**Pre-Advanced Placement (Pre-AP) and Advanced Placement (AP) Courses** – Application for Pre-AP and AP courses is made in the spring semester each year. Admission to these courses is based on most recent test scores, recent grades in Fort Worth Christian School courses, and

teacher recommendations. If a student is not admitted to the course, then the student can appeal the decision by submitting a letter to the principal requesting consideration.

**College Entrance Examinations and Other Exams** – Each senior must take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Each freshman, sophomore, and junior will take the PSAT/NMSQT on the FWC campus. Information regarding these tests is available in the counselor’s office.

### **ACCREDITATION AND AFFILIATIONS**

Fort Worth Christian School is accredited by the Southern Association of Colleges and Schools. Fort Worth Christian is affiliated with the Texas Christian Schools Association, a state-wide organization of Christian teachers and administrators; Texas Association of Non-Public Schools; the Texas Association of Private and Parochial Schools for athletic and academic competitions, and the National Christian Schools Association.

### **ADMISSIONS**

**Non-discriminatory Policy** – Fort Worth Christian School, Inc., admits qualified students of any race, color, religion, sex, handicap, and/or national or ethnic origin except where there are conflicts with specific religious tenets held by the institution and its controlling body.

**Married Students** – Married students, or students who have been married, are not permitted to attend Fort Worth Christian School.

**Tuition and Fees** – Tuition is non-refundable after August 1.

### **AFTER-SCHOOL SUPERVISION**

Providing supervision before and after school for students not engaged in school activities is a service which Fort Worth Christian does not provide. In elementary, if a child arrives before 7:50 a.m., a parent must stay or the child must be signed in with Klubhouse. Any elementary student not picked up within 15 minutes of dismissal will go to Klubhouse. Arrangements for children (PK-5) can be made with Klubhouse. The middle school does provide an after-school study hall until 5:00 p.m. Any student not picked up by 3:30 pm will go to study hall. There is a minimal charge for the study hall. High School students should leave the building by 4:00 p.m. unless approval has been given.

### **ATTENDANCE**

Absences are excused for personal illness, illness or death in the immediate family, emergency medical or dental attention, college visits for juniors or seniors, and written requests approved in advance by the principal.

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

Attendance is taken at 10:00 am for elementary students. Middle school and high school attendance is taken at the beginning of each class and all attendance procedures apply to each period independently.

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

1. Upon returning to school from an absence, a secondary student will report to the attendance clerk/secretary and present a note signed by the student's parent or doctor giving the reason for the absence.
2. Students who fail to bring a note cannot receive an excused absence.
3. Students are responsible for initiating and completing all work done during an unplanned excused absence within a timetable of one day of make-up for each day of absence. Any work not completed within this timetable may receive a grade of zero. In the event that a student is absent from a class on the day that a major project is due or a scheduled test is administered, and he/she reports to school later in the same day, the project or test must be completed that same day or a grade of a zero will be entered. This also applies to work missed because of school-sponsored activities.
4. Assignments, projects, and tests that were assigned prior to an absence will be due upon the student's return to school.
5. 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. See **Leaving School Early**.
6. 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.
7. Students participating in extracurricular 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.
8. Each year, students shall be allowed up to five (5) absences for family, educational, or recreational travel provided that such absences are requested in writing and approved prior to the absence. **These days will not be excused during nine-week tests or semester tests.** All assignments are due upon return to class. Please take into consideration your child's educational well-being and refrain from allowing your child to miss class unnecessarily. Any exceptions to this will be at the discretion of the building principal.
9. A student will not have the privilege of making up work missed because of an unexcused absence and automatically receives a grade of zero for missed work.
10. College Days – Seniors will be allowed two (2) college visit days per semester. Juniors will be allowed two (2) college visit days only during their spring semester. Sophomores and freshmen are not allowed college visit days. Additionally, college visit days, with the appropriate documentation, will count as excused absences. College days will not count against exemptions.
11. In order to receive credit in a class, a student must be in attendance 90% of the school days during each semester (no more than nine (9) absences per semester, per class.) The Attendance Committee and/or principal will make the final decision to determine the granting of credit in all cases. Any student who is not in attendance 90% of the class periods may be denied credit. Please take into consideration your child's

- educational well-being and refrain from causing your child to miss class unnecessarily.
12. Attendance Probation may be assigned if a student does not meet the attendance requirements of FWC. 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.
  13. All students who fail to attend 90% of the time will have the opportunity to appeal their case to the attendance committee.
  14. In high school, if a student accumulates seven (7) absences in any class, the student is ineligible to go on field trips for the remainder of the semester unless the field trip is for the entire grade level.
  15. No student may participate in any extracurricular activity (such as banquets and sports activities) on the same day he/she has been absent from school. Any exceptions to this rule are at the discretion of the principal. However, due to TAPPS rules, there are no exceptions regarding athletic events. Students must be in attendance at least one-half of the school day to participate.
  16. E-mail notices are automatically sent to parents at four (4), seven (7) and ten (10) absences for each class period in high school. Please check RenWeb to see a list of absences. See Addendum IV, Absence Notification Letters, for a copy of the e-mail notifications.
  17. Elementary students must arrive before 10 am to be counted present.
  18. The following is a list of the high school attendance codes and their definition:
    1. These absences do not count against a student's attendance:
      - a. **P – Present:** the student is in class.
      - b. **NS – No School:** FWC didn't have school during a portion of a regularly scheduled school date, usually for bad weather.
      - c. **CD – College Day:** juniors are allowed two (2) college visits during the spring semester and seniors are allowed two (2) college visits during each semester. The College Visit Form or a letter from the college is required stating that the student visited their campus including the date of the visit.
      - d. **FT – Field Trip:** school sponsored field trips.
      - e. **ND – Non-day:** there are some days when some students aren't required to be in school. For example, seniors aren't required to attend school on the PSAT test date.
      - f. **SA – Sports Activity:** the student is participating in a school sponsored sporting event during school hours.
    2. These absences do count toward a student's total absences:
      - a. **AM –Absence, Medical:** the student is absent due to medical reasons and a note from the doctor is supplied stating the child was seen at his/her office, in the hospital or too ill to return to school. This does not include absences when the parent notifies the school that his/her child is sick; it requires a note from a doctor or medical facility. The attendance committee will give special consideration to medical absences when reviewing a student's overall attendance.
      - b. **AE –Absence, Excused:** a parent has sent a note or contacted the school to state that his/her child will not be present due to illness, travel, family emergency, etc.

- c. **AU –Absence, Unexcused:** no note is supplied from a parent or doctor stating why a student was absent. When a note is supplied (during the allowable time period), the absence can be changed to “AE,” “AM,” or “CD.”
3. Tardies:
    - a. **TE – Tardy Excused:** the student is less than twenty (20) minutes late to a class and has a valid reason for being late. A parent phone call or note may not necessarily constitute an excused tardy. Too many excused tardies may result in consequences being assigned as with unexcused tardies. See **Tardy Policy** for specific information.
    - b. **TU – Tardy Unexcused:** the student is less than twenty (20) minutes late to a class but does not have a valid reason for being late. See **Tardy Policy** for specific information.

## **CAFETERIA**

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

## **CLUBS AND OTHER ORGANIZATIONS**

The following guidelines apply:

1. Class and club trips must be approved in writing by the sponsor and principal.
2. Club dinners and banquets occurring off campus must be approved in writing by the sponsor and the principal.
3. Dancing is prohibited.
4. Students are not to be excused from classes for special activities except upon approval of the principal.
5. Each organization or production must be self-supporting unless the principal has specifically agreed to subsidize it.
6. Any financial deficit incurred must be made up by members 10 days prior to the last day of the school year.

## **CODE OF CONDUCT**

The purpose of the code of conduct is to provide students at FWC 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:

1. Students will considerately allow others to learn.
2. Students will not impede classroom instruction.
3. Students will participate fully in the learning process.
4. The teacher possesses all authority in the classroom. Therefore, the application and interpretation of this principle is at the discretion of the teacher.

Violations of the code of conduct or other rules and guidelines of FWC will subject the student to disciplinary measures decided upon and at the discretion of the principal or his or her other

designee. In the elementary, a child who earns an Unsatisfactory in conduct will be placed on probation. A subsequent Unsatisfactory in conduct will be cause for dismissal.

Using professional judgment, teachers may elect to refer to the principal any students who have been documented to repeatedly interfere with classroom instruction.

Disciplinary measures may include but are not limited to detention, disciplinary probation, Saturday school, suspension at home, and dismissal from school. Students choose to accept disciplinary consequences when choosing to violate the code of conduct. Disciplinary consequences will be administered in a firm, fair, and consistent manner.

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 are ineligible for school trips.

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

1. Gambling
2. Profane or vulgar language
3. Use/possession of illegal substance
4. Use/possession of tobacco
5. Use/possession of alcohol
6. Truancy or leaving school without permission
7. Altercations, verbal and physical
8. Deliberate and/or repeated classroom disruptions
9. Harassment / Bullying \*
10. Theft
11. Vandalism
12. Disrespect
13. Possession of a weapon as determined by the principal
14. Falsification of documents
15. Cheating
16. Unauthorized use of electronic devices \*\*
17. The behavior of FWC students while off-campus, including holidays and summer break, is expected to be exemplary. Violations of the student code of conduct or other behavior that is not a positive representation of FWC that occur during these breaks may affect initial or continued enrollment.

\*Bullying – 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. A substantiated charge of bullying will result in disciplinary action up to and including dismissal.

\*\*Students may possess electronic communications devices including, but not limited to, cell phones, iPods, etc., during the school day under the following conditions:

- Must be out of sight at all times

- May not be used at any time during class
- **May not be used to take pictures of any students in any locker room at any time**

If an electronic device is seen, heard, or used during class or other school events such as chapel, the following steps may be taken:

- Confiscated by teacher and turned over to administration. Student may pickup after school with a phone call to parent. Detention assigned.
- Confiscated by the teacher and turned over to administration. Phone call to parent. Parent must pickup. Detention assigned.
- Confiscated by the teacher and turned over to administration. Phone call to parent. Electronic device held for a period of time to be determined by the principal up to and including the option of holding the device until the end of the semester or year. Detention assigned.

Fort Worth Christian 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.

### **COMPUTER NETWORK USAGE**

FWC provides students with access to a technology network including Internet access. Usage is a privilege, not a right. Inappropriate usage will result in disciplinary consequences. Usage for any purposes other than for the completion of school assignments, college or career planning or other appropriate educational activities is inappropriate.

### **DISCIPLINE POLICY**

High school – Discipline consequences include but are not limited to, after-school detention, Saturday school, suspension from school, and dismissal. Some discipline situations may result in a student no longer being allowed to participate in athletics. The building principal is the final authority in all matters of discipline.

### **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 does not sell student information.

Directory information shall be released unless the parent objects to the release and use of such information about the child. This objection must be made in writing to the principal within 10 days of the first day of school.

## DRESS CODE

Fort Worth Christian has adopted a uniform dress code as detailed in Addendum I and II. Guidelines that apply to the wearing of the uniforms and/or other clothing for school or school events follow:

1. Uniforms will not be altered for purposes other than sizing.
2. Skirts, dresses, and walking shorts are to be no more than 4 inches from the floor in a kneeling position, and neat and modest in appearance.
3. Attire that displays inappropriate messages will not be allowed.
4. Tank tops are not permitted.
5. No exposed midriff.
6. Sleeveless tops are not permitted for boys, and for girls, sleeveless shirts must cover the shoulder and underarm area.
7. Shoes, that are appropriate for school, are to worn at all times. No flip-flops, house shoes, or house shoe-type shoes. No cleats inside the academic buildings.
8. No inappropriate shorts, including but not limited to, bike shorts, boxer shorts, cut-offs, wind shorts, and shorts worn over tights or warm-ups.
9. No sunglasses or hats of any kind will be worn in the academic buildings.
10. Saggy/baggy pants or jeans are not tolerated. Jeans or pants with over-sized pockets are not permitted.
11. Chains are not permitted.
12. All students must have their shirts tucked in.

Guidelines that apply to grooming are:

1. Hair is to be clean, neat, and well groomed. No unnatural hair colors are allowed.
2. Boys' hair will not extend below the collar, no lower than the bottom of the ear, and must be above the eyebrows.
3. Sideburns may extend no lower than the earlobe and must be kept neat.
4. Male students shall not wear facial hair and/or earrings.
5. Tattoos must be covered.
6. No body-piercing jewelry will be visible with the exception of earrings for girls.
7. 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:

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

The building administration will use its discretion in questions concerning the dress code. Where there is a question on the dress or appearance of a student, the school authorities' decision will be final. 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).

## **DRILLS**

Students, teachers, and other employees shall participate in drills of emergency procedures. 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.

## **EMERGENCY MEDICAL INFORMATION**

Each year parents 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 as necessary.

## **FINAL EXAMS INCLUDING EXEMPTION POLICY AND ELIGIBILITY**

Middle school students will take 9-weeks final exams. Semester exams will be given to high school students. Seniors during their Spring semester may qualify for a maximum of two exemptions for semester exams. To qualify for exemptions, the following criteria apply:

1. No more than 2 absences for the semester in the class for which the exemption is being sought.
2. No more than 2 tardies for the semester.
3. No unexcused absences for the semester.
4. An average of 80% or higher for the semester.
5. No referrals to the office, of any kind, including dress code violations.

Any teacher has the option to require all of his/her students to take a course final.

**Eligibility for Elementary Extra-curricular Participation** – The following guidelines will be used to determine the eligibility of a student to participate in extra-curricular activities, such as parties, field trips, talent show and field day:

1. Grade check will occur every three weeks.
2. Any student with a “U” or as many as two “N” will be ineligible.
3. Any student with one grade below 70 at any grade check may be ineligible.

**Eligibility for Middle School and High School Extra-curricular Participation** – The following guidelines will be used to determine the eligibility of a student to participate in extra-curricular activities:

1. Grade check will occur every three weeks.
2. Any student with a “U” or as many as two “Ns” will be ineligible. Middle School students will be ineligible if they have used more than 50% of their credits.
3. Eligibility will only be checked during weeks six and nine of each nine-week period.
4. During the sixth week, any student who has two grades below 70 or one grade below 60 will be ineligible until the next grade check.
5. At the end of each nine-week grading period, any student who has one grade below 70 will be ineligible until the next grade check.
6. At the end of the third-week grading check, any student still failing a subject he/she was failing at the nine-week grade check will remain ineligible.
7. At the time of all grade checks, students who have any grades below 76 must go to tutorials for that class until the next grade check. This includes the first grade check of each nine-weeks.
8. Eligibility periods are scheduled and published at the beginning of the year.

**Eligibility for Middle School and High School Cheerleader in addition to the above:**

1. Must not have failed more than one class at the semester.
2. Must be working at appropriate grade level.
3. Must make-up any failed semester grades through correspondence, summer school, test by examination or credit recovery prior to September 1<sup>st</sup> of the next school year.

**ILLEGAL SUBSTANCES 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. The same applies to the selling, or transferring of alcohol, drugs, or other illegal substances at a school-sponsored activity whether on or off campus. 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 building principal.

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.

Fort Worth Christian reserves the right to demand approved professional counseling and drug testing at the student’s expense.

A comprehensive substance abuse policy has been adopted. This policy is available in the school office, and you have signed the consent form upon registration.

**INSURANCE**

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

## **INTERNET**

Students using and/or participating in online internet communities such as MySpace will be held responsible for information transferred between themselves and others and all other information posted. This responsibility also extends to, but is not limited to, personal homepages, other postings on the internet, instant messages, and chat rooms.

Students will be subject to disciplinary action up to and including dismissal at the discretion of the building principal in regards to their internet usage.

## **LATE ARRIVAL**

Students arriving at school after the school day has begun must check in through the office and obtain an admit slip before reporting to class.

## **LEAVING SCHOOL EARLY**

Students must have permission from their parent/guardian to leave school early. Written permission must be presented to the office before school begins. Also, the parents/guardian must report to the office prior to picking up their child. All students must sign out in the office before leaving campus for any reason, including students who are already 18.

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.

## **LOCKERS**

Individual lockers will be assigned. Lockers must not be defaced. 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.

## **MEDICATIONS**

All medication from home must be turned into the office with a note from the parent containing instructions for dispensing. All medication must be in its original container. The nurse or secretary will dispense medicine.

Students will not be given any over-the-counter medication from the school unless parent's written permission is on file. A section is provided on the medical page of the student contract for permission to be given or parents may send a separate note to the school.

## **REPORT PERIODS**

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

## **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 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.

## **SERVICE LEARNING REQUIREMENT**

All high school juniors earn Bible credit through a Service Learning Program where they are required to complete 100 hours of community service or 50 hours of community service when completed in conjunction with other approved coursework.

Students can choose to volunteer for one of the organizations on the Pre-Approved List or select an organization on their own by following established guidelines. They can begin earning hours during the summer preceding their junior year and have until the end of the following summer to complete the requirement. With few exceptions, hours are earned outside of the school day. However, many volunteer opportunities are provided on our campus by various organizations. Students are guided through this process by a staff member who provides them with updated lists of organizations needing assistance and monitors their progress throughout the year.

## **STUDENT ACTIVITIES**

**Athletics** – To be eligible for participation in middle and high school athletics, the student must meet the following requirements:

1. Good moral character including adherence to the code of conduct.
2. Physical fitness (physical examination by a medical doctor before practice begins in the first sport in which the athlete participates each year).
3. Academic Eligibility – See “Eligibility for Extra-curricular Participation.”
4. Dress – Students participating in athletics and P.E. classes in grades 7-12 shall be instructed by the coach of each respective sport regarding appropriate dress for practice and team travel. All students using the gym floor must wear acceptable basketball or tennis shoes.
5. If any athlete is forced to leave Fort Worth Christian for any disciplinary reason or is dismissed from or quits the sport, he/she forfeits all rights to receive an athletic award.

**Elections and Selections** – Students elected or selected for leadership positions must maintain good academic, behavioral, and attendance standings with the school. Failure to do so may lead to the loss of such positions. The principal may use his or her discretion in determining the status of such students. Students on academic, behavioral, or attendance probation are not eligible for leadership positions and will forfeit positions if placed on any probation while holding such office.

**Elected Student Leaders** – Students in grade 7-12 who are candidates for or appointed to student leadership positions shall meet the following criteria:

1. Must be enrolled in Fort Worth Christian for the semester of the election and must not have been on any kind of disciplinary probation.
2. Maintain an academic average of 80 in all subjects based on an average of all grades up to the time of election or appointment.
3. Have no grade of less than 70 for the previous nine-week grading period.
4. 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:

1. He/she fails to maintain an average of 80 for any grading period, or
2. He/she earns a grade of 69 or lower, or
3. 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:

1. He/she is placed on academic probation twice in one school year.
2. He/she receives a “U” in citizenship.
3. He/she is dismissed from Fort Worth Christian.
4. He/she does not abide by the Student Code of Conduct.

**Cheerleaders** – A clinic will be conducted for all cheerleading candidates in the spring and will be under the direction of graduating cheerleaders and their sponsor. Selection of cheerleaders for high school and middle school squads will be a combination of faculty evaluation and judging by representatives from N.C.A. Students in grades 7-12 who are candidates for cheerleading shall meet the criteria listed for elected student leaders.

For more information regarding the cheerleading program, please refer to the constitution governing this program.

**Student Council** – Each spring, the high school Student Council officers for the following year are elected (President, Vice-President, Secretary, and Treasurer). Two representatives from each class (three from the senior class) are elected. The constitution of the Student Council must be followed strictly in regard to qualifications and responsibilities.

Fort Worth Christian High School’s Student Council Constitution and Bylaws is available from the high school Student Council sponsor.

**National Honor Society** – The National Honor Society is an organization that seeks to encourage and honor scholarship, service, leadership, and character in secondary students. Requirements for gaining and maintaining membership are as follows:

- Maintaining an overall average of 90 or above.
- Participating in service activities as described below.
- Showing high standards of character and leadership in and out of school.

Students become eligible at the beginning of the spring semester of their sophomore years. A student must have been in attendance at Fort Worth Christian School for at least one semester before being considered for membership. All FWC students, sophomore and above, who have been in attendance for at least one semester and who meet academic standards will be considered each spring semester.

A student will not be admitted to National Honor Society if, in the current school year, he or she:

- Has been referred to the office for a cheating offense that was upheld.
- Has been referred to the office for skipping school.
- Has more than five office referrals of any kind.
- Has an “N” or “U” in citizenship.
- Has any offense that results in suspension from school.
- Has any serious character/behavior issue in or out of school.

At the beginning of the Spring semester teachers will be asked to complete recommendation forms for all students who qualify academically. Then, according to the national bylaws, these students will be reviewed by an advisory committee of five faculty members appointed by the principal. The National Honor Society Adviser will also be a part of this committee, but will serve in a non-voting, advisory capacity only. At this time, office referrals and teacher recommendations will be taken into account, and membership will be granted or denied by the committee. Students who qualify academically, but are denied membership for character reasons, will be eligible for membership consideration in subsequent years.

**Probation** – At the end of each nine weeks period, office referrals and other documented disciplinary concerns of current members will be considered. The same offenses listed above will result in a probationary status of membership. Probation will last for the nine week period with terms appropriate for the offense as determined by the NHS Adviser. Students whose grades fall below the required 90 average will also be placed on probation, but this probation will extend for the entire semester since it is based on semester averages. If the average is not brought up in this time, the student will automatically be removed from NHS membership. Students or parents who wish to appeal a probation should first talk to the adviser. If satisfaction is not reached there, a meeting should be scheduled with the Faculty Advisory Committee.

In the event of one of the following, the Faculty Advisory Committee will review the infraction and determine whether a student will be removed from the National Honor Society:

- Failure to meet the terms of assigned probation.
- Failure to complete required service hours.
- Having multiple cheating or truancy offenses in any given school year.
- Having any disciplinary offense resulting in suspension from school.
- Having two or more citizenship grades below S- in any given grading period.
- Qualifying for probation in any two nine weeks of the same school year.
- Having any serious character/behavior issue in or out of school.

According to the National Honor Society bylaws, removal or resignation from the National Honor Society is permanent. If students or parents wish to appeal dismissal, they should contact the high school principal.

**Service Hours** – In addition to academic and character standards, the National Honor Society requires members to complete service hours. These service hours can be performed for a church, a non-profit organization, a school, or even an individual. Documentation of hours should be given to the National Honor Society adviser.

Activities not accepted as NHS service hours:

- Service performed for family, including extended family
- Community service mandated by the court
- Any activity for which you receive monetary compensation
- Service already counted toward Junior service hours

**Documentation** – Documentation for service hours should include the following information:

- Your name
- Date of the service performed
- Description of the service performed
- Number of hours service performed
- Person or agency for whom you performed the service
- A signature from an adult associated with the individual or agency for whom you performed the service.

This documentation can be in the form of a letter or memo, or students can use the report form available from the adviser.

**Requirements** – Continuing members are required to have a total of 12 service hours. These may include 4 hours from projects completed during the preceding summer, and must include 8 performed during the current school year. Members inducted in the spring are required to have a total of 6 hours. These may include any service performed during the current school year, even if performed in the fall before the student was inducted. They may not include hours performed during the previous summer. If these service hour requirements are not met, non-senior students will be placed on probation for the summer. If documentation of completed hours is not turned in on the first day of the following school year, the case will go before the Faculty Advisory Council to consider removal from NHS. Seniors who do not meet the service hour requirement will not be allowed to wear the NHS collar during Baccalaureate or Graduation ceremonies.

**Student Trips Including Senior Trip** – The following guidelines apply:

1. Sponsors will accompany students with their expenses paid by students.
2. No more than three school days may be missed without permission from the principal.
3. The ratio of sponsors to students will not be more or less than one sponsor to ten students unless approved by the principal.
4. Any school-sponsored trip is an extension of the school.
5. The Senior Trip is considered a school field trip. If a student opts not to participate in the senior trip organized for FWC, then that student is expected to be at school attending his/her regular classes.

## **TARDY POLICY**

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

Pertaining to tardies, the elementary school will count four tardies as one absence.

The following guidelines and rules apply in regard to Middle School:

1. A student receives a debit for each tardy unless a doctor's note is provided.
2. Upon the 4<sup>th</sup> tardy and every subsequent tardy for a nine-week period, the student will receive a one-hour detention.
3. An absence is recorded by the staff if the student is more than 20 minutes late.

The following guidelines and rules apply in regard to High School:

1. Each student is allowed one unexcused tardy per class each nine-week grading period without penalty. On the second and third unexcused tardies, the teacher will assign a disciplinary consequence.
2. Upon the fourth unexcused tardy and for every subsequent unexcused tardy, the student is referred to the office and will be assigned Saturday School.
3. Records of tardies are kept by the teacher, and he/she is the final authority in this regard.
4. Tardies are unexcused unless excused by a member of the school staff.
5. A student is considered tardy if he/she enters the classroom at or after the tardy bell rings.
6. An absence is recorded by the staff if the student is more than 20 minutes late.

## **TEXTBOOKS**

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

## **VEHICLES**

Students driving vehicles to campus must register their vehicles in the high school office. This information will include the make and model of the vehicle predominantly used and the license plate number of the vehicle. Students should exercise extreme caution when driving on or near campus because of the number of students and adults walking on campus. Part of the student's responsibility is to park in the student designated area which is located at the Cardinal Gym.

## **VISITORS**

Parents 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. All visitors should check in with the school office. We respectfully request all visitors including parents to maintain modest dress. Parents will be required to check in at the Visitor's Desk in the foyer of the Campus Center if visiting a child for lunch.

## Addendum I

### Uniform Policy – Girls

FWC Dress Uniform:  
Elementary – Plaid Jumper/Skirt & White Shirt  
Middle School & High School – Khaki Slacks or Skirts & White Shirt

#### **ELEMENTARY GIRLS REQUIRED**

##### **From Cardinal Store Only**

Blouses: All blouses and shirts may be either short or long sleeve  
Pre-K – 3<sup>rd</sup>: White blouse  
4<sup>th</sup>-5<sup>th</sup>: White Oxford  
Jumper: Bib or Drop Waist, both worn with modesty shorts (4” from floor kneeling)  
4<sup>th</sup> – 5<sup>th</sup> may take the bib off and wear as a skirt (4” from floor kneeling)  
Modesty shorts: Navy/Black

##### **From Cardinal Store or Any Store**

Belt: Brown or Black Leather  
Shoes: Any appropriate for school; no cleats or flip-flops

#### **OPTIONAL**

##### **From Cardinal Store Only**

Shirts: Short or long Sleeve  
Yellow Oxford, White, Black, Dark Green, or Navy Knit, Red Knit (with monogram)  
White Turtleneck (with monogram)  
Sweater: Black Sweatshirt or Red Cardigan, V-Neck or Vest  
Pants: Khaki Slack, Khaki Shorts (4” above knee)  
Skort: Khaki  
Jacket: Black Fleece

#### **MIDDLE SCHOOL GIRLS REQUIRED**

##### **From Cardinal Store Only**

Blouses: All blouses and shirts may be either short or long sleeve  
White Oxford  
Red Knit (with monogram)  
Skirts/Slacks/Shorts: One is required  
Solid Khaki Skirt (4” from floor kneeling)  
Solid Khaki Slacks  
Solid Khaki Shorts (4” from floor kneeling)

##### **From Cardinal Store or Any Store**

Belt: Brown or Black Leather  
Shoes: Any appropriate for school; no cleats, flip-flops, house shoes, or house shoe-type shoes

#### **OPTIONAL**

##### **From Cardinal Store Only**

Shirts: Short or Long sleeve  
Yellow Oxford, White, Black, Dark Green or Navy Knit  
White Turtleneck (with monogram)  
Sweater: Black or Red Sweatshirt or Red Cardigan, V-Neck or Vest  
Skirt/Jumper: (4” from floor kneeling)  
Plaid Skirt  
Jumper-full pleats, square neck  
Jacket: Black Fleece

#### **HIGH SCHOOL GIRLS REQUIRED**

##### **From Cardinal Store Only**

Blouses: All blouses and shirts may be either short or long sleeve  
White Oxford  
Red Knit (with monogram)  
Skirts/Slacks/Shorts: One is required  
Solid Khaki Skirt (4” from floor kneeling)  
Solid Khaki Slacks  
Solid Khaki Shorts (4” from floor kneeling)

##### **From Cardinal Store or Any Store**

Belt: Brown or Black Leather  
Shoes: Any appropriate for school; no cleats, flip-flops, house shoes, or house shoe-type shoes

#### **OPTIONAL**

##### **From Cardinal Store Only**

Shirts: Short or Long sleeve  
Yellow Oxford, White, Black, Dark Green, or Navy  
Red Knit (with monogram)  
White Turtleneck (with monogram)  
Sweater: Black or Red Sweatshirt or Red Cardigan, V-Neck or Vest  
Skirt/Jumper: (4” from floor kneeling)  
Plaid Skirt  
Jumper-full pleats, square neck  
Jacket: Black Fleece

Addendum II

Uniform Policy – Boys

FWC Dress Uniform  
Elementary, Middle School & High School – Khaki Slacks & White Shirt

**ELEMENTARY BOYS  
REQUIRED**

**From Cardinal Store Only**

Shirts: All shirts may be either short or long sleeve  
White Shirt  
Red Knit (with monogram)  
Slacks: Khaki pleated

**From Cardinal Store or Any Store**

Belt: Brown or Black Leather  
Shoes: Any appropriate for school; no cleats or flip-flops

**OPTIONAL**

**From Cardinal Store Only**

Shirts: Yellow Oxford, White, Black, Dark Green or Navy Knit  
White Turtleneck (with monogram)  
Sweater: Black Sweatshirt or Red Cardigan, V-Neck or Vest  
Shorts: Khaki (no cuff)  
Jacket: Black Fleece

**MIDDLE SCHOOL BOYS  
REQUIRED**

**From Cardinal Store Only**

Shirts: All shirts may be either short or long sleeve  
White Shirt  
Red Knit (with monogram)  
Slacks: Khaki pleated

**From Cardinal Store or Any Store**

Belt: Brown or Black Leather  
Shoes: Any appropriate for school; no cleats, flip-flops, house shoes, or house shoe-type shoes

**OPTIONAL**

**From Cardinal Store Only**

Shirts: Yellow Oxford  
White, Black, Dark Green or Navy Knit  
White Turtleneck (with monogram)  
Sweater: Black or Red Sweatshirt or Red Cardigan, V-Neck or Vest  
Shorts: Khaki (no cuff)  
Jacket: Black Fleece

**HIGH SCHOOL BOYS  
REQUIRED**

**From Cardinal Store Only**

Shirts: All shirts may be either short or long sleeve  
White Shirt  
Red Knit (with monogram)  
Slacks: Khaki pleated

**From Cardinal Store or Any Store**

Belt: Brown or Black Leather  
Shoes: Any appropriate for school; no cleats, flip-flops, house shoes, or house shoe-type shoes

**OPTIONAL**

**From Cardinal Store Only**

Shirts: Yellow Oxford  
White, Black, Dark Green or Navy Knit  
White Turtleneck (with monogram)  
Sweater: Black or Red Sweatshirt or Red Cardigan, V-Neck or Vest  
Shorts: Khaki (no cuff)  
Jacket: Black Fleece

## Addendum III

### Homework Policy

#### **OVERVIEW**

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 extracurricular 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.

Furthermore, a committee comprised of faculty and staff from the three schools will meet regularly to consider and coordinate all curricular and extracurricular activities for the subsequent two-to-three month period.

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. Therefore, homework assignments will consist of test preparation, enrichment reading, and scheduled work on project completion. It will not consist of “busy” work, but rather solid academic review and practice which are meaningful and purposeful. Homework will not consist of new concepts that have not been taught in class.

Parents 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 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 should direct any questions regarding homework assignments to their children’s teachers.

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

#### **ELEMENTARY SCHOOL**

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.

When students have ample time for family and extracurricular activities after school, we believe their school experience will be more enjoyable and productive. Each grading period, we will offer suggestions of activities that are intellectually engaging or character building. Students who are interested can do these each week independently or with family and friends outside of school time.

## **MIDDLE SCHOOL**

Homework should average approximately 60 minutes per night on Monday, Tuesday, Thursday, and weekends. Of this time, students are encouraged to spend a minimum of 20 minutes in enrichment reading.

Study time will be limited to studying for no more than two tests per night. Quizzes and spelling tests are not included in the two-test limit. A quiz will generally not take more than 15 minutes of a class period and will not be counted as a major grade. The quiz will be based on the previous day's study.

Individual and group projects are part of the middle school curriculum; however, there is often class time designated to work on these projects. Nevertheless, some evening and weekend work will be necessary in many cases to complete the project.

## **HIGH SCHOOL**

Homework enhances a high school student's preparation for college, improving a student's mastery of a subject. It should be meaningful and assigned with a specific learning objective in mind.

From long-term assignments requiring pacing and managing one's time to Pre-AP and Advanced Placement courses calling for more time and effort on the student's part, many factors affect homework on the high school level. Additionally, a student's potential involvement in several extracurricular activities necessitates excellent time-management skills. It is in the student's best interest for future success to develop such skills. If a student struggles with time-management issues, homework on any given night may require additional time. The student who keeps up with his/her work on a daily basis is the most successful. Faculty will supervise the students' progress on long-term projects.

On an average, homework can vary from just a few minutes to approximately 1 ½ - 2 hours per night depending on a student's level of ability and course selection. On the night before a major test or in preparation for the completion of a major project, a student may spend more time.

In most cases, students will not have more than two major tests or projects due on one day with the possible exception of an occasional three (excluding nine-week and semester

exams). Dates of tests and project due dates for all classes will be monitored. Quizzes may be given on any day, but they should be short in duration and based on previously discussed material.

Homework will not be assigned to be completed exclusively during a holiday and due the first day back from a holiday.

Parents should also encourage their children to read for enjoyment because a great deal of student success in high school and at the university level is linked to reading.

Addendum IV

**HIGH SCHOOL ABSENCE NOTIFICATION LETTERS**

**4 Absences**

Dear Parents of student's name,

We want to make you aware that student's name has reached four (4) absences in class name. You may check the dates of the absences in Parent's Web. Fort Worth Christian requires that a student be in attendance 90% of the school days per semester (no more that nine (9) absences per class, per semester).

In order to maintain the high standards and expectations of Fort Worth Christian School, a student must be in attendance. If a student is more that twenty (20) minutes late to a class, that student is considered absent for the entire class period.

If you have not already done so, please send any documentation concerning these absences to the school office. In addition, please obtain documentation for any future absences and provide it to the school office.

For more specific information regarding attendance, please see the Parent and Student Handbook.

Thank you for your help in this matter.

Brian Miller

**7 Absences**

Dear Parents of student's name,

This is official notice that student's name has accumulated seven (7) absences in class name this semester. **Your child is in danger of being denied credit.** Fort Worth Christian requires that a student be in attendance 90% of the school days per semester **(no more that nine (9) absences per class, per semester.)**

The Parent and Student Handbook for Fort Worth Christian states:

“In order to receive credit in a class, a student must be in attendance 90% of the school days during each semester (no more that nine (9) absences per semester, per class.) The Attendance Committee and/or principal will make the final decision to determine the granting of credit in all cases.”

High school students who fail to attend 90% of the time will have the opportunity to appeal their cases to the Attendance Committee.

In order to maintain the high standards and expectations of Fort Worth Christian School, a student must be in attendance. If a student is more than twenty (20) minutes late to a class, that student is considered absent for the entire class period. **When a student accumulates 7 absences in any class, the student is ineligible to go on any field trips for the rest of the semester unless the field trip is for the entire grade level.**

If you have not already done so, please send any documentation concerning these absences to the school office. In addition, please obtain documentation for any future absences and provide it to the school office. All such documentation will provide information for consideration by the Attendance Committee prior to requesting a meeting with you and your child, should a meeting become necessary.

Thanks for your help in this matter.

Brian Miller

### **10 Absences**

Dear Parents of student's name,

This letter is to inform you that our records indicate that student's name has not been in attendance 90% of the school days for class name for this semester **(student's name has more than nine (9) absences for this class, this semester.)**

Fort Worth Christian requires that a student be in attendance 90% of the school days per semester to receive credit. Student's attendance fails to meet this requirement.

The Attendance Committee will meet to go over student's attendance records and documentation to determine if there are any extenuating circumstances that need to be taken into consideration. In the absence of any extenuating circumstances, credit will be denied. However, you can set up a time for you and your child to meet with the committee to appeal the loss of credit.

Respectfully,

Brian Miller

## Addendum V

### **PARENT 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 parents/guardian is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right not to extend the privilege of re-enrollment to a student if the school reasonably concludes that the actions of a parent(s)/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose.

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.

Addendum VI

Acknowledgment of Receipt of Student/Parent Handbook

Parents and/or guardians must acknowledge receipt of this handbook. Please read and sign below.

I understand and consent to the responsibilities and the conduct outlined in this handbook and the code of conduct. I also understand and agree that my child will be held accountable for the behavior and consequences outlined herein at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the code of conduct is subject to disciplinary action, up to and including dismissal. Furthermore, I acknowledge and understand that disciplinary action, its assignment, length, and severity are at the discretion of the principal.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Parent/Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Date \_\_\_\_\_