



Parent and Student Handbook

2011-2012

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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.

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 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(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.

Parents, please print and sign the last page of this agreement and send it to the building office of your child.

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, 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 zero 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.
- All students involved in cheating or plagiarism will be assigned a minimum of one day of Saturday School.
- Student Citizenship grade will drop one level for the affected class.
- Dismissal will be considered on the second occurrence.

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. Two “Ns” will result in the student’s being ineligible to participate in some extra-curricular activities
4. **Unsatisfactory** – student’s behavior and attitude consistently and repeatedly fail to meet teacher’s expectations. Receiving one “U” will result in the student’s being ineligible to participate in some extra-curricular 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 3/7 daily work, 3/7 tests, and 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 8th 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 28 credits and maintain a full schedule of 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. There are separate requirements below for students who transfer during their junior or senior year.

Graduation Requirements for Incoming Upperclassmen:

Upperclassmen are defined as juniors and seniors. All other transfer students will abide by all current graduation requirements.

1. Students entering as upperclassmen who will not meet the 30 credit requirement will be required to take 7 classes if they are a senior and 8 (including Junior Service) for a junior. One of the classes can be athletics. This is required even if taking fewer classes would allow the student to meet the 28 or 29 minimum.
2. All students will be required to graduate with four credits in science, English, mathematics, and history.

3. All students will be required to graduate with one credit of technology.
4. All students will be required to graduate with one credit of Fine Arts.
5. All students will be required to graduate with two credits of a foreign language.
6. All transfer juniors will be required to graduate with a minimum of 29 credits.
7. All transfer seniors will be required to graduate with a minimum of 28 credits.
8. All transfer seniors must be accepted and enrolled by the end of the first full week of classes.
9. A transfer senior must be able to meet the minimum requirement within our seven class periods.
10. All transfer students will be required to take one Bible course during each year of attendance.

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 1,000th 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 FWC 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 are required to complete 6 hours of Pre-AP and/or AP courses completed while in grades 9-12. 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 in middle school, although they may count towards high school credit, do not count towards the required 6 hours to graduate with honors. 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 p.m. 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 a.m. 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/receptionist 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.) Any student who is not in attendance 90% of the class periods will be denied credit. The Attendance Committee and/or principal will make the final decision to determine the granting of credit in all cases.
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. The only exception is for those students participating in any academic meet or going on the senior trip..
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

Attendance at Fort Worth Christian School is a privilege. Students should take advantage of all that our school offers. 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 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 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. Sexual Harassment ***

18. 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. 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 building 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 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 or videos of any students in any locker room at any time. Pictures and videos of staff may not be taken at any time without prior approval from that staff member.**

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 be required to pay a **\$20** fine to have the device returned to them at the end of the school day. This fine will be assessed on each occurrence. The principal reserves the right to assign further disciplinary consequences if warranted.

*** 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.

DISCIPLINE POLICY

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 extra curricular activities. 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 Parent and Student Handbook 2010-2011

athletic teams, dates of attendance, awards received, and most recent school attended. Fort Worth Christian does not sell student information.

Directory information may 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.
13. Girls' polo shirts are not to be left partially unbuttoned to reveal the undershirt underneath. No cleavage shall be revealed.
14. Clothing or accessories are not to be worn that draw inappropriate attention to the student or deter from the learning environment.
15. No clothing is to be worn that can be deemed "immodest" in appearance.

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 85% 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 1st 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. No student shall possess, use, transmit, or be under the influence of an illegal drug substitute, herbal smoking blends, or synthetic drugs. Some examples of illegal drug substitutes are K2 and Spice. 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

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.

Students using and/or participating in any online internet communities such as MySpace or Facebook 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 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. As a general rule, students should consider all internet postings as if they were public for all to see.

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.

The school maintains a stringent internet filter system that blocks access to nearly all inappropriate internet sites. Students who attempt to bypass the filter system and view sites that would be considered inappropriate may lose the privilege for internet access here at school. Students will also be subject to disciplinary action up to and including dismissal at the discretion of the building principal in regards to their internet usage.

Fort Worth Christian high school students should also refer to the MacBook guidelines which have been provided or are available in the office.

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. Decoration of lockers by students or parents must have prior approval from the building 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.

MEDICATIONS

All medication from home must be turned into the office with all necessary forms completed and signed by a parent including instructions for dispensing. Students will not be given any over-the-counter medication from the school. If the student requires it, the medication must be provided by a parent. All medication must be in its original container. The nurse or administrative assist will dispense medicine. All necessary paperwork can be obtained from a school nurse or administrative assistant.

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 students enrolled in Fort Worth Christian High School prior to 2011-2012 year will have 3 options to earn their junior level Bible credit. Those options are: (1) 100 hours of service learning, (2) 50 hours of service learning and one online dual-credit Bible course offered in conjunction with Harding University, or (3) two online dual-credit Bible courses offered in conjunction with Harding University. Online dual-credit Bible courses include additional fees assessed through Harding University.

Students can begin earning their service learning hours at any time during their high school career but must complete a minimum of 70 hours prior to the first day of their senior year (35 hours if option #2 is selected from above). If a student does not complete the above requirements by the specified time, that student must fulfill their Bible credit through other class offerings approved by the high school Principal. Students can acquire service learning hours by choosing to volunteer for one of the organizations on the pre-approved list or select an organization of their own choosing by following the written guidelines found on the FWC website under the "Academic" tab.

Students are guided through the process by a staff member who provides updated information regarding approved organizations.

Information and guidelines are available online through the FWC website.

SERVICE LEARNING ELECTIVE OPTION AND BIBLE REQUIREMENT FOR 2011-2012 NINTH GRADE STUDENTS

The following policy will begin with and apply to all incoming freshman beginning 2011-2012.

1. All students will be required to take a Bible class their junior year.
2. In addition, coming freshman are highly encouraged to participate in the Service Learning Program by obtaining 100 service hours during their four years in high school. Students who complete the 100 hours during their high school career will receive an elective credit. Colleges and universities consider this type of community service when making admission decisions.

We believe that the Bible course requirement that will be phased in is an important and significant addition to our curriculum. While students are in our high school, we believe that it is essential to take advantage of every opportunity whereby they can receive Bible instruction.

Please see our FWC website for the guidelines pertaining to this elective opportunity.

SOCIAL NETWORK SITES

Fort Worth Christian School recognizes the popularity of social networking sites such as Facebook and MySpace. 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.

As a general rule, students should consider all internet postings as if they were public for all to see.

Faculty and staff members of Fort Worth Christian School beginning with the 2011-2012 school year will not be allowed to engage in online interactions with current Fort Worth Christian School students.

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.

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, based on weighted average of all high school years.
- Having no term or semester grade lower than 70 in any high school class.
- Participating in service activities as described below.
- Showing high standards of character and leadership in and out of school.
- Having been enrolled at Fort Worth Christian for at least one full semester.

Students become eligible at the beginning of the spring semester of their sophomore year. All Fort Worth Christian 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 based on the standards above. According to the national bylaws, the 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 the committee, but will serve in a non-voting, advisory capacity only. At this time, office referrals citizenship grades, and teacher evaluations 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, except in the case of seniors. If the average is not brought up in this time, the student will automatically be removed from NHS membership. For seniors whose averages fall below 90, at the beginning of May, their third term averages and current 4th term averages will be considered to make a determination as to their having brought up the overall average. If it is determined that their overall average will definitely not be over 90, they will be removed from NHS and will not graduate as a senior NHS member. Students will be informed of probation directly by the adviser, and parents will be informed by letter. 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:

- Receiving a term or semester grade below 70 in any class.
- 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 advisor.

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 – A form for reporting service hours is available from the NHS advisor or through your NHS iLearn account, however, you may simply bring a letter or memo documenting your service. 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.

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.

ELEMENTARY SCHOOL

Elementary students may be late twice each semester without consequence. After two tardies, consequences may include missing recess or lunch detention.

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

MIDDLE SCHOOL

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 4th 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.

HIGH SCHOOL

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.

Due to safety issues and possible allergic reactions, animals are not permitted in the FWC school buildings at any time without express permission from the building principal. This policy applies to all buildings on the campus.

Addendum I

UNIFORM POLICY - GIRLS

FWC Dress Uniform:

Elementary – Plaid Jumper/Skirt & White Shirt

Middle School & High School – Khaki Slacks or Skirts & White Shirt

All dress code components must be purchased from the Cardinal Store

ELEMENTARY GIRLS

REQUIRED

From Cardinal Store Only

Blouses: All blouses and shirts may be either short or long sleeve, White Oxford or white knit, Red Knit (with monogram)

Jumper: Bib or Drop Waist, both worn with modesty shorts (4” from floor kneeling)

Skirt: 4th – 5th may wear as a skirt (4” from floor kneeling)

Modesty shorts: Navy/Black

From Cardinal Store or Any Store

Belt: Brown or Black Leather

Shoes: Only athletic shoes (tennis shoes). No crocs, no lights, no sandals, no boots.

Socks / Leggings: Black, white, navy tights or leggings (to ankle). White or navy knee socks or white short or ankle socks. (No colors or patterns.)

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 or white knit, 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)

Modesty shorts: Navy/Black

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 or white knit, 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)

Modesty shorts: Navy/Black

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

All dress code components must be purchased from the Cardinal Store

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 – PreK students are not required to wear belts.

Shoes: Only athletic shoes (tennis shoes). No crocs, no lights, no sandals, no boots.

Socks: White short or ankle socks.

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

MIDDLE SCHOOL AND HIGH SCHOOL ABSENCE NOTIFICATION LETTERS

Unexcused Absences

Parent Name,

This is to notify you that *student's name* has an unexcused absence for today, *date*, in *class title*. If you have documentation for this absence, please send it to the appropriate office as soon as possible. Acceptable documentation includes a note, phone call, or email from a parent, or a note from a doctor or medical facility.

Thank you,
The Attendance Committee

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 to receive credit (no more than 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 than 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. All such documentation will provide information for consideration by the principal and the attendance committee prior to requesting a meeting with you and your child, should a meeting become necessary.

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

Thank you for your help in this matter.

Respectfully,
The Attendance Committee

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.** School guidelines require a student to be in attendance 90% of the school days per semester to receive credit (**no more than 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 than nine (9) absences per semester, per class.) Any student who is not in attendance 90% of the class periods will be denied credit. 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.

Respectfully,
The Attendance Committee

9 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* this semester. **(Student's name has more than nine (9) absences for this class, this semester.)**

School guidelines require a student to 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. If necessary, after the Attendance Committee has met, we will set up a time for you and your child to come in and discuss these absences.

Respectfully,
The Attendance Committee

**STANDARDS OF CONDUCT FOR
FORT WORTH CHRISTIAN SCHOOL STUDENTS**

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 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 the Fort Worth Christian student handbook.

Students are expected to abide by these standards throughout the calendar year, whether at school, at home or elsewhere (including in Facebook, MySpace, other social media, text messages or emails). This is a joint agreement between the student, the parent(s), and the school. All parties agree that both the school and the parent(s) will enforce these standards of conduct while the student is associated with Fort Worth Christian School both during the school term and otherwise.

Father's/Guardian's Signature
(PK-12th Grade)

Date

Student's Signature
(6th-12th Grade only)

Date

Mother's/Guardian's Signature
(PK-12th Grade)

Date

Student's Name Printed
(PK-12th Grade)

- **Students in 6-12th grade: form must be signed by parents and students**
- **Students in PK-5th grade: form must be signed by parents only**

Our signature above acknowledges receipt of the Parent and Student Handbook for FWC and we agree to abide by the terms and conditions contained therein.