

# Parent-Student Handbook

## Freedom Christian Academy

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Document Originated: 03/27/2023

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## WELCOME TO FREEDOM CHRISTIAN ACADEMY

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Welcome to Freedom Christian Academy. You have enrolled in a school that will provide a quality Christian education. We are excited that you have decided to become a part of FCA and look forward to a wonderful year. We pray for God's anointing and blessing upon you as we embark on a successful school year.

The policies and procedures in this handbook are the product of concentrated prayer and input from parents, students, and staff members. This book is designed to serve students and parents by establishing the guidelines and parameters for expected attitude and behavior.

**Please read it together with your student and ensure that he/she understands it and that together as a family you agree with it and will work diligently to adhere to it.**

Please note that exceptions are made on an individual, as needed basis, and do not constitute a policy for all.

Freedom Christian Academy (FCA) was founded as a result of an intuitive vision and a burden to educate our children with Christian values. Principal/Administrator, Cathryne Hobbs, understands the value of Christian education. She has been a home-school mom for a number of years. As the Principal/Administrator, she has the final authority of FCA.

FCA enrolls students regardless of race and color, as long as they agree with the school's philosophy and objectives, and can meet the entrance requirements and then maintain established levels of spiritual and academic growth. FCA does not have the necessary facilities to accommodate some disabilities; therefore, we are not able to provide a proper learning environment for some disabled or special needs students.

Students are accepted on a probationary period of *nine weeks* and shall be placed initially at the discretion of the principal/teacher pending our observation and assessment.

### FCA AT A GLANCE

Children from Pre-Kindergarten through 6th grade receive a superior education from qualified, spiritually minded Christian teachers and administrators at FCA.

A distinctively Christian philosophy of knowledge and learning combines with serious academics and **home reinforcement** to produce young people that are responsible and full of Godly character. Proven learning techniques are combined with traditional values and content.

## MISSION

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FCA's mission is to disciple, equip, and empower students to be Christian leaders who carry out the "Great Commission" found in Matthew 23:18-20.

## PURPOSE AND VISION

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Freedom Christian Academy is an extension of the Christian home. Our purpose is to train young people in a Christian environment, emphasize matters of eternal value, educate, and train the whole student physically, socially, intellectually, and spiritually. The school staff is dedicated to partnering closely with parents in the training and development of the whole child.

Attendance at Freedom Christian Academy should be considered a privilege and not merely a right. Our goal is to train Christian youth in the principles of God's Word, stressing such vital areas as: leadership, self-discipline, responsibility, integrity, good citizenship, and consistency.

**FCA, stands without apology for the highest standards of morality, honesty, modesty, and genuine Christian character.**

Guidelines for personal habits and definite dress codes are provided to help each student become the fit vessel the Lord requires. The principle of self-discipline is the basis of our disciplinary structure. In addition to self-discipline, a young person must have Biblical wisdom, knowledge, and understanding to serve the Lord Jesus Christ. The Bible is not used as a substitute for any academic subject but is integrated into the total educational program.

It is our vision at Freedom Christian Academy, to send out into the world young people who will be *lights* in an age of spiritual darkness. It is our desire to see each of our students become a humble, faithful, teachable, separated (holy), and committed servant of the Lord in a fundamental, Bible-believing, soul-winning local church and an Godly leader to their circle of influence. It is our hope and vision to produce students of Godly character and capable of thinking and understanding.

Freedom Christian Academy believes the Bible to be the authoritative Word of God and the core foundation of all our programs. Both curricular and extra-curricular programs are based on the principles set forth in God's Word.

The administration, faculty, and staff must be born-again, Bible-believing, Spirit-filled Christians.

**It is also the school's desire to be a reinforcement of the Christian home.** Students are taught what the proper respect and relationship between mother, father, child, husband, or wife and God should be (Proverbs 28:7, 22:6, 29:15; Ephesians 6:4; Deuteronomy 6:7, 31:13; I Timothy 3:4; Matthew 19:14). The home, like the church, is one of the institutions God has ordained to carry out His plan for a Christian's life. Freedom Christian Academy does not attempt to replace the Christian home but strives to strengthen the home according to God's Word.

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes.

## STATEMENT OF FAITH

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These are nonnegotiable tenets of faith that FCA adheres to. This list is derived from the official Statement of fundamental Truths.

- WE BELIEVE...**The Scriptures are Inspired by God** and declare His design and plan for mankind.

- WE BELIEVE...**There is only One True God**-revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
- WE BELIEVE...**In the Deity of the Lord Jesus Christ**. As God's son Jesus was both human and divine.
- WE BELIEVE...though originally good, **Man willingly fell to Sin**-ushering evil and death, both physical and spiritual, into the world.
- WE BELIEVE...**Every person can have restored fellowship with God through 'salvation'** (accepting Christ's offer of forgiveness for sin).
- WE BELIEVE...**the Baptism in the Holy Spirit is a Special Experience Following Salvation** that empowers believers for witnessing and effective service, just as it did in New Testament times.
- WE BELIEVE...**Sanctification Initially Occurs at Salvation** and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ like.
- WE BELIEVE...**the church has a Mission** to seek and save all who are lost in sin. We believe 'the church' is the body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His Son Jesus Christ.
- WE BELIEVE...**A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church**. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the body of believers-the Church.
- WE BELIEVE...**Divine Healing of the Sick is a Privilege for Christians Today** and is provided for in Christ's atonement (His sacrificial death on the cross for our sins).
- WE BELIEVE...in The **Blessed Hope – When Jesus Raptures His Church Prior to His Return to Earth** (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever.
- WE BELIEVE...in **The Millennial Reign of Christ** when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
- WE BELIEVE...**A Final Judgment Will Take Place** for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
- WE BELIEVE...a look forward to the perfect **New Heavens and a New Earth** that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following his millennial reign on Earth. 'And so shall we forever be with the Lord!'

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## CORE CURRICULUM

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The term "core" is used to distinguish the foundational courses from the enhancement courses in the *Accelerated Christian Education's* expanded curriculum. The core curriculum provides the student with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word.

It includes basic academic disciplines that provide for a student’s essential educational needs in Math, English, Literature, Social Studies, Science and Word Building. Each curriculum course level consists of 12 PACEs. Normally a student will complete a minimum of 70 PACEs in one academic year; however, this will vary according to the student’s ability. The supervisor gives careful attention to see that each student maintains an academic balance.

Unlike conventional schools, students are placed in *levels of learning vs. grade levels*.

We use an accredited curriculum with which to educate our students. FCA does not seek state or government accreditation. Normally, other schools will accept credits from our school. Our curriculum will prepare any student committed to learning.

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## TUITION

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Information about current tuition rates, fees, and other expenses is available on our website ([fcalindale.com](http://fcalindale.com)) and at the school office.

Parents are expected to meet their financial obligations by making all payments on time in accordance with the 9-month, semester, or yearly tuition payment plan agreed to at the beginning of the school year. Tuition payments should be mailed to the school at P.O. BOX 297, Van, TX, 75790 or brought to the school office.

<b>Payment Plan</b>	<b>Due Date</b>
9-month plan	Due on the 5 <sup>th</sup> of each month (Sept-May)
Semester plan	Due on the 1 <sup>st</sup> day of each semester
Yearly plan	Due on the 15 <sup>th</sup> of August prior to the start of school

It is our hope to have an online payment option available soon.

Should extenuating circumstances arise which will cause a disruption in the normal payment procedure, parents should immediately off a written plan for meeting their obligations to the school’s administrator for her approval. This written request should be brought to the school office or emailed to [admissions@fcalindale.com](mailto:admissions@fcalindale.com).

Should an account move into default, the student(s) will not be permitted to continue enrollment at FCA, and a report card will not be released. Transcripts will not be released to parents or other educational institutions, nor will the student be re-enrolled until the account is brought current. Accounts is default over 30 days is an acceptable reason for the withdrawal of the student(s) from the school.

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## ENROLLMENT, ADMISSION AND RE-APPLICATION

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Students who are maintaining the requirements to attend the school will be automatically re-enrolled for the next school year. Parents must process withdrawal applications to formally discontinue enrollment at FCA for the next school year. FCA administration reserves the right to consider the

student's current attitude, behavior, and academic performance to determine whether that student will be allowed to return the following school year.

New student enrollment begins in March. The initial form to begin the process is available on our website at [www.fcalindale.com](http://www.fcalindale.com). Once the form has been submitted online, a staff person will contact the parent to set up an appointment for an interview with the Administrator, parent(s), and student. At the interview a checklist of items required for enrollment will be given. A student's previous academic records, conduct, and the personal interview with the family are all factors in the acceptance process. After prayerful consideration a determination will be made about extending an offer of acceptance. At this time, all new students will be tested for placement. All new students are accepted on a 9-week probationary period. FCA reserves the right to release students on the basis of poor academic performance and poor conduct.

Freedom Christian Academy admits students of any race, color, ethnic or national origin to all the rights and privileges, programs, and activities generally afforded or made available to students of the school. FCA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic and other programs offered. All parents and students, regardless of race, color, ethnic or national origin, must agree with the school's philosophy, objectives, meet entrance requirements and then maintain established levels of spiritual and academic growth.

It is Freedom Christian Academy's firm belief that students should live with a parent, legal guardian, or parent designee throughout their enrollment at FCA. According to the Bible, a "couple" should not live together if they are not married. Therefore, all FCA family homes must consist of a husband/wife marriage or else be a single parent home.

Due to our limited capacity and facilities, FCA is unable to accommodate some disabilities; therefore, we are unable to provide a proper learning environment for some disabled or special needs students.

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## LATE ENROLLMENT OR EARLY WITHDRAWAL

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Sometimes, it is necessary to enroll after the school year has already begun. A student will be considered for late enrollment if there is an opening at their level of learning and they meet all the admission guidelines along with a good recommendation from the previous school.

If a student must be withdrawn before the end of the school year, the parents must meet with the administrator or her designee to fill out the proper withdrawal forms. All books and school property must be returned at this time. School records will be released only when all tuition and fees are paid.

FCA reserves the right to ask any student to withdrawal for any reason. If a student is asked to withdraw, any tuition paid in which the student will not be in attendance will be refunded. Registration fees, vision and screening fees, book fees, lunch fees and any other fees paid for supplies or services will not be refunded. This provision is separate and apart from suspension or expulsion as indicated under the discipline policy.

A parent may also withdraw a student for any reason. Tuition paid in advance for months the student will not attend will be refunded. Registration fees, vision and screening fees, book fees, lunch fees and any other fees paid for supplies or services will not be refunded.



## ACADEMIC EXPECTATIONS

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Students must achieve an 80% or better on PACE tests. By ACE standards, students who do not score 80% or better on their PACE test have not demonstrated mastery of the content and will not be permitted to move on but instead will need to redo the PACE.

**Retake PACE Slips** will be given to students who score lower than and 80% on any PACE Test. The fee to retake a PACE is \$7.00 per PACE.

## STANDARD EXPECTATIONS

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Students at FCA are expected to refrain from engaging in or talking about: cheating, swearing, ungodly dancing, ungodly music, ungodly television programs or movies, and any use of narcotics, alcohol or tobacco. Students who participate in/or talk about such activities are subject to correction. *Once again, discussion of ungodly television programs, music, or movies while at school is prohibited.*

Freedom Christian Academy students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy, kindness, clean language, morality, and trustworthiness.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this school should immediately discuss the matter with the administration. This is **NOT** considered *tattling*. It has been said, “All it takes for evil to triumph is for good men to do nothing,” “...to him that knoweth to do good and doeth it not, to him it is sin” James 4:17.

\*\*\*Please see the “Standard of Conduct” at the end of this book.

## REPORT CARDS

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Report cards are sent home the week after the Quarter ends. Quarter 1 and Quarter 3 report cards will be dispensed during a parent/teacher conference. See the school calendar for specific dates.

## HOMEWORK

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The responsibility for scholastic achievement is placed on the student. The goal for Elementary school students is that they should not need to take academic work home. (Middle School and High School students may do so based on graduation projection and other variables). The goals set each day by the student and reviewed by the supervisor should not be more than the student is capable of completing during the normal academic day. Students not completing their goals for the day will be required, at the discretion of the supervisor, to complete the work at home. Should the student have homework, a homework slip will be issued to be signed by the parent upon examination of the **completed** work.

**Limit:** A student may not take homework (for incomplete goals) in more than three subjects. “Extra” homework may be done in any number of subjects. For elementary students, if “extra” homework is requested by the student, some work (1-2 pages) must be done in that PACE. Students arriving late or leaving early will be required to complete regular goals unless the teacher/supervisor gives other directives.

## DISCIPLINE

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Corporal correction is a biblical method of discipline in the home as noted in Proverbs (Prov. 13:24, 22:15, 23:13-14, 29:15). **We do not practice it at school**; notwithstanding, we believe it to be the best method of correction in many situations. Thus, though we may recommend it to parents as the solution for a particular disciplinary need, its implementation will remain solely their responsibility. Discipline and self-government are paramount to a student's ability to learn. The school's ability to nurture and develop biblical self-government in a student's life will only be effective if biblical discipline is practiced in the home.

It is the desire of the staff, faculty, and administration of Freedom Christian Academy to have each student travel in the direction that God would lead them. There are two important ways in which we encourage our students to live for Jesus. The first way is to challenge them through personal contact with other believers who are serving God (Hebrews 10:25). Secondly, we can build their faith, confidence, and trust in God by requiring them to be under the teaching and preaching of God's word during weekly chapel services held each Thursday morning. (Romans 10:17).

Freedom Christian Academy expects full cooperation from both student and parent in educational process. If at any time the school feels that this cooperation is lacking, a parent conference will be scheduled at which time the parent may be asked to transfer their student out. **Attendance at Freedom Christian Academy is a privilege, not a right.** Even though a student has not broken any specific rule or regulation, we expect him/her to abide by the spirit of the law as well as to abide by the letter of the law. A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence, spirit of controversy, or displays a spirit contrary to the purpose and principles for which the school stands, he/she is subject to detention, suspension, or expulsion, whichever the administration deems necessary.

**Freedom Christian Academy is not meant to be a reformatory school.** It is designed to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their God-given roles.

When a student misbehaves the main goal of the adult in authority is to bring instruction and training so that the child learns to do what is right. He will usually be asked to identify what he did wrong, to ask God for forgiveness and ask for the forgiveness of anyone who was hurt by his actions or words. The teacher will express her forgiveness and allow opportunity for others who were involved to express their forgiveness. Then an appropriate consequence will be given. If a student refuses to admit his wrongdoing or displays or disrespectful or rebellious attitude toward correction, he or she will be sent to the Principal or Administrator for further action.

## DISCIPLINE STRATEGY

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### 1<sup>ST</sup> THROUGH 6<sup>TH</sup> GRADE:

The strategy for discipline is the demerit system, which is designed to give students and parents another objective picture of the student's general attitude and behavior.

The paramount rule is "Do right!" Demerits are earned for lack of responsibility, A.C.E. policy violations, and lack of character or disobedience to the code of Conduct.

Three (3) or more demerits in one day result in detention after academic hours (starting at 3:30 PM) the following day. Students serve detentions by sitting in detention hall quietly or writing lines. Detention may be served during break time or P.E.

ALL DEMERITS ARE REMOVED ON FRIDAY, AND EACH WEEK THE STUDENT STARTS WITH A FRESH SLATE.

Detentions are earned as follows:

- Three demerits = 20 minutes detention
- Four demerits = 30 minutes detention
- Five demerits = 45 minutes detention
- Six demerits = 60 minutes detention

When a student earns a detention, a “Detention Slip” is sent home with the student. It is to be signed by the parent and returned the following morning. If the Detention Slip is not signed and returned, it is an automatic 2 demerits the next day.

If a student “forgets” to serve his/her detention, the detention will be doubled for the next day. The detention limit for one week is two hours. If this limit is exceeded, the matter will be brought to the attention of the administration, resulting in a conference with the student and parents. The student may be placed on probation. If the administration believes that the situation has not changed within two weeks, the parents will be asked to withdraw the child from Freedom Christian Academy. Please see appendix for a list of the common infractions warranting a demerit. All repeated offenses are worthy of double demerits. All school rules apply at school functions and field trips.

#### PRE-K THROUGH KINDERGARTEN

A Color Chart System is used for daily behavioral for Pre-K – 1st Grade. A communication folder is sent home at the end of each day displaying what color students have been placed on that day.

Students are allowed 4 demerits per day with no disciplinary action for ‘minor’ infractions. If a student earns 5 or more demerits per school day, they are to serve their punishment as follows:

- Five demerits = 10 minutes
- Six demerits = 12 minutes and letter sent home to parents
- Seven demerits = 15 minutes and letter sent home to parents
- Eight demerits = 20 minutes and letter sent home to parents
- Nine demerits = 25 minutes and letter sent home to parents
- Ten demerits = No Recess and phone call to parents

Any infractions(s) listed in the appendix that are not considered ‘minor’, dependent on severity, are subject to automatic correction, also listed above.

Punishment is to be served at Recess Time and or Break Times. Other possible consequences might include a change in student seating, a phone call to a parent, school chores, and or the removal of other class privileges.

Punishment should be referred to as “Time Out”. During “Time Out” students are expected to sit with his/her teacher and should be silent. Teacher and student should not converse, before a child is put into “Time Out” his teacher will explain what actions have earned his/her punishment. **Punishment is earned and not given!**

Please see appendix for a list of the common infractions warranting a demerit.

All repeated offenses are worthy of double demerits. All school rules apply at school functions and field trips.

Furthermore, **please be aware that complaining is prohibited!** *“Do all things without complaining and disputing.” (Philippians 2:14)* Please see the appendix in the back with suggestions of how you might handle a situation when your child returns home complaining about a school policy, rule, or discipline.

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## SUSPENSION POLICY

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The following behavior will receive and automatic one to three day **out-of-school** suspension:

1. Breaking into, vandalizing, or damaging the campus or property on campus (student are required to pay for repairs)
2. Bringing or threatening to bring weapons to school – such as knives, martial arts paraphernalia, or fireworks
3. Possession of pornographic, lewd, immodest, or inappropriate material on campus
4. Possession or use of any alcoholic beverages on campus or off campus
5. Possession or use of tobacco products
6. Any physical contact with the opposite gender that the administration deems inappropriate
7. Second offense in using bad language
8. Continual disrespect and/or disobedience to any staff member
9. Forging of parents or staff signature or initials
10. Racial slurs
11. Fighting and/or threats of physical violence
12. Leaving the school campus without being dismissed or getting permission to leave

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## EXPULSION POLICY

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The following behavior will result in automatic expulsion:

1. Bringing a gun to school

2. Acts of immorality on or off campus
3. Possession or use of drugs on or off campus
4. Striking a teacher or staff member
5. Arrest or involvement in crimes other than minor traffic tickets

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## SEARCH POLICY

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FCA staff reserves the right to check students' personal belongings. This includes the following areas:

1. Backpacks, purses, pockets, duffle bags, notebooks, binders, etc.
2. Lockers, desks, offices, cubby holes, etc.
3. Individuals (male staff will check male student with a male witness, female staff will check female student with a female witness)
4. Electronic devices brought on the school campus, for inappropriate content.

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## REPORTING RESPONSIBILITY

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In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made.

School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

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## ATTENDANCE POLICY

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Freedom Christian Academy strongly stresses the importance of punctuality upon arrival, departure, and consistency in attendance. Parents have the responsibility of seeing that their student is on time.

**Pre-K hours are 8:15 a.m. – 3:30 p.m.**

**K – 6<sup>th</sup> grade hours are from 8:15 a.m. – 3:30 p.m.**

Students should not be brought to school before 7:55 a.m. They should be picked up promptly when school is out unless other arrangements have been made with school staff.

A student is considered tardy if he/she is not seated and ready to begin at 8:15. Students arriving late will be issued a tardy slip. **3 tardies = 1 unexcused absence**

## ABSENCES

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Excused absences:

- Death of a family member or legal guardian (proper paperwork should be submitted)
- Personal Illness- a Doctor's Note is required to return to school after 4 or more consecutive missed days of school
- Doctor or Dental appointments – when unable to schedule after school, please bring a medical appointment verification note
- Family Emergency- please discuss with Administrator or Principal

“Planned” Absences:

Families should plan their vacations during the regularly scheduled breaks and holiday periods. Excused “planned” absences (ex. Mission trips, weddings, church sponsored events) are limited to (5) days per year. For such as absence to be excused, parents must give a 2 week notice to the school Principal or Administrator.

Unexcused Absences:

An unexcused absence is an absence from class for which a valid excuse from the parent or school official is not provided. Once a student has accrued 10 unexcused absences in a school year, they will be dismissed from FCA. Parents will receive information regarding tardy and absence totals by quarterly and semester updates.

Please remember when a child misses school he/she is missing learning time and projected goals are being disrupted. If the student's work is not completed, parents must understand that it is possible that the student promotion to the next learning level will be altered.

The school day:

1. If a student leaves before 11:30 a.m., they are considered absent for that day.
2. If a student leaves between 11:30 a.m. and 3:30 p.m., they have completed a ½ day of school.
3. If a student leaves after 3:30 p.m., they are considered to have completed a full day of school.

As a part of “Christian Character” training it is important to instill in our students the need to be punctual and dependable by requiring them to attend daily and by arriving on time.

## DRESS CODE/ UNIFORMS

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**\*The school reserves the right to modify the uniform dress code throughout the year as is deemed necessary.**

The Bible does tell us that man looks at a person's outer appearance, but God looks at our hearts (I Samuel 16:7). We know that God views us is the most important thing! Nevertheless, man does look at our outward appearance. Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man. There is a close relationship

between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves.

In accordance with this underlying belief, we at FCA expect the students to observe the guidelines presented for young men and women. It is the school's belief that parents shall accept their responsibility and students will show their respect for the school by living within the guidelines expressed below.

FCA has a uniform dress code for the purposes listed as follows:

1. To train students to dress in a conservative, traditional fashion.
2. To create a positive disciplined environment in the school.
3. To assist students in concentrating on academic achievement rather than on clothing competition.
4. To eliminate offensive fashions.
5. To help reduce peer pressure.
6. To help parents and students with financial stewardship.
7. To create a positive image in the community.
8. To train students to dress to honor the occasion.
  - All clothing should be clean, neat, and in good repair.
  - All clothing is to be marked with the student's name.
  - Students should arrive at school and leave school in complete uniform.

**Young ladies** – Shirts, socks, tights, and undershirts. Shoes need to be solid black. Black sandals are allowed in the Spring/Summer. During the Fall and Winter months, socks or tights must be worn with solid black shoes. Solid black sneakers are allowed. Socks or tights must be worn with all shoes except sandals. *Only one watch and one ring are permitted. NO makeup!*

**Young men** – Shirts, pants, black socks, and black belts. Shoes need to be solid black, worn with black socks. *Only one watch and one ring are permitted.*

**Jackets and Sweaters** – Jackets, sweaters, and coats may be purchased anywhere. Questionable logos (skulls, peace signs, ying yang, etc.) will not be allowed. Outer wear with hoods (must have a front opening with buttons or zipper) are allowed but hoods or hats cannot be worn in the classroom. No sweatshirts or "hoodies" (sweatshirts with hoods attached with no front opening).

#### **Hair and Hair Accessories:**

- Hair styles should be modest. Boys are required to have neat, trimmed haircuts above the ear. Razor stripes or shaved cuts may not be worn. Girls cannot have boy's haircut, no extremely short cuts.
- Hair coloring, although not preferred, must appear natural. No dramatic highlights or unnatural colors.
- Hair accessories must coordinate with standardized dress colors. Black, White, Navy Blue and or yellow/gold.
- Hats or caps are to be worn outside of the building only, except on designated days.

**Field Trip Dress** – All students must have an approved FCA uniform combination and wear it on designated days unless instructed otherwise.

**Jewelry** – One watch and one ring are allowed. All body piercing is prohibited.

**Tattoos** – Temporary tattoos are prohibited

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## GENERAL CAMPUS PROCEDURES

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### Dropping off students

Students may be dropped off between 7:55 and 8:15am. Pre-K and Kindergarten students should report to their classroom. 1<sup>st</sup> through 6<sup>th</sup> grade students should report to the Lecture Hall downstairs for morning devotion. All other parts of the campus and JAMA facilities are off limits. No student should arrive at school sooner than 7:55am.

### Picking up students

All students who are not involved in an afterschool activity should be picked up with 15 min of dismissal time. FCA does not offer afterschool care. Younger siblings of students who participate in an afterschool activity, are not allowed to remain on campus unless supervised by their parent. Pickup procedure will be discussed at Parent Orientation.

### Field Trips

**Forms** - Whenever FCA has a planned field trip or special outing, a PERMISSION TO LEAVE THE FCA CAMPUS form will be given to each student. This form must be signed by the student's parent and returned on or before the day of the planned outing. Parental permission must be granted in writing on the specific form provided. A phone call, text message, nor a texted pic of the form will suffice to grant permission to move a child from the school campus.

**Fees**- Students are responsible for fees charged for admission, lunch and any other costs incurred on a field trip.

**Field Trip Dress** – All students must have an approved FCA uniform combination and wear it on designated days unless instructed otherwise.

**Booster Seats** - According to the Texas state law (SB 61), a child under 8 years of age and who is not 4'9" tall, must sit in a booster seat when riding in a motor vehicle. Therefore, students to who this law applies must bring their booster seats to school on days of planned outings. Those students who do not have the aforementioned booster seat will not be allowed to participate in the outing.

### Cell Phones

Cellular phones and electronic devices (Smart glasses, smart watches, iPods, mp3s, hand-held game systems etc.) are to remain **OFF** (not on vibrate or silent) and placed in the school office during school hours. School staff will confiscate a cell phone and any other electronic device not stored properly and returned to the student's parent at the end of the day.



In the event that a student is caught using a cell phone or device in any capacity during school hours, that student's electronic device will be confiscated and held up to 7 days. Once the 7 day period is expired, the device will be given to the student's parent.

**FCA and its staff take seriously it's responsibility to safeguard the students entrusted to our care. Therefore, the following policy regarding sexting has been adopted. Sexting is defined as participation in the sending, receiving, or forwarding of sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital electronic device. Students who participate in sending, sharing, possessing, or even viewing electronic messages that contain a sexual message or image are subject to state laws and school disciplinary action, up to and including expulsion, and the notification of law enforcement officials. Students should report any such activities to a supervisor, monitor, or school staff member without delay.**

Freedom Christian Academy reserves the right to inspect all cell phones or electronic devices brought on the school premises for inappropriate content. Bringing a cell phone or electronic device on campus constitutes the permission for the administrative personnel to examine that device for content.

### **Cameras**

FCA may use a camera for security purposes and for school records.

Students should not have a camera at school with special permission from the Principal or school Administrator. Any camera discovered at school without permission will be confiscated and returned to the parent at the end of the school day.

### **Lost and Found**

The school is not responsible for personal property left in the building or on the premises. All clothing should be well marked with the student's name. The school office will have a lost and found area. Please check with the school office for any missing items. All clothing and personal items not claimed at the end of each quarter will be donated or discarded.

### **Medications**

No staff member will be allowed to administer any medicines, tranquilizers, aspirin, or pain pills to any student for headaches, fever, or other ailments without parent authorization in writing. All prescription medicines must be kept and administered by the staff. Permission to use cough drops or throat lozenges may be given as necessary by the student's supervisor.

### **Visitors**

Parents should check in with the Administrator or Principal via text message prior to participating in school activities with their student. A school staff member will call for your child, teacher, or administrator to come to the school office. Please do not go into a classroom during class time unless arrangements have been made for extraordinary circumstances. A parent entering the classroom is very disruptive to the entire class. Staff parents are also expected to be very careful not to disrupt classrooms and/or the learning center.

### **Lunch**

Students must bring their lunch to school each day.

- Lunch boxes cannot be decorated with questionable pictures or signs (skulls, peace signs, Ying yang, etc....)
- Label lunch boxes, lunch sacks and lunch containers with your child's first and last name.
- Please do not send soda (Coke, Pepsi, Dr. Pepper, etc....) or candy to school in your child's lunch.

### **Parent Lunches**

Parents may bring their students' lunch and eat with them. Please check in with the school administrator or Principal via text and wait in your vehicle until class has been dismissed before joining your student(s). Office staff will announce your arrival to the teacher/supervisor. Enjoy lunch with your student.

### **Physical Education**

Level /Grade 1 students and above must participate in the physical education class (P.E.).

If a student is unable to participate in P.E. due to illness or injury, he/ she will remain in the Learning Center to continue PACE work.

If a student is unable to participate for 3 or more consecutive days, a doctor's note will be required.

### **Emergency Closing**

An email or text will be sent out with a message from the school concerning school closures. If conditions develop while students are at school that requires early dismissal, parents will be contacted by phone. All students will be supervised until parents arrive.

### **Parties (Holiday, Birthday)**

Class Holiday parties will be announced in the classroom and notes will be sent home to parents. Parents are always invited to attend and share in the Holiday parties. Please contact your child's teacher/supervisor if you would like to help, bring treats, or participate in any way.

\*\*\*FCA does not celebrate, take any part or acknowledge *Halloween*. It is our belief that Halloween is a day set apart to honor the devil, witches, and darkness. Of course, as Christians we do not choose to take any part in such things. What does light have in common with darkness? We do not mix Christian beliefs with pagan practices.

Parents that would like to celebrate a student's birthday at school should discuss their plans with the Supervisor in advance. The Supervisor will decide the best time for the party.

If a child is having a party outside of school, FCA asks parents to please mail or email invitations to students to avoid disappointment for any student who is not invited.

### **Parent Orientation**

Parents or parent with custodial care are required to attend the New Parent Orientation at the beginning of the school year. This orientation explains the FCA classroom procedures and A.C.E. Procedures in full detail, gives other information concerning the school year, and opportunity for parent questions/concerns to be voiced. It is also an opportunity for parents to get acquainted with other student parents. This is a mandatory meeting.

### **Parent / Teacher Conferences**

Two parent/ teacher conferences are scheduled during the school year. The first parent/ teacher conference will be held after the first quarter and the second conference will be held after the third quarter. It is at these parent/ teacher conferences that the report card for that quarter will be handed out.

Parents may request a parent/ teacher meeting any time during the school year.

### **Release of School Records**

Report cards and transcripts are available to parents and other schools once all fees (tuition, book fees, etc....) are paid.

### **Advertisement and Sales**

Students are not permitted to distribute or post flyers or engage in selling items on the school campus without permission from FCA's school principal or administrator.

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## **OUTREACH/ COMMUNITY SERVICE WEEK**

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It is our heart to give students the opportunity to serve the Kingdom of God by serving our local community. With this in mind we hope to take one week in the spring and allow students to serve others. Should this opportunity become a reality this school year, all students will be expected to participate as a part of their curriculum.

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## **OPPORTUNITIES FOR PARENTAL INVOLVEMENT**

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FCA is an extension of the Christian home. With this in mind, the school, and its administration desire to partner with parents to develop each student to his fullest potential. Furthermore, FCA believes the involvement of parents is necessary and important. The following are opportunities for parents' involvement:

1. Room Parents: These parents help organize field trips, parties, and other special events.
2. Praying parents: We desire parents to meet regularly to pray for the school.
3. Special Events Support Team: This team will help with special school programs.
4. Fundraising Support Team: This team will help with raising funds for the school.
5. Outreach/ Community Service Week: This will be a large undertaking and there will be lots of opportunities for parents to assist in chaperoning, transportation, refreshments, leadership, and so much prayer.

Please prayerfully consider how you might use your giftings and talents to serve.

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## STANDARD OF CONDUCT – STUDENT

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- The student shall endeavor to be self-governed according to the law of Christ, both internally (attitude) and externally (behavior).
- The student shall treat all adults, especially school staff, with courtesy and respect, recognizing that they have been given their authority by God. *“Children, obey you parents in the Lord, for this is right.... Bondservants, be obedient to those who are your masters according to the flesh, with fear and trembling, in sincerity of heart, as to Christ.” (Ephesians 6:1& 8)*
- Every student shall be required to treat his fellow students as he would want to be treated. He shall refrain from unkind words and actions and refuse to participate in gossip. *“Let no corrupt communication proceed out of your mouth, but only such a word as is good for building up, that it may minister grace to the hearer... Let all bitterness and wrath, and anger and clamor and evil speaking be put away from you, with all malice, and be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you.” (Ephesians 4:29-32)*
- The student shall demonstrate diligence in his work; completing assignments on time and in the manner required.
- The student shall be on time to class and be prepared with the appropriate materials.
- The student shall regularly attend a local Bible-believing, Bible-practicing church.

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## STANDARD OF CONDUCT – STAFF MEMBER

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- The school staff member shall be submitted to the rule of God both in public and private life. *“Let not many of you be teachers, my brethren, knowing as such we shall incur a stricter judgment.” (Jams 3:1)*
- The staff member shall enforce all rules and standards.
- The staff member shall try to be consistent, fair, and firm in all dealings with students.
- The staff member shall be committed to ministering the truth in love, and in private whenever possible.
- The staff member shall come to class prepared to lead the students. *“The things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also.” (2 Timothy 2:2)*
- The staff member shall encourage the student to strive for excellence in every area of life, especially in work and conduct. *“I press toward the mark for the prize of the high calling of God in Christ Jesus.” (Philippians 3:14)*
- The staff member shall regularly attend a local Bible-believing, Bible-practicing church.

## BINDING ARBITRATION

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### **Section 1 – Submission to Arbitration**

All students, parents of students, and guardians of students of Freedom Christian Academy agree to submit to binding arbitration on any matters which cannot otherwise be resolved, and expressly waive any and all right in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### **Section 2 – Notice of Arbitration**

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Student handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and recognizing their mutual interest not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to section 3, below.

### **Section 3 – Arbitration Procedures**

The Procedures for Arbitration shall be as adopted by the Principal/Administrator.

## APPENDIX

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### APPENDIX A

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Study Helps for Students

### APPENDIX B

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Incentive Programs

### APPENDIX C

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Most Common Infractions: 1<sup>st</sup> - 6<sup>th</sup> Grade

### APPENDIX D

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Most Common Infractions: Pre-K thru Kindergarten

### APPENDIX E

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Learning Center Rules

## APPENDIX A

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### STUDY HELPS FOR STUDENTS

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God's will for your child at this period in his life is the mastery of his schools' subjects. Studies form the most important part of his/her school training. Good studying begins with a Godly attitude in receiving and doing studies "as unto the Lord".

Here are some practical helps:

1. Schedule a regular time for study and start promptly without procrastination.
2. Collect all the materials you will need and set aside anything which distracts your attention.
3. Study in a quiet place where you can settle yourself to your work.
4. Before beginning your work, commit your study time to God in prayer. You are His child, and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Commit yourself into His hands with a short prayer.
5. Concentrate on your work and refuse to entertain distracting thoughts.
6. Budget your time to cover all of your subjects.
7. Skim over the whole assignment to get the main points, then reread for details.
8. Outline, write topic sentences, and make notes while watching assigned videos.
9. Study examples, maps charts, and footnotes.
10. Use your dictionary.
11. Do your own work. Ask for help only if you are absolutely certain that you are unable to do the work yourself.
12. Be dissatisfied with any effort that falls short of your God-given ability.

## APPENDIX B

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### INCENTIVE PROGRAMS

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#### **Application for Privileges:**

Students who desire privilege status and believe they have fulfilled the responsibilities for a level of privilege their desired week of privileges. They should complete the form and put it above their office. At opening exercises on Tuesday, staff will acknowledge the privilege status for the student.

#### **Level “A” (Lowest Level)**

##### **Responsibilities:**

1. Maintain academic balance (1 star in each subject the preceding 3 weeks).
2. Accumulate no more than 20 minutes detention the preceding week.
3. Quote ½ of Monthly bible Memory Verse.

##### **Privileges:**

1. Allowed to go on Field Trips

#### **Level “C” (Mid-Level)**

##### **Responsibilities:**

1. Maintain academic balance (1 star in each subject the preceding 3 weeks).
2. Accumulate no more than 30 minutes detention the preceding week.
3. Quote Monthly bible Memory Verse selection.
4. Present a special 3–5-minute **written** report on an area of interest or project. (The report qualifies for a 4-week period).

##### **Privileges:**

1. May have a bottled water and a small quiet snack approved by staff at office.
2. May score without permission.
3. May serve on approved projects (*i.e.*, errands, office aid, and student monitor).
4. May do Checkups at home.
5. Privileges for Level “A”



## Level “E” (Highest Level)

### Responsibilities:

1. Maintain academic balance (2 stars in each subject the preceding 6 weeks).
2. Accumulate no detention the preceding week.
3. Quote Monthly memory Verse selection.
4. Have completed some type of Christian Service for faculty of the school (*i.e.*, chapel, assembly, and guest tours, room clean up, community, etc.) signed by parents.
5. Give special oral nugget in class or opening ceremony concerning the monthly memory verse.

### Privileges:

1. Will be given a juice bottle, or soda the day the privilege is earned.
2. May use the restroom without permission, but must “sign out.”
3. May be out of seat without permission in Learning Center.
4. Privileges for Level “A” and “C.”

## Merits

Merits are awarded throughout the day for various reasons, including but not limited to: good conduct, walking in the fruit of the spirit, excellence in character, going above and beyond what is required, or obedience.

## Green Dot Incentive

The “green dot” incentive is earned when students complete all of their daily goals and their goals for the following day are set. A green dot is written over the completed goal. On Friday, students who have accumulated dots on 3 of 4 days out of the week are awarded a “dot treat”.

## Awards Program

Ribbons, certificates, and other awards are presented as the highlight of the annual Graduation and Awards Ceremony held at the close of each regular school year. Students strive during the year to attain awards in the following categories: Academics and Character.

### The following is a list of awards that may be presented:

#### Academic Awards:

- Highest PACE Average
- School Spirit Award
- Most PACE’s Completed

- Christian Character Award
- Honor Roll
- Most Improved Student
- Supervisor’s Honor Award

#### General Awards:

- Monthly Scripture Memorization – Students must have recited all Monthly Scriptures during the students’ enrollment.

- Perfect Attendance – Students must be enrolled in FCA for the entire school year.
- Excellent Attendance – Students who were not absent more than five days. Must be enrolled in FCA for the entire school year.
- Best Office Award Character Trait Award Penmanship Award Literature Certificates
- Outstanding Christian Service Award

### **Literature Certificate**

- The *Accelerated Christian Education Literature Certificate* is an additional award to students who are striving for proficiency in their English and Literature skills. During the academic year, students must read and report on at least twenty character-building books at or above their English curriculum level.
- Books must be approved by the student's supervisor prior to reading. Not more than ten books may be associated with English PACEs.

### **Congratulation Slips**

Every time a student receives a star for a completed PACE, he/she is given a Congratulations Slip. These slips will be sent home with the student. A copy of the star chart will be given for each student upon request. Parents may want to mark the star chart or place stickers on the chart to represent the stars. Parents have an excellent opportunity to encourage and compliment the student by effectively using this system.

## APPENDIX C

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### MOST COMMON INFRACTIONS

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#### 1ST- 6TH GRADE

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- Out of seat without permission
- Goal or goals not set
- Messy goal card
- Messy office
- Goals not ready for goal check
- Homework slips not signed
- Not working on prescribed work
- Scoring violations (1-6 demerits)
- Leaving PACEs at home
- Goal card not posted
- Not using flags
- Taking pencil to score table
- Taking red pen to desk
- Working a Checkup or Self-Test without supervisor's initials
- Scoring violation due to lack of knowledge
- Talking at testing table
- Unauthorized communication in Learning Center
- Detention slips not returned or not signed
- Incomplete homework (this includes Math work, Word Building words, Projects, Vocabulary, Review, Study Sheets, and all related assignments to homework pages.)
- PACEs not present for goal check. Parent will be called to bring PACEs to school. If PACEs cannot be delivered, the work for that PACE(s) will be added to another subject.
- Looking back in the PACE during Checkup or Self-Test
- Out of uniform without a note. If part of the dress uniform cannot be worn, the rest of the dress uniform should still be worn.
- More than 1 day's goals not scored, corrected, and /or rescored
- More than 1 day's video goal not viewed
- Gum chewing
- Disturbance: at lunch or breaks, in Learning Center Office, score station, testing table, etc., in rest rooms, hallways and/or stairs
- Throwing objects
- Sleeping in office
- Littering
- Failure to follow written or oral instructions
- Tardy to class
- Running in building (includes Learning Centers)
- Disobedience out of ignorance
- Writing or passing notes
- Not keeping your hands to yourself
- Griping or complaining
- Speaking unkindly to others
- Name calling
- Note writing, passing, and/or receiving
- Lying
- Inappropriate language

- Doing a Self-Test at home
- Cheating (3-6 demerits)
- Direct disobedience to staff member
- “Back talking” to a staff member
- Any act or gesture of disrespect to a staff member or another student
- In unsupervised or off-limits area without permission
- Defacing school property, school materials, or other student’s property
- Speeding in parking lot
- Giving another student PACE answers
- Fighting or provoking another to fight
- Lying to staff
- Stealing Cheating on test
- Violation of CODE OF CONDUCT
- Repeat offenses (depending on nature of infraction)

**All repeated offenses are worthy of double demerits.**

**All school rules apply at all school functions.**

## APPENDIX D

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### MOST COMMON INFRACTIONS

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#### PRE-K THROUGH KINDERGARTEN

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- Name calling
- Hitting
- Talking (during video or work time)
- Talking or being loud in hallway
- Playing when should be working or watching video
- Out of seat without permission
- Provoking or causing other to act out
- Leaving school material or homework at home
- Homework not complete
- Disturbance (classroom, restroom, lunch, hallways)
- Littering
- Failure to follow instructions (after 1 warning)
- Not keeping hands to yourself
- Speaking unkindly to others
- \*Disrespect to staff or students
- \*Complaining
- \*Throwing objects
- \*Lying
- \*Inappropriate language
- \*Direct disobedience to staff member
- \*Back Talking
- \*Defacing school property, school material, or other student's property
- \*Fighting or provoking another to fight

*(Infractions with an asterisk (\*) before it is not considered 'minor' infractions)*

## APPENDIX E

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### Learning Center Rules

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#### **General:**

1. A student is not permitted to communicate or be out of his office without permission. He should not tip his chair back. Students are not allowed to communicate office to office.
2. The Christian flag should be raised for supervisor guidance in academic difficulties. The American flag is to be raised for monitor assistance in non-academic activities such as checking out reference books, getting permission to score PACEs, etc. Personal questions should be asked at break time.
3. Students may not approach staff in the Learning Center without permission, except in an extreme emergency.
4. There is to be no eating at the student's desk without permission.
5. Students must do the minimum number of pages of PACE work a day for their level.

#### **Student Offices:**

1. Offices are assigned and changed only by the supervisor; and the offices must be cared for by the student.
2. Anything to be placed in the office is to be approved by the supervisor. Limited decoration (staff discretion) should be used, and it should be of a Biblical, patriotic, or home theme.
3. Students are **NOT** to lean on or sit on the offices or dividers at **ANY** time.
4. The Goal Chart is to be kept up to date. Use blue ball point pen for setting goals. Cross goals off with one straight line using a ruler. Keep the goal Card as neat as possible. Any changes should be made by the supervisor. Goals should not be crossed off until rescoring is complete.
5. No marks are to be made on the Progress Chart.
6. Students may not sleep in their offices.
7. Other students' offices are off limits.
8. Students are to have all required materials in their offices.
9. No pictures of any kind are allowed in student office.

#### **PACE Work:**

1. All work in PACEs should be done in pencil unless otherwise instructed.
2. PACEs and PACE review notes is private property and are not to be shared or discussed with another student.
3. Work must be shown in Math and Science PACEs. If the work is done on scratch paper; it must be stapled to the PACE. Word Building Checkups need initials to verify that words have been written. These words should be stapled to the Checkup page.

4. Projects are to be done at home: Third Edition PACEs with “at home” projects need to be completed by the student and parent. The student should take the PACE home for parent signature **before** taking the Self-Test.
5. Students in courses that have a video are required to watch the video as they work through the PACE. Notes must be taken and daily checked by staff.
6. In **reading** subjects beginning with PACE 1049, the answers missed on activities, Checkups, and Self Tests must be researched and underlined in the text (cross referenced). The page number of the text must be placed next to the corrected answer. In case of separate Reading Text Pack, underlining is not needed, only the page number is recorded.
7. Calculators may be used by students who have successfully completed PACE number 1076.
8. Students are allowed only one “Review” day. Either before, or after the Self-Test is completed. The supervisor will write “Review” in green on the goal card upon the student’s request. An assignment, will be given to help the student prepare for the PACE Test. The Supervisor will cross the goal off, in green, after viewing the completed assignment, and will date and initial the completed assignment. A Self-Test Review Day (repeat of Self-Test) is required when student scores less than 90% on the Self-Test.
9. Two “Review” days are allowed in Literature at the end of the Study Guide for the report. The first day is to complete the entire rough draft, and the second day is for doing the final copy. The oral report should be given at the earliest convenient time.
10. Self-Test and PACE Test are never to be taken outside the supervision of a staff member of the school. Score keys, tests, test keys, and personal records are not to be removed from the school files for any reason.
11. PACEs must be turned in to the staff before Learning Center dismissal. PACEs left over a student’s office are not considered as being turned in for testing.
12. After a PACE is completed, the student waits until the next morning before receiving the PACE Test. He/She will wait an additional night before receiving the results and a new PACE.

**Scoring Station:**

1. Score keys are to be handled carefully.
2. Mark a red “X” beside each wrong answer. (This indicates to the supervisor that you may need help.)
3. If working on a PACE which has a score strip, put a red “X” in the first box of the score strip.
4. Use only the red pen supplied at the score table (red pens are never kept at a student’s office).
5. Score key answers are for scoring work only.
6. Correct the wrong answers in pencil at office and circle the problem number.
7. If working on a PACE which has a score strip, put an “X” in pencil in the second box of the strip.
8. Rescore – circle each red “X” in red when answer is correct.

9. When scoring is completed, put a red “X” in the third box of the score strip in the PACE.
10. Replace pen.
11. Replace score key in proper place.

**Testing Table:**

After the PACE is completed, scored, restudied, and turned in, the test is issued the following school morning. Tests are administered at the Test Table. The Accelerated Christian Education system is designed so that the students should master the material in their PACEs as they progress through them. Therefore, a student should be “ready” for the test upon completion of the PACE and should take the PACE Test as soon as possible the following morning. A reasonable amount of time (15 – 30) minutes is allowed for the student to review any study notes before taking the test.