

FOUNDERS CHRISTIAN SCHOOL

GRAMMAR SCHOOL

PARENT/STUDENT HANDBOOK



2026

2027

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Introduction to Founders Christian School

Vision Statement

Founders Christian School strives to advance God's truth for God's glory by educating students from a biblical worldview.

Mission Statement

The mission of Founders Christian School is to equip future Christian leaders with the spiritual and academic tools for life-long learning, and to enable them to think, reason, and communicate well from a biblical worldview.

Philosophy of Education

The educational process at Founders Christian School is dependent on a biblical worldview that provides essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the state. Accordingly, the following is the Philosophy of Education for Founders Christian School:

- Education is life. It is the critical and essential impartation of life values from one generation to the next (Deuteronomy 6:6-7; Deuteronomy 11:18-19; 2 Timothy 2:14).
- The process of education consists of acquiring wisdom, knowledge, and understanding (Proverbs 3:13-18; Proverbs 4:1-13; Proverbs 5:1-2; Proverbs 8:11). Knowledge is learning facts from all the basic disciplines (math, history, language arts, science, fine arts, and the Bible). Wisdom and understanding consist of the following process: 1) learning to view and interpret these facts from God's point of view, i.e., from an eternal perspective; 2) developing a life value system (worldview) based upon the proper perspective; and 3) making the appropriate decisions in every area of life.
- The ultimate and only sure source of wisdom and understanding is God's Word, the Bible. It is "God-breathed" verbally and plenary inspired truth. In God's Word, each student may discover the eternal and unchanging principles of wisdom and understanding, and even come to know God Himself (Proverbs 1:7; Proverbs 2:1-9; Proverbs 9:10; Proverbs 15:33).
- Accordingly, the only true education is a Christian education. Any attempt to educate children (or adults) without a godly, biblical foundation of true wisdom, knowledge and understanding, is fatally flawed and ultimately doomed (Proverbs 13:13, 20; Proverbs 14:6, 12; Proverbs 15:32).
- The responsibility to provide a Christian education belongs to the home. The church and its Christian school ministry can greatly assist the family in providing this education, but the ultimate responsibility before God for the education of the next generation rests squarely on the parents' (and especially the fathers') shoulders (Ephesians 6:4; Proverbs 1:8; Proverbs 4:1; Proverbs 13:1).

Expected Student Outcomes

*"And Jesus increased in wisdom and in stature and in favor with God and man."
(Luke 2:52)*

At Founders Christian School, it is our desire that, by God's grace, we would produce graduates who:

Demonstrate righteous application of knowledge (wisdom),

- Continually pursuing the knowledge of the triune God
- Possessing confidence in the truth of God's revelation
- Valuing righteousness, integrity, a good name, and people's souls
- Possessing the maturity to glory in sufferings that produce perseverance, character, and hope
- Knowing God's Word and applying it across all disciplines
- Understanding and faithfully fulfilling the responsibilities of both their heavenly and earthly citizenship
- Possessing the skills to listen to ideas, analyze them, and respond wisely
- Thinking critically, exercising sound judgment, and displaying good character
- Humbly desiring to continue learning, however informally, for the rest of their lives
- Celebrating all work that is done as unto the Lord

Demonstrate age-appropriate mental, physical, emotional, and spiritual growth (stature),

- Communicating excellently in written and verbal form
- Understanding mathematical and scientific concepts, including God's design in them, and being prepared to engage them at a deeper level in college or career
- Engaging aesthetic pursuits with the appropriate tools for understanding and enjoyment
- Demonstrating fine and gross motor coordination, understanding their bodies, and practicing good stewardship with them
- Making use of reading as a life-long tool and skill
- Possessing relevant and useful technical abilities
- Being equipped to pursue multiple vocational pathways
- Valuing and practicing self-discipline
- Setting and achieving goals with determination and an appropriately competitive spirit
- Maintaining composure under pressure
- Coping appropriately with adversity
- Valuing and possessing leadership skills

Demonstrate personal knowledge of Jesus Christ, as well as progressive sanctification (favor with God),

- Recognizing their need for a Savior and responding in repentance to the gospel
- Believing the basic doctrines of the Christian faith
- Understanding the importance of faith lived out
- Loving the Lord their God with all their heart, soul, mind, and strength
- Possessing a high view of God's word
- Knowing joy and satisfaction in Jesus Christ
- Making music unto the Lord, His church, and the ends of the earth, often and well

- Using their spiritual gifting to participate in God's plan for mankind
- Maintaining a teachable spirit, along with the humility it requires
- Boldly communicating the truth of God's word in love
- Responding biblically to ideas and perspectives that challenge a biblical worldview
- Viewing vocational callings as avenues to serve and glorify the Lord
- Loving and delighting in the gospel and the drama of salvation throughout human history
- Understanding and valuing the importance of faithful church membership by way of faithful service in a local, evangelical, Bible-believing and Bible-teaching church

Demonstrate biblically informed ambition, entrepreneurialism, and a love for their fellow man (favor with man),

- Highly valuing the worth of every human being as an image-bearer of God
- Valuing and possessing *esprit de corps* with fellow believers
- Practicing justice, mercy, and peace-making with family, peers, and community
- Showing grace, respect, and integrity toward peers, the lowly, and authority figures
- Being culturally literate, recognizing key contributors to western thought, culture, and values
- Leading in thought among their peers
- Communicating winsomely, cogently, and authoritatively
- Developing strategies and approaches to latent and emerging challenges
- Collaborating discerningly and effectively
- Striving to live out the great commission
- Striving to live out the creation mandate
- Committing to a life of service
- Seeking to fulfill their calling as God's ambassadors

FCS Admissions Policy

- Enrollment in Founders Christian School is a privilege, not a right. Each student admitted to Founders Christian School may attend only so long as the administration is convinced that the student is committed to cheerfully supporting the school's biblical philosophy and policies.
- Enrollment priority will be given to students from families who attend and are actively involved in an evangelical, Bible-centered church and profess faith in Christ.
- Enrollment priority will also be given to students that score at the 40th percentile or above nationally on a standardized test.
- In addition to students who meet the above qualifications, Founders Christian School may admit, on a space-available basis, other students who agree to support Founders Christian School's standards for Student Conduct, as presented in the Parent-Student Handbook. Parents of each student admitted to Founders Christian School must demonstrate their support of the school by signing a Parental Support and Commitment Form.
- Students applying to kindergarten and first grade must be five years old and six years old, respectively, by October 1st of the school year for which they are applying.
- All applying students must take a placement exam in order to help determine appropriate grade placement.
- Parents or guardians must understand and consent to the fact that the statement of faith and doctrinal statement of Founders Baptist Church serves as the basis for the teaching, curriculum, and operations of Founders Christian School.
- Founders Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

I. Student Conduct

A. Philosophy

Students at Founders Christian School have the opportunity each day to practice biblical principles of obedience and conformity to the image of Christ. Because our desire is to shepherd and train hearts, you will not find a rigid "system" of discipline at FCS. We want to be advocates for our students as they grow into full maturity.

B. General Standards

The Bible clearly sets forth three principles that cover all conduct. These are:

1. That Scripture and not society determines appropriate conduct (1 Tim. 3:16, 17; Rom. 12:1).
2. That everything we do must bring honor and glory to God (1 Cor. 10:31; 9:27; 6:19, 20).
3. That we are not to be a stumbling block to a weaker brother by our liberties (1 Cor. 8:9-13).

Because of these principles, the following conduct, while often accepted in society at-large, will not be tolerated at Founders Christian School: gambling, profanity, obscenity, the use of alcohol or any substance abuse, pre-marital sex, homosexuality or other sexual perversions, the indiscriminate taking of an innocent life (born or unborn), and other such practices which are rampant in our society.

Additionally, the following standards are to be followed at all times, whether in class or group assembly, between classes, at lunch, before or after school, at recess, on a field trip, or at any other time when the student is under the supervision of Founders Christian School. In general, students are to show respect for: 1.) God and His laws, and 2.) others. If these principles are followed the student will go a long way in maintaining compliance to school standards.

1. Students are to be submissive to all authority figures and to respond with cheerful and prompt obedience to the standards and requests of authority figures.
"Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you." Hebrews 13:17
2. Students are to show deference to those around them, preferring others before themselves.
"Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others." Philippians 2:3-4
3. Students are to work heartily and to approach all activities, required or voluntary, cheerfully and with their best effort. The student's aim should be to produce work that is pleasing to the Lord.
"Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ." Colossians 3:23-24
4. Students are not to complain or grumble.
"Do all things without grumbling or questioning, that you may be blameless and innocent, children of God without blemish in the midst of a crooked and twisted generation, among whom you shine as lights in the world." Philippians 2:14-15
5. Students are to avoid excessive noise. This includes yelling, loud talk, slamming of doors and cabinets, banging, unnecessary noises in the classroom and any other loud or distracting noise. FCS shares its campus with other classes and a variety of other church ministries.

6. Students are to avoid rowdiness or horseplay inside the school building.
7. Students are to keep their own hands to themselves.
 - a. No physical contact between boys and girls
 - b. No public displays of affection
 - c. No hitting, kicking, slapping, pushing, etc.

C. Classroom and Group Assembly Standards

1. Students are to be prompt, prepared and engaged for all classes and group assemblies. Promptness will be demonstrated by the student arriving, finding his seat and preparing necessary materials prior to the scheduled start time of the class or assembly in question. Preparedness will be demonstrated by the student bringing all necessary books, supplies and materials for the class or assembly in question. Engagement will be demonstrated by the attentiveness, participation and diligent application of the student to the class or assembly in question.
2. Students are to be obedient to teachers, other school faculty, chapel leaders, church personnel, parents and volunteers at all times. Obedience will be demonstrated by cheerful compliance with the requests, exhortations and demands of such authority figures.
3. Students are not to bring candy, food, drink or gum into any classroom or chapel service—students are not to eat or drink in any classroom or chapel service unless the student has express permission from the teacher or it is an official school function where eating is permitted.
 - a. This prohibition excludes water bottles, which are permitted in classrooms.
 - b. Water bottles are to be plastic (no metal or glass) and in grammar school should have a flip-top lid.

D. Standards for Outdoors

At all times while outdoors students are to make a conscious effort to be safe, courteous and submissive to authority.

1. Students are to walk while on the campus, except when and where it is appropriate to do otherwise (at P.E. or recess, on the playground, in the gym, etc.). Students should remember while at recess that sidewalks are reserved for walking. Accordingly, students must not run across sidewalks while at play.
2. Students are expected to remain in the area designated by their teacher or school staff.
3. Students are never to be in parking lots, fields or any area other than the FCS campus without express consent and supervision of their teacher.

E. Off-Campus Student Activities and Communication

The faculty, staff, and administration of Founders Christian School are committed to the spiritual well-being of not only our individual students, but also the collective culture of our school as a whole. Because the actions of students both on and off campus have a direct impact in each of these areas, FCS students are expected to adhere to the Student Conduct Policy, as outlined in the FCS parent/student handbook, both on and off campus. The School reserves the right to investigate and subsequently apply discipline in any instance of on or off-campus activities, behaviors, or communications (including electronic communications) of, by, or among students, that the school deems worthy of investigation and/or disciplinary action.

F. Serious Offenses

Student conduct and attitude has a direct effect on the Christian testimony of Founders Christian School. As such, the behaviors listed below are strictly prohibited at all times, whether on or off campus and whether or not school is in session. Participation in these or similar behaviors will result in severe discipline, up to and including suspension or dismissal from Founders Christian School.

Additionally, any action that includes a violation of criminal law will result in a phone call from FCS administration to proper law enforcement authorities.

1. Physical fighting out of dispute
2. Possession and/or use of weapons on school property; use of weapons in any altercation
3. Stealing or attempting to steal
4. Deliberate destruction of church, school or personal property
5. Possession, use, disbursement, or sale of narcotics, alcohol, tobacco, or any illegal substance
6. Possession, use, disbursement or sale of any controlled substance without a doctor's prescription
7. Lying or cheating in any form (including academic dishonesty)
8. Profane or obscene language
9. Immoral behavior that damages the Christian testimony of Founders Christian School (including, but not limited to, all of those listed in letter B. above)
10. Possession, use, disbursement or sale of pornography, or any vile, obscene or profane literature or media of any kind, including electronically.
11. Possession, use, disbursement or sale of materials, devices or products that endorse, encourage or promote immoral behavior
12. Endorsement and/or promotion of anti-Christian philosophies or behaviors
13. Acting as an accomplice to any of items 1-12 above, including knowingly concealing any of items 1-12 above.

G. Gender and Sexuality

1. Founders Christian School reserves the right to interpret the Bible and to function according to the standards outlined in the Founders Baptist Church Constitution, Statement of Faith, and By-Laws.
2. Any form of sexual immorality, including but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, transgenderism, bestiality, incest, use of pornography, or open acceptance of any of the above, is a sin according to God's Word and violates the biblical description of manhood and womanhood as reflecting the image and nature of God as stated in Article III, section 2.R of the Founders Baptist Church Constitution.
3. Founders Christian School reserves the right to expect its students to live and act in accordance with his or her God-given biological sex at birth regarding "gender identification." These expectations include but are not limited to dress, bathroom and locker room use, participation in team/individual sports or any other extra-curricular activity. Failure to meet these expectations may result in disciplinary action up to and including expulsion from Founders Christian School.

"Put to death therefore what is earthly in you: sexual immorality, impurity, passion, evil desire, and covetousness, which is idolatry. On account of these the wrath of God is coming. In these you too once walked, when you were living in them. But now you must put them all away: anger, wrath, malice, slander, and obscene talk from your mouth. Do not lie to one another, seeing that you have

put off the old self with its practices and have put on the new self, which is being renewed in knowledge after the image of its creator." Colossians 3:5-10

"As obedient children, do not be conformed to the passions of your former ignorance, but as he who called you is holy, you also be holy in all your conduct, since it is written, 'You shall be holy, for I am holy.'" 1 Peter 1:14-16

"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." Ephesians 4:29-32

"But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints. Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving. For you may be sure of this, that everyone who is sexually immoral or impure, or who is covetous (that is, an idolater), has no inheritance in the kingdom of Christ and God. Let no one deceive you with empty words, for because of these things the wrath of God comes upon the sons of disobedience. Therefore, do not become partners with them; for at one time you were darkness, but now you are light in the Lord. Walk as children of light (for the fruit of light is found in all that is good and right and true), and try to discern what is pleasing to the Lord." Ephesians 5:3-10

II. Dress Code

A. Philosophy

Founders Christian School is committed to the principles of modesty, decorum and suitability in the grooming, appearance and dress code of our faculty and students. We are convinced that this enhances the pursuit of excellence in education and creates a positive atmosphere for appropriate behavior and attitude. An appropriate dress code also contributes to maximum learning by minimizing distractions and fashion pressures, and helps each student maintain proper focus on his or her academic studies. School uniforms can easily become a contentious matter, and we do not want that to be the case at FCS. Our encouragement to families with respect to the uniform code and dress standards is to support our philosophy in this matter. One way families can do this is to resist the urge to push the envelope, and to gravitate toward the standard rather than the exception.

A Note on Modesty:

With respect to how students dress, we affirm that modesty is a matter of the heart first and foremost. It is *important* that we recognize that the heart's disposition, and not rules, must be the starting place for a godly approach to modesty.

Addressing this issue, John Piper has said, "Until you count everything as loss compared to the supreme value of knowing Christ, your attitude towards your clothing and your appearance will be controlled by forces that don't honor Christ."

So, while we as a school must have guidelines in place, we also acknowledge that what is most important is that Christ rules in the heart, even when it comes to our clothing.

As you read the FCS dress code standards below, please be aware that our goal is, to borrow again from John Piper, to, "cultivate the joyful sense that modesty is beautiful."

B. Uniform Code/Dress Standards

Consistent with the above philosophy, students' attire must at all times be neat, clean, in good repair, fit properly and in compliance with uniform code. Additionally, students are to dress at all times in accordance with their God-given gender at birth. While uniforms are to be worn on routine school days, there are times (such as a school function or event) where students are not required to wear their uniform. In these cases, the *Dress Standards* found under item #2 below will still apply.

Students at Founders Christian School may purchase pants and shorts, from any retailer of their choice, provided that they conform to the FCS dress code. We have selected uniform items from Lands' End, whose styles are consistent with the dress code/standards at FCS. These items can be accessed at www.landsend.com under preferred school number 900148735. FCS polo shirts can be purchased from Lands' End and when available, at the Founders Christian School store. P.E. shirts will be purchased directly from the school store.

All pants and shorts must be of a plain, flat-front, straight leg, chino style. They should not have extra pockets, loops, snaps, straps, etc. **Colored denim (black, khaki, or other), and stretch cotton/polyester pants are not permitted.** For girls, skirts, and skorts must be purchased from Lands' End under preferred school number 900148735. Further, skirts must be solid black, khaki, or approved plaid only and must be "at the knee" or "top of the knee" length or longer, and must otherwise adhere to approved styles as outlined by FCS. No denim of any color is permitted, except as outlined under "Friday Dress" below.

(Note: the approved colors for plaid skirts and skorts are called "Red Plaid" and "Red/Black Plaid").

C. The administration of Founders Christian School shall be the final authority in matters of interpreting the FCS uniform code and dress standards. Specific rulings on possible violations of the FCS uniform code and dress standards will be made as necessary.

- Uniform Code

The following guidelines shall be applied in determining the appropriate attire for a given day of school.

Occasion	Girls	Boys
Regular School Day	Bottoms: Black or khaki pants, shorts, capri pants, skirts, skorts, or jumper; Approved plaid skirt, skort, or jumper. Top: Red, black or white polo with FCS embroidered logo	Bottoms: Black or khaki flat-front chino pants or shorts Top: Red, black or white polo with FCS embroidered logo
Chapel Day	Bottoms: Black skirt or skort, or approved plaid skirt or skort. Top: Red polo with FCS embroidered logo Accessories: Shoes should be black dress shoes (no tennis shoes on chapel day, please).	Bottoms: Black flat-front chino pants Top: Red polo with FCS embroidered logo Accessories: Black socks; shoes should be black dress shoes (no tennis shoes on chapel day, please)
Friday (or last day of school week) Dress	Upper School students may wear denim jeans and an FCS P.E. t-shirt or their regular uniform.	
Activity Days	On occasion, the school will have days when students are outside or engaged in special activities. These days include events like the Renew Conference, fun run, house games, spirit days, field day, and others. On these days (and only on these days), students may wear school-approved, monogrammed athletic shorts (available at the FCS Lands End store) or they may opt for Friday Dress. Athletic shorts not purchased from the school Lands End store are not permitted on school days.	
Field Trips	On a field trip, the student's teacher will designate the required dress for that day in advance.	

- Dress Standards

The following dress standards apply to FCS students on all school days during regular school hours as well as any on-campus or off-campus school function or event.

- At all times, students are to dress in accordance with their God-given sex at birth.
- Students are not to wear clothing that condones, promotes or glorifies immoral, illegal or anti-Christian products or philosophies.
- Neither baggy, oversized, sloppy, nor excessively tight or immodest clothing are allowed.
- Clothing should at all times be in good repair and should not have holes or be tattered, threadbare, frayed, etc.
- Skirts, skorts, scooters, and shorts must be of modest length.
- If leggings or tights are worn, they are to be of a solid white or black color.
- At all times, boys are to wear belts (plain black or brown, solid or braided).

- At all times, boys' shirts are to be tucked in. *An exception to this rule may be only during P.E. or athletics.*
- Approved uniform sweaters, sweatshirts, quarter-zips, cardigans, and jackets that are purchased from either Lands' End or the Founders Christian School store are the only outer garments that may be worn to school, inside or outside. These garments must also be embroidered with the school logo in order to be worn inside the classroom. *An exception to this rule may be made for non-approved jackets and coats during times of extreme cold. When this exception is made, students are to remove the outerwear once inside the building.* Please also note that students must wear an FCS polo underneath sweatshirts and sweaters.
- No hoodies of any kind are permitted to be worn inside school buildings.
- At all times, students are to wear shoes with a closed toe and a closed heel.
- Shoes are to be primarily of a solid color, and not distracting (no stiletto heels, platform shoes, lights, wheels, sounds, etc.).
- Socks are to be solid white, red, gray, or black. A small logo of a different color (for example, a white Nike logo on a black sock, or a black Adidas logo on a red sock) is permitted.
- Boots may be worn, provided they are worn with pants and underneath the pant leg, and provided they otherwise adhere to FCS dress standards.
- Accessories (scarves, leggings, undershirts, etc.) must conform to FCS uniform colors (white, red, black).
- For boys, no piercings of any kind are permitted, and other jewelry must not be excessive or distracting.
- For girls, ear piercings are the only piercings permitted, earrings intended to stretch the ear ("gauged" ears) are not to be worn. and other jewelry must not be excessive or distracting.
- No visible tattoos are permitted.

D. Grooming

1. Boys

Hair: Must be neatly groomed, not excessively long (I Cor. 11:14-15), of a natural color and not distracting. Hair that is regarded as "not excessively long" will be above the collar, above the earlobes, and above the eyebrows.
 Facial hair: Facial hair is to be regularly shaved—no beards or mustaches are permitted for students, and sideburns are not to extend below the earlobe.
 Makeup: Makeup of any kind is not to be worn.
 Fingernails: Boys' fingernails are not to extend beyond the tip of the finger.

2. Girls

Hair: Must be neatly groomed, of a natural color and not distracting.
 Jewelry: Excessive and distracting jewelry is not to be worn.
 Makeup: Makeup is not permitted for grammar school students at Founders Christian School.
 Fingernails: Girls' fingernails must not extend more than 1/8" beyond the tip of the finger and nail polish must not be distracting in nature.

III. Spiritual Training

Founders Christian School is a Christian education ministry of Founders Baptist Church. As indicated in the FCS Mission Statement, the purpose for the existence of this school is to:

- Provide students with spiritual guidance
- Equip students with the spiritual and academic tools for life-long learning
- Enable students to think, reason, and communicate well from a biblical worldview

Accordingly, the Bible, God's inerrant, infallible and inspired Word stands at the center of our curriculum. The truth revealed in its pages is the standard by which every textbook, program and activity of FCS is measured.

A. Bible Classes

Students at Founders Christian School will be enrolled in a Bible class. Students are expected to participate in all Bible class activities and assignments, including Scripture memorization. Students will receive a grade in Bible class just as in others. This grade is not intended as a measure of their spiritual maturity or aptitude, but rather as a measure of the quality of work they do, just as in any other class.

"Blessed is the man who...his delight is in the law of the LORD, and on his law he meditates day and night." (Psalm 1:1-2); "I have stored up your word in my heart, that I might not sin against you." (Psalm 119:11); "I long for your salvation, O LORD, and your law is my delight." (Psalm 119:174)

B. Music Classes

Music classes are also an important part of Founders Christian School's spiritual training and character-building program. The Bible clearly indicates that music is an expression of worship to God.

"Serve the Lord with gladness; come before His presence with singing" (Psalm 100:2)

"Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord." (Ephesians 5:29)

"While I live I will praise the Lord; I will sing praises unto my God while I have any being." (Psalm 146:2)

Students will attend music classes on a regular schedule. All FCS grammar school students will have the opportunity to participate in musical presentations at various times during the school year.

Please note: participation in FCS music programs is a course requirement for each music class. Failure to participate as assigned will result in grade reduction, up to and including failure in the course.

C. Chapel

Students will attend chapel once each week. Chapel services provide an excellent opportunity for corporate worship for the students of Founders Christian School.

D. Church Services

Founders Christian School encourages every student's family to be actively involved in a local, Bible-believing and Bible-preaching church. If your family is not a member of such a fellowship, we cordially invite you to visit Founders Baptist Church. Our church offers services, activities, and ministries for all members of the family. For more information, you are encouraged to call the church office at (281) 350-1616.

IV. ACADEMICS

A. Philosophy

Founders Christian School is a Christian education ministry of Founders Baptist Church. As indicated by Founders Christian School's Mission Statement, this school exists to:

- Enable students to think, reason, and communicate well from a biblical worldview

Therefore, Founders Christian School's commitment to excellence in every endeavor includes our academic program. We actively promote and encourage academic excellence in all classes in every grade because we view academic achievement as one of many avenues to glorify our Lord Jesus Christ.

"Whatever you do, do your work heartily, as for the Lord rather than for men: knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve" (Colossians 3:23-24).

B. Academic Integrity

Founders Christian School believes honesty and integrity are the proper foundation for an academically excellent education. These things must be in place in order to accurately gather evidence of student learning and to provide feedback to students on their progress. Academic dishonesty (cheating/plagiarism) prohibits our ability to do this well. More importantly, it is contrary to biblical values and damages both the classroom community and the soul of the student. Therefore, any form of academic dishonesty will be considered a serious offense. Examples of academic dishonesty include, but are not limited to the following:

- Copying another student's assignment or offering one's own assignment to be copied
- Any unauthorized assistance in completing an assignment ("cheat sheet", internet, calculator, assistance from parents or peers, use of artificial intelligence, etc.)
- Failure to cite sources in the context of a paper or project

C. Homework / Extra Credit

Homework is an important part of the academic program at Founders Christian School. Students will be assigned homework according to the guidelines listed below. Students are provided a binder that will contain a section for assignments. Students should bring it to class every day, and carefully record their homework assignments. Homework will not be assigned that must be completed on Wednesday nights.

Except for officially excused absences, late homework will not necessarily be accepted. This is consistent with our philosophy of encouraging each student towards personal responsibility. As a general policy, opportunities to earn extra credit will be rare, and are left to the discretion of the individual teacher.

Elementary students can expect to be assigned homework according to the limitations below. Please bear in mind that these limitations exclude reading assignments and are intended to be an average. Daily time spent on homework may vary from student to student.

GRADE	HOMEWORK TIME PER DAY
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K5	10 minutes
1st – 2nd	20 – 30 minutes
3rd – 4th	40 – 50 minutes
5th – 6 th	60 – 70 minutes

Special projects, book reports, etc. will generally require additional time.

In order to allow families to attend mid-week worship services, homework will not be assigned on a Wednesday that is due on the Thursday of the same week.

D. Library

Students are welcome to visit the Founders Christian School library to read or check out books. Books may be checked out for 1 week at a time. Students are expected to return library books on time and in good condition. Any student who keeps a library book past the due date, and fails to bring back the book after repeated requests, will be charged the retail value of the book.

Students are required to pay any library fines, return (or replace) any overdue books, and pay for the repair of any books damaged while checked out to them before they may check out any other books, and before their parents may access report cards at the end of each quarter.

E. Academic Honors

Founders Christian School promotes diligence by offering academic honors each quarter. The standards for academic honors in the grammar school are:

DISTINGUISHED ACHIEVEMENT LIST: A student may be added to the Distinguished Achievement list each quarter by earning an "A-" or above in each academic subject.

NOTEWORTHY ACHIEVEMENT LIST: A student may be added to the Noteworthy Achievement list each quarter by earning a "B-" or above in each academic subject.

- Note that students must also be in good standing with respect to conduct in order to make either of the above lists.

GRADING SCALE

Grades K-6: Students will receive letter grades on report cards for academic subjects according to the following scale:

90-100	A
80-89	B
70-79	C
0-69	F

F. Grading Standards

Students will be graded for work according to the standards set by the grammar school teachers. Teachers will communicate those standards in grade level orientation meetings.

G. Progress Reports

Progress reports will be made available at the midway point of each quarter. Parents will have access to their children's grades via the FACTS Family Portal (*ParentsWeb*).

H. Academic guidance

If a student falls behind in his or her schoolwork, does not turn in homework, or earns a low grade on a quiz or a test, the teacher may give the student an academic guidance notice. An academic guidance notice is an important way to communicate with parents regarding the student's school work. *(It is the responsibility of the student to take the academic guidance notice home and give it to his or her parents.)*

I. Report Cards

QUARTER

A student's quarterly report card shows the grades the student earns each quarter, based upon the grading standards noted above.

SEMESTER

Grammar School semester report cards are not cumulative. Passing grades must be earned every quarter, since each quarter is reported and counted separately.

The student's quarterly and/or semester report card will be made available to their parents after the conclusion of each quarter on ParentsWeb.

J. Academic Good Standing – Academic Probation

(Academic good standing and academic probation are based upon quarter grades.)

ACADEMIC GOOD STANDING

In order to maintain academic good standing, a student must meet all three of the following requirements:

1. He or she must achieve a quarterly grade average of 77% including all subjects.
2. He or she must not earn three or more grades below a "C" (77%), including all subjects.
3. He or she must not earn a failing grade (F) in any subject.

If, on any report card, a student fails to meet any one of these three requirements for academic good standing, he or she will be placed on academic probation for the entirety of the subsequent quarter. A student may re-earn academic good standing by meeting all three of the above requirements on his or her next quarterly report card. If a student is placed on academic probation for more than one quarter in a single school year, the student may be retained in his or her current grade for the next school year.

K. Incomplete Work

If a student receives an incomplete ("I") on his or her report card, he or she will have three weeks from the end of that quarter to make up any missed work. If the work is not made up within three weeks, the "I" will be changed to an "F" for that marking period.

L. Retention

A student may be required to repeat a grade for any of the following reasons:

1. He or she does not meet the minimum attendance requirements (listed under attendance in this handbook).
2. The student's grade point average (GPA) at the end of the school year is below 77% (C).
3. The student is placed on academic probation for more than one quarter.
4. The student's classroom teacher is convinced that he or she is not academically prepared to advance to the next grade.

While input from parents is encouraged and valued, the decision to require a student to repeat a grade will be made by the administration, based upon the recommendation of the teacher(s).

V. ATTENDANCE

Students are encouraged and expected to attend school every day and to arrive on time for every class. This is consistent with Founders Christian School's philosophy of education: a complete education includes training in individual responsibility, dependability, and punctuality. This helps us fulfill the goal of our Mission Statement:

"Equip students with the spiritual and academic tools for lifelong learning, thus enabling them to think, reason, and communicate well from a biblical worldview."

A. Minimum Attendance

Regular attendance is a requirement at FCS. Students must attend at least 90% of the total class sessions in each semester to pass the class for that semester.

This is the standard set forth in the Texas education [code](#). More importantly, however, regular and punctual attendance to school is extraordinarily important to student success for a number of reasons.

Studies have conclusively demonstrated a strong correlation between student attendance and academic success, and our own experience verifies this reality. Further, a student's education goes beyond curriculum and the classroom, and extends to what the student learns *experientially*—this includes learning the importance of responsibility, punctuality, industry, commitment, and a regard for the impact of our actions on others.

For these reasons, the expectation is that parents get students to school on time each day, unless extraordinary circumstances prevent it.

If a student fails a semester due to poor attendance, the student will be required to make up those absences via summer school at an additional cost to the family or else be retained in his or her current grade for the next school year, regardless of whether absences are excused or unexcused.

It is, however, important to distinguish between excused and unexcused absences for purposes of maintaining truancy records.

EXCUSED ABSENCES: students will be granted an excused absence for the following:

1. Personal illness
2. Medical appointment
3. Death in family
4. Participation in a school-sponsored event during school hours
5. Emergency situation beyond the student's or their parents' control that renders it impossible for the student to attend school
6. Family vacation *pre-approved in writing at least two days in advance* by the administration

(If a student is absent for five or more consecutive school days due to personal illness, Founders Christian School reserves the right to require that student to present a written doctor's release before he or she may return to school.)

UNEXCUSED ABSENCES: A student's absence will be considered unexcused for any reason other than those listed above. The consequences for unexcused absences may include:

1. A grade of zero on all homework and quizzes missed.
2. Possible disciplinary action, depending upon the circumstances of the absence.

B. Makeup Work

Students are encouraged and expected to turn in all assignments on time. This is part of the student's training in dependability and individual responsibility. Therefore, students will be allowed to make up their school work under the following conditions:

FOR ABSENCES

For the first day that a student is absent from school for an excused absence, he or she will have two school days to make up any missed homework or tests. For any additional days of excused absence, the student will have one additional day to make up any missed homework and take any missed tests, up to a maximum of five school days.

It is the student's responsibility to contact his or her teachers in order to arrange to make up any and all work missed due to absences.

Each FCS teacher has sole discretion regarding granting students permission to make-up quizzes missed due to absence.

FOR UNFINISHED ASSIGNMENTS

Major Assignment: If a student does not turn in a major assignment (book report, research paper, science or history project, etc.) on the day it is due for any reason other than an absence, the policy below will be followed:

- The student may turn in the assignment the next school day for 80% of the credit he or she would have received if he or she had turned it in on time.
- The student may turn in the assignment within two school days for 60% of the credit he or she would have received if he or she had turned it in on time.
- The student may turn in the assignment within three school days for 40% of the credit he or she would have received if he or she had turned it in on time.
- The student may turn in the assignment within four school days for 20% of the credit he or she would have received if he or she had turned it in on time.
- The student will receive a grade of zero for any major assignment not turned in within five days of the original date due.

Homework: Except in the case of an absence, late homework will generally not be accepted.

C. Written Excuse for Absence

Students are encouraged and expected to present a written excuse for each absence. The excuse must be signed by either the student's parent or legal guardian, or by a licensed health professional. The excuse must also be dated and must explain the reason for the absence. Please present the written excuse on the first day back to school.

If a student does not bring a written excuse to school on the first day after he or she returns from an absence, the school may call the student's parents to verify the absence and the excuse before the absence can be excused. If the student does not present a written excuse within two days of returning to school, the absence will be considered unexcused.

D. Return to School After Absence

Students are to present a written excuse for absence to their teacher at the beginning of the day when they return to school.

E. Participation in Athletic Competition

If a student is absent for more than half the school day on the day of an athletic contest, he or she must present a valid, written excuse from a medical appointment or other legitimate scheduled appointment in order to participate in the game.

F. Punctuality

Students are expected to be in their seats by 8:00 in the morning. When coming from another class, students are expected to be in their seats by the time the teacher arrives in the classroom. If any student arrives after this time, he or she is considered tardy.

EXCUSED TARDIES: students will be granted an excused tardy for the following:

1. Personal illness
2. Medical appointment
3. Emergency situation beyond the student's or his or her parents' control that renders it impossible for the student to arrive at school on time. (Car trouble, inclement weather, or a traffic accident.)

(If a student is in a carpool, the student who causes the others to be late will receive an unexcused tardy; the other students will receive an excused tardy.)

The Founders Christian School office staff has the final judgment in the administration of the tardy policy.

UNEXCUSED TARDIES: If a student arrives late to school for any reason other than those listed above, the tardy is unexcused. **Three unexcused tardies will result in one unexcused absence.**

EXCESSIVE MORNING TARDIES: If a student accrues five tardies (excused or unexcused) in a single quarter, he or she will be charged \$20 for each unexcused tardy in that quarter thereafter.

VI. DISCIPLINE

A. Philosophy

Founders Christian School is not a corrective institution. We recognize our role to assist each home in child training and education; however, we cannot and will not assume parents' God-given responsibilities to train their children for life and for eternity. Parents should not enroll students with the hope or expectation that we will reform the student. This is fully consistent with our Philosophy of Christian Education, our Mission Statement, and our Admissions Policy.

At the same time, the administration and faculty of Founders Christian School recognize that consistent discipline, correction and reproof is a very important part of a Christian education, for the following reasons:

- Discipline provides an orderly and respectful atmosphere in which genuine learning can take place.
- Discipline and self-control are just two of many character traits commanded in the Word of God; moreover, sloth and lack of self-control are condemned in the Scriptures.
- The law ultimately reveals our hearts as sinfully willful and selfish; thus is the Holy Spirit provided an open door to minister the gospel to repentant hearts through the Word of God.
- Discipline teaches each of us the critical principles of obedience, submission to and respect for authority, and trust in a sovereign Creator who alone can save us.
- Discipline establishes all authority and orders the events and circumstances of our lives for His ultimate glory.

"For the commandment is a lamp, and the teaching is light; and reproofs for discipline are the way of life..." (Proverbs 6:23)

"Whoever loves discipline loves knowledge, but he who hates reproof is stupid." (Proverbs 12:1)

"Poverty and shame will come to him who neglects discipline, but he who regards reproof will be honored." (Proverbs 13:18)

"Stern discipline is for him who forsakes the way; he who hates reproof will die." (Proverbs 15:10)

"Let every person be in subjection to the governing authorities. For there is no authority except from God; and those which exist are established by God." (Romans 13:1)

"All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness." (Hebrews 12:11)

"Obey your leaders and submit to them; for they keep watch over your souls as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you." (Hebrews 13:17)

For the temporal and eternal benefit of our students, Founders Christian School strives to maintain disciplinary procedures that are biblical, firm, consistent, equitable, and rooted in grace and love. The goal of our discipline program is best stated by the apostle Paul in his letter to Timothy:

"But the goal of our instruction is love from a pure heart and a good conscience and a sincere faith." (1 Timothy 1:5)

Whenever a student disobeys a school rule or demonstrates a behavior or attitude contrary to the biblical philosophy of Founders Christian School, the level of discipline the student receives will match the level of his or her disobedience. The primary disciplinary documents and actions are listed below.

B. Behavior Guidance

A teacher may issue a student a behavior guidance notice. This will happen whenever the student's speech or actions show an attitude that is contrary to the biblical philosophy or rules of Founders Christian School. A behavior guidance notice is a signal to the student and to the student's parents that an area of concern has arisen, and that we are asking for your help in dealing with that matter. Parents are our first line of defense in dealing with behavioral matters.

(It is the student's responsibility to take the behavior guidance notice home and give it to his or her parents.)

C. Dress Code Guidance

If a student comes to school in improper dress, he or she will be issued a dress code guidance notice. This will list the specific dress code violation, and give the student and his or her parents a specific time period to correct the situation. The specific violation must be corrected within the time specified in order for the student to continue to attend Founders Christian School. *Please understand that the administration may also call the student's parents and ask them to pick the student up, take him or her home, and correct a dress code violation before he or she returns to school.*

D. Playground / Recess Detention

A teacher may require a student to sit out or engage in physical exercise for one or more recesses any time the student's behavior, talk, or attitude shows disregard for FCS rules, or disrespect toward a teacher or other FCS faculty.

E. Suspension Notice

A student may be suspended from school for one or more days if his or her speech, actions and attitude show a consistent disregard for the biblical philosophy and rules of Founders Christian School. We will, of course, first try other means to correct the student's actions and attitude. If these other measures prove ineffective, however, we reserve the right to ask a student's parents to keep him or her out of school for a period of time.

A student will be suspended for at least one day for any instance of profane or obscene language.

The purpose of suspension is simple: 1) We want students to learn the importance of obedience and submission to authority; 2) We want students to realize that attending Founders Christian School is a privilege, not a right. As with any privilege, a student may lose it through consistent disobedience and disrespect.

There are two forms of suspension at FCS—in-school suspension and out-of-school suspension. Unless otherwise specified as a matter of policy (i.e. the Academic Dishonesty Policy below), it will be at the discretion of administration whether a student will incur in-school suspension or out-of-school suspension for a given infraction.

In-school suspensions (ISS) are served at school in a designated location and may be a half or full day. Full credit will be given if a student completes any assigned work during in-school suspension, **except for** any assignment connected to academic dishonesty, where a maximum of 50% credit will be awarded. Students may also be assigned campus clean-up detail or some other consequence as determined by administration.

Out-of-school suspensions (OSS) are of a more serious nature. In this case, a student is not permitted to come to school for disciplinary reasons. This includes for extracurricular activities, such as interscholastic competition and school events. While serving OSS, the student suspended is not to be on campus for any reason (unless there is prior approval from administration due to special circumstances). In such a case, the student will receive a zero

on any assignment not turned in the day immediately following the suspension. **It is the student's responsibility to obtain any work that will be missed on account of the suspension.** *Exception: Students will be allowed to make up tests missed due to suspension.*

F. Academic Dishonesty Policy

As a Christian school committed to partnering with parents for students' spiritual and academic success, Founders Christian School maintains a stringent academic dishonesty policy. This policy applies to all assigned school work, including but not limited to tests, quizzes, homework, and special reports, projects, etc.

When a student puts his or her name on a test, homework, quiz, or other assignment, the student is telling the teacher, "This is my own work. I completed this honestly by myself, with no unauthorized and/or improper help from any other student or adult (including my parents), or other outside source (including the internet)." Any violation of this standard is considered academic dishonesty.

The best guard against cheating is for the student to do his or her own work without improper assistance from parents and without any assistance from any other source. Do not "work together" with any other student on your homework. Do not "check your answers" with another student's homework when you arrive at school, or even at home. Do not "trade answers" to homework questions either at school or at home. These practices promote laziness, and the temptation to cheat on quizzes and tests.

Any incident of academic dishonesty on any assignment at Founders Christian School will result in significant consequences, which will include the following:

-The student must complete the assignment satisfactorily, without unauthorized aid, for a maximum credit of 50%. The teacher who assigned the original assignment will be the final arbiter for whether the assignment has been completed to satisfaction.

-To accomplish this, the student will serve a minimum of one day of in-school suspension (ISS), where he or she is to satisfactorily complete the assignment in question. If the student fails to satisfactorily complete the assignment after one day of ISS, another will be added, and then another.

If the student does not satisfactorily complete the assignment after three days of ISS, he or she will then begin serving out-of-school suspension (OSS) until the assignment has been completed to satisfaction.

G. Bullying and Harassment

Founders Christian School is committed to providing a safe and healthy learning environment for the entire school community, and a biblical understanding of humanity is foundational for achieving this goal. FCS faculty/staff recognizes a distinction between everyday conflict, which will be addressed with appropriate levels of discipline, and egregious/relentless ridicule and abuse, identified as bullying and harassment. Genuine bullying and harassment of all forms, including cyber-bullying, will be addressed by faculty and administration with immediate and serious consequences.

H. Accrued Discipline Guidance Forms

If a student accumulates five or more Discipline Guidance Forms in a specific area (behavior guidance, dress code guidance, or academic guidance) in a single semester, or, if a student accumulates ten or more Discipline Guidance Forms in total, that student and his or her parents will attend a required meeting with school administration to discuss strategies for resolving the issue(s) at hand. After the initial meeting, if the student again accrues five area-specific or ten total Discipline Guidance Forms, suspension or expulsion may be deemed necessary.

I. Corporal Discipline

Founders Christian School is firmly committed to the biblical command regarding corporal correction (spanking). Consistent physical discipline is appropriate when administered without anger or abuse each time a student demonstrates active, open rebellion against authority.

"He who spares his rod hates his son, but he who loves him disciplines him diligently." (Proverbs 13:24)

"Foolishness is bound up in the heart of a child; the rod of discipline will remove it far from him." (Proverbs 22:15)

"Do not hold back discipline from the child. Although you beat him with the rod, he will not die. You shall beat him with the rod, and deliver his soul from sheol (hell)." (Proverbs 23:13-14)

"The rod and reproof give wisdom, but a child who gets his own way brings shame to his mother." (Proverbs 29:15)

The administration and faculty do not administer corporal correction. However, we offer encouragement and support to our parents who use this Scriptural corrective action as necessary for their children's spiritual well-being.

VII. EXTRA-CURRICULAR ACTIVITIES

A. Philosophy

Most interscholastic competitions at FCS are reserved for Upper School students. However, where exceptions exist, the following philosophy and policies will apply.

Founders Christian School offers the opportunity for upper school students to try out for and participate in athletic and academic interscholastic competition. Participation in interscholastic competition provides students tremendous character building and learning opportunities not always available in a structured classroom. To name a few, these include: 1) discipline and self-control; 2) perseverance in pursuit of a goal, both as an individual and as a member of a team; 3) teamwork (i.e., sacrifice of individual recognition for the good of the entire team); 4) quick thinking and performance under pressure; 5) leadership; 6) obedience and submission to authority; 7) mental and physical stamina; 8) graciousness and humility in victory and in defeat.

Accordingly, it is our goal to allow as many students as is practical to participate in interscholastic competition. However, each student (and each parent) must also understand that Founders Christian School will participate in competitive leagues. Score is kept for each contest. At the end of every contest, one team or individual is declared the winner. As each season progresses, win-loss records and league standings will be maintained. At the end of each season, one team or individual is declared the league champion.

It is our goal to balance all of these concepts in choosing students to participate on our athletic/academic teams. Accordingly, we will instruct our coaches to field teams in each sport that both represent the philosophy, goals, and values of Founders Christian School and provide us with the best opportunity to be competitive in our league. Within this framework, we will take the court (or the field) in every contest with the intent to emerge as the victors, playing within the rules and maintaining our Christian witness.

In practical terms, this may mean that some team members will play more during games than others. In fact, in some games, some team members may not play at all, depending upon the score, the time remaining in the contest, and the importance of the game. Ultimately, it is each coach's responsibility to determine the playing time of each team member.

B. Eligibility

In the Grammar School, students will adhere to Texas Association of Private and Parochial Schools (TAPPS) policy concerning academic eligibility for interscholastic contests in most cases (though, coaches may use their discretion since it is not high school competition). TAPPS policy concerning academic eligibility is as follows: **1)** a student must be failing (below "70") no more than one course at the end of each grading period (quarterly for FCS) and **2)** if a student is deemed academically ineligible at the end of a grading period he/she must remain ineligible for at least two weeks, at which time his/her grades will again be gathered to see if the academic requirement has been met (this pattern will continue indefinitely until eligibility is regained).

Also, if a student is underperforming (academically or behaviorally) in the classroom, the coach may ask that the student be withheld from contests until the student's performance is consistent with FCS standards.

Note that coaches, based on the counsel of teachers, have sole discretion to determine when a student is underperforming in either the academic or behavioral realms.

In addition to the above formal academic eligibility requirements, the administration reserves the right to declare a student ineligible to participate in interscholastic competition, on a

temporary or permanent basis, whenever the student's conduct, attitude, or language compromises the testimony or witness of Founders Christian School.

C. Return of Athletic Uniforms/Equipment

Students are responsible to return or pay for any interscholastic uniforms and/or equipment issued to them by a coach. Students will not be eligible to participate in any subsequent interscholastic sports – nor will parents be able to access the student's report card – until and unless they fulfill this responsibility.

D. Sunday Practices/Competition

There will be no scheduling of practices or competitions for FCS sponsored teams/clubs/programs on Sundays that interfere with attendance at morning or evening church services. As a ministry of Founders Baptist Church, FCS believes "...that the Lord's Day (the first day of the week, Sunday) has been and is set aside by the church for the worship of the Lord our God. And let us not forsake our own assembling together, as is the habit of some."

E. Physical Education

Founders Christian School offers students Physical Education (P.E.) classes on a regular basis.

Students are to attend all scheduled P.E. classes and to participate in all activities as directed by the P.E. teacher.

Physical rigor should be expected on an age-appropriate level. Students must present a written note from a licensed physician to be excused from any P.E. activity.

VIII. FACILITIES AND SCHOOL PROPERTY

A. Campus Hours / Student Supervision

Students are welcome on the campus of Founders Christian School between the hours of 7:30 AM and 3:45 PM. Students are also welcome on campus at other times during the school day only when under the direct supervision of a coach, a faculty member of Founders Christian School, or a member of the pastoral staff of Founders Baptist Church. Students may also be on campus from 7:00-7:30 a.m. and 3:45-5:00 p.m. during a school day, if and only if they are signed in to extended supervision.

B. Church / School Property

Students are encouraged and expected to respect the property of Founders Baptist Church and School, and the personal property of FCS staff and students. If a student willfully and deliberately defaces or damages church or school property, he or she will be suspended or dismissed from school.

In addition, the student and his or her parents will be held fully responsible for the cost of repair or replacement of any damaged or defaced property.

If a student witnesses or observes any other student defacing or damaging church or school property, it is the responsibility of that student to report this to the administration or a faculty member. If a student knowingly refuses to report willful damage, that student may be held accountable for his or her refusal to report.

C. Textbooks

Students are encouraged and expected to maintain textbooks in good condition. When students surrender their textbooks at the end of the school year, they will be charged for excessive wear and tear. Accordingly, we strongly recommend that students use book covers for their textbooks. (Please do not tape book covers to books. Please do not cover books with adhesive materials.)

IX. IMPORTANT INFORMATION FOR PARENTS

A. Parent Service Hours

In order to provide students and families with quality education and a safe, well-kept environment, service hours are required for all FCS parents. Our desire is that the partnership derived from this policy will cultivate unity within the school.

All families must work a minimum of 20 hours per school year in any combination of approved service opportunities, or, pay a \$250.00 fee (per family) to help cover the cost of ongoing grounds and building maintenance and improvements. The \$250 fee may be included in the family's tuition payments. A list of service opportunities can be found on the Founders Signup.com page, and is also available in the school office.

B. Cell Phones

Grammar school students at FCS are not permitted to have cell phones, tablets or other electronic/"smart" devices (including smart watches). If a student is observed with a cell phone (or other electronic device), the device(s) will be confiscated and turned in to the office. The student's parent will be required to make a visit to the office to pick up the device(s). If there are repeat offenses, a fee of \$20 will be required of the parent in order to pick up the device(s).

C. Lost and Found

Founders Christian School maintains a "lost and found." Please bring any "found" clothes or items to the office right away. Students should report to the office if they have lost an article of clothing, a book, or any other personal belonging. **Note, however, that Founders Christian School cannot be held responsible for lost clothing or other personal belongings.** Parents are encouraged to label all of their children's clothing. We will make every reasonable attempt to match personal belongings and clothes to the proper owner.

D. School Telephone Policy

Office telephones are available for students to make phone calls in times of necessity to their parents or legal guardians. *Note: Necessity does not include calls for homework, team uniforms, or other such items forgotten or left at home.*

We are committed to working hard to support parents in training their children in personal responsibility. We appreciate parental cooperation as we work together in this important area.

E. Visiting School

Founders Christian School offers an open-door policy for our parents. This means that parents are welcome to visit any classroom at any time, within the following guidelines.

- i. Please check in with the FCS office on the day of arrival before visiting the classroom.
- ii. If you would like to observe in your child's classroom, please schedule with the FCS office at least 24 hours in advance. Please limit the purpose of the visit to observing the classroom. If parents would like to discuss their child's progress, we would be pleased to schedule an appointment through the FCS office.
- iii. Time spent on campus must not be excessive or disruptive.

For incidental visits, please bring forgotten lunches, notes, permission slips, sweaters or jackets, books, etc., to the school office and they will be delivered to the student.

F. Picking Up a Student Early from School

If a parent or legal guardian must pick up their child early from school, they should be sure to notify the office in advance. This will allow the teacher to prepare any necessary papers for

the child to take home. This will also minimize unnecessary class disruptions before the end of the school day.

G. Lunch Drop-Off

Grammar school (11:20 AM–12:15 PM lunch)

- **Before 10:00 AM:** Parent drops off at the front office; staff delivers to the classroom before lunch.
- **10:00 AM–12:15 PM:** Parent must sign in and hand-deliver to the gym.
- **Third-party deliveries (DoorDash, UberEats, etc.):** Staff carries the delivery to the gym as a courtesy, up to 5 times per semester per family. Each occurrence beyond that is a \$10 fee charged to the family account.
- **After 12:15 PM:** Student eats at the front office, and a parent must stay on-site to supervise.

H. School Hours

Children are welcome on the Founders Christian School campus during the hours between 7:30 AM and 3:45 PM. They are welcome on campus at other times during the school day only when under the direct supervision of their parents, an FCS coach or member of the faculty, or a member of the pastoral staff of Founders Baptist Church. FCS students on campus between 7:00-7:30 a.m. and 3:45 PM – 5:00 PM during a regular school day will be placed in extended supervision (charges apply).

I. Office Hours

The Founders Christian School office is open daily whenever school is in session between the hours of 8:00 AM and 4:00 PM. Summer office hours are Monday – Thursday 9:00 a.m. – 2:00 p.m. Voice mail is available 24 hours per day, 7 days per week.

J. Extended Supervision

Extended supervision is available on most school days between the hours of 7:00-7:30 a.m. and 3:45-5:30 p.m. When using AM extended supervision, children MUST be pre-scheduled at least 24 hours in advance. Children must be walked into the building and signed in by the person dropping them off. If children are in PM extended supervision, please be sure to pick them up no later than 5:30 p.m. Any child in PM extended supervision after 5:30 p.m. is subject to a charge of \$1.00 per minute. Please also note that failure to pick up your child(ren) by 5:30 p.m. may result in the loss of extended supervision privileges. The cost for AM extended supervision is \$10.00 per child per day and the cost for PM extended supervision is \$15.00 per child per day up to 5:00 pm, and \$20.00 per child per day from 5:00-5:30pm.

K. Illness, Medication, Injury

Illness - In order to maintain the healthiest possible environment, students who are ill are not permitted to attend school until they well. A student should be considered “ill” and must not attend school if they exhibit any of the following:

- A fever of **100.3°F or higher** (students must be fever-free for 24 hours without medication before returning).
- Vomiting or diarrhea within the past 24 hours.
- Any contagious illness or condition (such as strep throat, pink eye, flu, COVID-19, etc.) until cleared according to medical guidance.

Parents are asked to notify the school office if their child is absent due to illness. We ask all families to follow these guidelines so that we may protect the health of all students and staff

If a student becomes ill while at school, we will keep him or her in the school office and call his or her parents to come pick him or her up at the earliest convenience of the parent. If we cannot contact the student's parents, we will contact one of the persons designated by the parents on the child's emergency contact information form.

Medication - Please deliver any medication the student needs directly to the office – it will be stored in the designated medicine cabinet. When parents bring their student's medication, we will ask them to complete and sign an official permission form (these forms are available in the school office). Please understand that Founders Christian School cannot provide aspirin, cough drops, or any other medication to any student without express written consent of the parents.

Injury - In the event of an injury on campus, the school will respond as follows:

- Minor Injuries (scrapes, small cuts, bumps, etc.): Staff will provide basic first aid and notify parents as needed.
- Serious Injuries – for any serious or life-threatening condition (conditions beyond basic first aid), FCS staff will immediately call 911, provide appropriate care until help arrives, and contact parents/guardians right away.
- An Incident Report will be completed and kept on file for all significant injuries.

L. Field Trips

Class and group field trips are an important part of each student's education. We appreciate parent participation and assistance in transportation and supervision. All field trip parent driver-chaperones must supply proof of automobile insurance and sign permission for the school to run a background check. The appropriate forms for driver-chaperones to complete are available in the school office. Please note that we cannot allow siblings to accompany any class or group on any field trip. We are thankful to parents in advance for cooperation and understanding in this matter.

M. Parent-Teacher Communications

We encourage parents to contact their child's teacher(s) any time they have a question regarding their child's behavior or academic progress. Should a need to contact a student's teacher arise, we ask that parents first email the teacher directly to request a phone call from the teacher(s) or to make an appointment with him or her. Like professionals in other fields of work, our teachers work very diligently and must keep a schedule to maintain balance between their personal and professional lives. Accordingly, unannounced and incidental visits to the teacher may not be permitted. Please refrain from discussing your child's progress or challenges either before or after school or at church.

School – Home Communications

Important information regarding Founders Christian School policies and calendar events may be found on the FCS website (www.founderschristian.org) or they will be communicated to parents via the FACTS Family Portal (ParentsWeb) and app, handout, email or mail.

N. Grievance and Appeals Policy

Grievance:

Parents and/or students who have a grievance against a member of the FCS faculty, staff, or administration must try, in accordance with Matthew 18, to first take up the matter with the individual involved. If resolution is not possible at the parent/teacher level, the parent may request a meeting with the Head of School with the teacher present. The final determination

by the administration shall be the final decision. In the process, parents and/or students who have a grievance are encouraged to do the following:

- Express the matter promptly to avoid ill feelings and friction that would hinder you as a Christian. Tell only the right person. **Please do not involve other parents in what should be considered confidential matters involving personnel and students.**
- Be willing to believe the best about the intentions of FCS faculty, staff, and administration. Realize that, a) while faculty, staff, and administration are not perfect, their aim is to do what is good for students and honorable before the Lord, and b) that students are susceptible to biased reporting of events and may reflect only one side of the story, and c) that we endeavor to have well-reasoned rationale for rules and decisions, and that we will attempt to enforce them as consistently as possible.
- Commit to never criticize the school or any faculty/staff member in front of students, as this will reduce the student's respect for authority in general, resulting in less willingness to obey and cooperate even in circumstances where he should.
- Support the administration, teachers, and staff with your prayers and praise. We are dedicated to serving alongside you in training your children.

Biblical Principle (Matthew 18):

Matthew 18:15 – 17 is a principle which brings about a spirit of unity and loyalty, and a greater love for one another. This principle, when applied in the spirit of Galatians 6:1, will foster tremendous unity and a love that testifies to the power of the Gospel (John 17:22-23).

It should be the desire of every parent, student, staff or faculty member associated with the school to practice this principle found in Matthew 18:15 – 17 in the spirit of Galatians 6:1 so that the world may see the truth of the gospel, as in John 17:22-23.

"If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."
(Matthew 18:15-17)

"Brethren, even if anyone is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; each one looking to yourself, so that you too will not be tempted."
(Galatians 6:1)

"The glory that you have given me I have given to them, that they may be one even as we are one, I in them and you in me, that they may become perfectly one, so that the world may know that you sent me and loved them even as you loved me." (John 17:22-23)

Conflict Resolution:

Following the principle of Matthew 18 will aid in conflict resolution between persons associated with the school. For example, if a parent calls the Head of School and voices a complaint about or offense from a particular teacher, the Head of School will encourage the parent to go to the teacher first with the matter. If the parent-teacher meeting does not result in a resolution, the Head of School will meet with the parents and the teacher to facilitate communication and work toward resolution.

Students are trained to use this principle in relationships with other students. For example, a student may ask another student to stop inappropriate or disrespectful behavior. If the second student does not respond to the appeal, the first student needs to approach the teacher and report the situation. The teacher helps the student find the balance between "tattling" and communicating problems with other students.

Speaking Well of Others:

To maintain unity within our school and its numerous relationships, we must commit ourselves to the following steps:

1. Commit ourselves to speak well of others. We should remember, if a Christian brother gives a bad report about any brother without having gone to him first in a spirit of love, he becomes a whisperer and damages the wider work of Christ, for Jesus prayed in John 17 for oneness or unity among true Christians.
2. Encourage lovingly, but firmly, every other Christian to speak well of others and follow Matthew 18 when offended, for God tells us to exhort one another daily.

Testimony:

At FCS we can demonstrate to others that we are in Christ by our unity. The mark of a true Christian to the outside world is the quality of his love for other Christians. When the world sees Christians loving one another enough to follow God's steps of correction as outlined in Matthew 18, *then* they may believe that God did send His Son into the world (John 13:35, 17:21).

Appeals:

Should a parent or student believe, at any time, that a policy or decision should be appealed, and if the matter cannot be resolved by way of the grievance policy, an appeal may be submitted in writing.

Appeals to the School Council: Students and/or parents or guardians may appeal decisions made by FCS administration by submitting a written request to the School Council. The family making the appeal will receive a written receipt of such notice. The School Council may or may not hear the appeal; it is entirely at its discretion as a body. The Council will, for time-sensitive matters, have 2 business days to make its decision after the family has initiated the request for appeal. For matters that are not time sensitive, the Council will render its decision at its next regularly scheduled meeting. When the decision is made, FCS administration will notify the student and parent or guardian as to the result of the appeal process or inform them that their request for appeal has been denied.

O. Withdrawal from Founders Christian School

If parents must withdraw their child(ren) from Founders Christian School for any reason, they are asked to come to the school office for a student withdrawal form for each student being withdrawn. A student will not be considered withdrawn from FCS until this form is completed and returned to the school office. Please also note the following:

- If a student is withdrawn prior to August 1st, no tuition liability will be assessed for that student other than the non-refundable Commitment Fee.
- If a student is withdrawn on or after August 1st, and prior to his/her first day of school, the tuition liability will be equivalent to 25% of the annual tuition for that student.
- If a student is withdrawn on or after his/her first day of school, and prior to the first day of the second semester, the tuition liability will be equivalent to 50% of the annual tuition for that student.
- If a student is withdrawn at any time during the second semester, the tuition liability will be equivalent to 100% of the annual tuition for that student.

X. Tuition Policies

Tuition & Fees

Tuition covers the cost of instruction and general school operations for the academic year. Registration fees, technology fees, and any grade-specific program fees are separate, non-refundable, and due at the time of enrollment unless otherwise noted in the family's Financial Commitment Contract. Current tuition and fee schedules are published annually and provided to families at enrollment and re-enrollment.

Payment Plan — FACTS Tuition Management

Founders Christian School manages all tuition billing and payment plans through FACTS Tuition Management. Each family selects a payment plan (such as annual, semi-annual, or monthly installments) and signs a Financial Commitment Contract at enrollment. All tuition and fee payments are processed through FACTS, and families are responsible for keeping their FACTS account current, including valid payment information on file.

Tuition Assistance Program

Founders Christian School offers need-based tuition assistance to help qualifying families afford a Christian education, as funding allows. Tuition assistance is a supplement to — not a substitute for — a family's primary financial responsibility for tuition.

Annual Committee Review

All tuition assistance applications are reviewed annually by the Tuition Assistance Committee. Awards are not automatically renewed from year to year — families must reapply each year, and each application is evaluated on that year's documented financial need, available funding, and committee guidelines. Committee decisions are confidential and final.

TEFA Application Required First

A family's Texas Education Freedom Act (TEFA) application must be completed before a Tuition Assistance application can be processed. The school office cannot begin reviewing a tuition assistance request until there is confirmation of the family's TEFA application. This ensures that available state funding is applied first, and that school-based assistance is directed where it is most needed.

Texas Education Freedom Act (TEFA)

The Texas Education Freedom Act established a state Education Savings Account (ESA) program, beginning with the 2026–2027 school year, that provides eligible families with state funds that can be applied toward private school tuition and other approved educational expenses. Founders Christian School participates in this program as an accredited private school. Participation in TEFA is voluntary and does not change a family's underlying financial commitment to the school. The following policies govern how TEFA funding interacts with a family's account:

- 1. TEFA funding is applied toward your tuition but may not cover your entire financial obligation. Families remain responsible for any tuition and fees that exceed the amount paid through their TEFA account.

2. Your FACTS payment schedule remains in effect regardless of when TEFA funds are disbursed. Because TEFA funding is administered by the State of Texas and the timing of disbursements is outside the school's control, families are expected to remain current on their FACTS payment plan as outlined in the Founders Christian School Financial Commitment Contract.
3. As TEFA funds are received by the school and applied to your account, your FACTS balance will be adjusted accordingly. Any remaining balance after TEFA funds have been applied will continue to be the family's responsibility.
4. Participation in TEFA does not replace your FACTS Tuition Management account or your contractual financial obligations to the school.

If you have any questions about the TEFA process or believe there is an issue with your account, please contact the school office.

Delinquent Accounts

Families experiencing a financial hardship are encouraged to contact the school office as early as possible; the school will work with families in good faith to find a workable solution. Accounts more than 30 days past due may result in one or more of the following:

- A hold placed on report cards, transcripts, and academic records.
- Restriction from participation in extracurricular activities, athletics, or field trips.
- Ineligibility for re-enrollment until the account is brought current.
- Referral to a collections process, at the school's discretion.

Withdrawal & Refunds

Registration fees and deposits are non-refundable. Families who withdraw a student during the school year remain financially responsible for tuition through the end of the current enrollment period, as outlined in the Financial Commitment Contract, unless otherwise approved in writing by the school administration. Written notice of withdrawal must be submitted to the school office.