

# Full Armor Christian Academy



“Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, **to stand.**”

*Ephesians 6:13*

## Parent-Student Handbook

(Edited 07/2024)

## Accreditations, Memberships and Associations

Association of Christian Schools International (ACSI)

Texas Private Schools Association (TPSA)

National Honor Society (NHS)

Texas Association of Independent Athletic Organization (TAIAO)

FACTS

CSAC



### **Non-discriminatory Statement**

Full Armor Christian Academy does not discriminate based on race, color, national, or ethnic origin in the administration of the admissions policies, educational programs, financial aid, athletic and other school administered programs.

## Parent-School Agreement

Parents are expected to support and uphold school policies. Without this cooperation, a double standard between the home and school exists which is counterproductive to the student's development and the school's effectiveness. Remember that Full Armor is interested in what is best for your child. Your child will learn best if parents, students, teachers, and administration are a team.

Communication is the key to a successful relationship between parents, students, and school employees. Make a commitment to contact the school when potential problems arise. Do not wait until a small problem develops into a large situation. Full Armor maintains an open-door policy for both students and parents.

If at any time misunderstandings develop between the school and the home, it becomes the obligation of both to resolve these in Biblical fashion according to the principles in Matthew 18 (see appendix).

Any parent who openly demonstrates to students or other parents a lack of support for school policies is undermining the school's positive intent and overall effectiveness.

Knowing that parental participation is critical to the health of the school, parents are expected to attend school meetings and are encouraged to support all school sponsored activities.

## Full Armor Christian Academy

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Friends of Full Armor and Full Armor Christian Academy

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## **SECTION ONE – Introduction**

### **A. History of School**

Full Armor Christian Academy is a K4 through 12<sup>th</sup> grade academic institution nestled in the piney woods of East Texas. The school has a rich heritage of God's blessings and watch-care in its history. Organized in 1994, Full Armor's first year of existence was completed in rented space at Emmanuel Baptist Church in Henderson, Texas. Since that time, God has blessed us with a facility located on 30 acres in a rural setting on the east side of Henderson. The original building was expanded in 2004. In addition, a gymnasium completed in 2004 graces the campus and is home to the Warrior and Lady Warrior athletic teams. In the summer of 2006, the current facility housing all instruction was completed.

Full Armor is an independent, non-profit corporation, governed by a Board of Trustees. The Board is comprised of up to thirteen members who serve three-year, rotating terms. The day-to-day activities of the school are directed by the administration, office staff, and teachers.

All board members, administrative staff, and teachers are prayerfully selected for their Christian commitment, professional capabilities, their love for children, and their desire to see Full Armor fulfill its mission. Knowledge of the Bible, agreement with the school's philosophy, and statement of faith are requirements.

### **B. Mission Statement**

Full Armor Christian Academy exists to glorify God alongside families and churches as we commit to high standards of academics, educating in His truth and equipping students to know, believe, and serve.

### **C. Vision Statement**

The vision of Full Armor Christian Academy is to educate effective leaders of godly character who have been trained to study scripture daily and listen to the Holy Spirit, in order to blend academic and extracurricular achievements with biblical truth, to influence our society for the glory of God.

### **D. Statement of Faith**

At Full Armor Christian Academy, we believe that we must be doctrinally sound and that this doctrine must be founded in the Word of God. Therefore, we have adopted the following philosophy and doctrinal statement:

- **One God:** We believe that there is one God, limitless in knowledge and sovereign in power, eternally existent in three Persons: Father, Son, and Holy Spirit. (Genesis 1:1; John 10:30; Psalm 139:1-6; Psalm 147:5; Isaiah 46:10; John 21:17; Jeremiah 32:17; Ephesians 1:11; Romans 8:28; II Corinthians 6:18; Ephesians 3:20; Revelation 1:8; John 15:26; Matthew 28:19; I Corinthians 8:6)
- **Holy Bible:** We believe that the Bible is the divine revelation, authoritative, infallible, complete Word of God, and that it is the final authority in matters of faith and practice. (II Timothy 3:16-17; II Peter 1:20-21; Proverbs 3:5-6)
- **Deity of Jesus Christ:** We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, where He now acts as our mediator and advocate. (Matthew 1:18-25; Matthew 16:16; Hebrews 4:14-15; John 5:1-9; 1 Peter 2:24; Luke 24:36-43; Acts 1:9-11)
- **Creation:** We believe the Genesis account of creation is a literal, historical record of the direct acts of God. (Genesis chapter 1-11)
- **Salvation:** We believe that man is sinful by nature, and that man is justified by God's grace through faith, through the shed blood of Jesus Christ, and that man would live eternally with Christ. (Romans 3:10; Romans 3:23-25; Acts 16:31; Titus 3:407; John 3:16; Acts 4:12)
- **Christian Service:** We believe that all believers should be actively serving God, fulfilling the purpose that God has for them. (Ephesians 2:10; John 15:5; Philippians 4:13)
- **Holy Spirit:** We believe in the present ministry of the Holy Spirit whose indwelling of all believers enables them to live godly lives. (John 16:7-8; I Corinthians 3:16)
- **Return of Jesus Christ and Judgment:** We believe in the personal imminent return of our Lord Jesus Christ for His own and in the resurrection of both the saved unto the resurrection of life, and the lost, unto the resurrection of the damnation, coming again personally and visibly to set up His kingdom and to judge. (Acts 1:11; I Thessalonians 4:16-17; Hebrews 9:28; II Thessalonians 1:7-10; Matthew 25:31-36)
- **Heaven and Hell:** We believe that heaven is the place of eternal blessedness for the saved and that hell is the place of eternal conscious punishment for the lost. (Revelation 20:11-21:8; John 5:28-29; Matthew 25:36) We believe that Satan is real and powerful, although a defeated enemy of Jesus Christ. (Job 6-12)
- **Obligation of Each Believer:** We believe that it is the obligation of the believer to witness by deed and word to those truths and to proclaim the Gospel to the entire world. (Acts 1:8; Matthew 28:16-20)

## E. Philosophy of Education

Full Armor Christian Academy is a private Christian educational institution not affiliated with any denomination. It is the belief of Full Armor that the very foundation upon which all learning should take place is Biblical truth. The founders of Full Armor and those to



whom it has been entrusted confess and affirm the central beliefs and truths of the Christian faith and seek to honor those truths in every aspect of school life.

At Full Armor, great emphasis is placed on the learning environment. An important part of the educational philosophy of Full Armor is that of individualized attention through student to teacher ratios. Qualified, caring teachers, small class size, and carefully selected curriculum reflect the philosophy that the most effective form of teaching is one that teaches students how to learn and encourages them to want to learn. Careful enrollment procedures, strong disciplinary policies, and uniform and/or dress code standards are all designed to eliminate distractions and negative peer pressure that can hinder the learning process.

The Full Armor philosophy also states that children learn best when they are challenged, when they can enjoy the learning process, and when they understand that as beings created in the image of God, they have inherent worth and value. Therefore, the teaching of morals, responsible behavior, and self-discipline cannot and should not be separated from the teaching of academics. The goal of Christian education is the complete integration of all learning with God's truth, and the understanding that the ultimate responsibility for the academic and spiritual education of a child lies with parents. The school should facilitate active cooperation between parents, teachers, and students

#### **F. Goals of Instruction**

We believe children learn best when they are challenged, when they can enjoy the learning process, and when they understand that as beings created in the image of God, they have inherent worth and value. We also believe that the teaching of morals, responsible behavior, and self-discipline cannot and should not be separated from the teaching of academics. The goal of Christian education is the complete integration of all learning with God's truth and the understanding that the ultimate responsibility for the academic and spiritual education of a child lies with parents. The school should facilitate active cooperation between parents, teachers, and students.

## **SECTION TWO – Admissions**

#### **A. Statement of Nondiscrimination**

Full Armor Christian Academy welcomes all area children, without regard to race, sex, color, or national origin. Students of all Christian denominations are welcome as long as they and their parents are willing to adhere to the policies and philosophy of the school. Full Armor does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship programs, athletic, and other school administered programs.

## B. Admissions Procedure

### 1. Standards of Admissions

Full Armor is a discipleship Christian school with the mission of building a Christian worldview in children that receive some form of Christian foundation in the home and church. Since man cannot see the heart, Full Armor has adopted a church recommendation policy as a means to gauge a family's commitment to Christian instruction. If a family has no desire to attend worship in a Christian church of their choice, there is an obvious contradiction between the philosophy of that family and the philosophy of Full Armor. It would therefore be unfair to admit a child into Full Armor and place them in a situation that knowingly brings conflict between the home and the school. This type of situation does not make for a healthy relationship where children can grow to their potential. The —Kingdom Education model of education is based on the church, home, and school working together in harmony and unity.

Attendance at Full Armor Christian Academy is a privilege and not a right. Students and parents forfeit this privilege if they do not conform to the standards of conduct and ideals set forth by the administration and board, and the school may insist on the withdrawal of a student any time that the student or parent, in the opinion of the school, does not conform to the spirit of the ministry.

Admission is based on the following factors:

- age of applicant
- previous academic and conduct/discipline records
- pre-enrollment —inventory test results
- available class space
- attendance at the church of your choice and involvement of the family in church activities
- completion of the student questionnaire (high school only)
- parents' desire for the child to be taught according to the curriculum and principles of Full Armor
- the child's desire to be a cooperative contributing member of the Full Armor student body

The last four factors are determined in part by a **pre-admission interview** with the student's parent(s) or guardian and the student. This mandatory interview is an important factor in determining the suitability of Full Armor for the applicant.

### 2. Specific Requirements for Admission

Applicants for K4 must be four years old on or before September 1 unless otherwise approved by the administration. Applicants for K4 must be four years old on or before

September first and applicants for kindergarten must be five years old on or before September 1 unless otherwise approved by the administration. Applicants for grades other than Kindergarten must be working on or above their age-appropriate grade level, according to achievement tests and previous year's report cards. The age of all applicants should be within one year of potential classmates for admission consideration.

Complete school history must be submitted including transcripts, achievement test results, conduct/discipline records, special education documentation, and all other entries in the student's permanent records. Immunization records must be provided in accordance with state law. An official copy of the student's birth certificate must be submitted.

### 3. Enrollment Process

- Call or visit the school office and obtain an Admission Packet.
- Complete all forms in the Admission Packet and submit to the school office at the earliest possible date. A completed package includes application, records release form or previous transcripts from other schools, immunization records, copy of birth certificate, copy of last report card received, parental cooperation agreement, and a non-refundable \$75.00 application and testing fee.
- After a completed packet has been submitted and all previous records have been obtained, the Admissions Committee will review the file. Upon their recommendation, the family will be contacted to arrange an appointment for admission testing and student/parent interviews.
- Based on all available information, a final recommendation regarding enrollment will be made by the Admissions Committee. In some cases, the committee may request additional specific information and/or require further testing at the parent's expense.
- All enrollment decisions are made by the Admissions Committee and are in the best interest of the candidate and the school.
- Upon a favorable recommendation from the Admissions Committee, Full Armor will mail a letter of acceptance and an enrollment contract. The contract must be completed and submitted along with a non-refundable \$100 deposit within 10 business days of acceptance in order to ensure that the student's place is reserved. (The \$100 deposit will be applied toward the first month's tuition). After 10 business days, the school cannot guarantee a reserved place, and the student will be moved to the end of the waiting list.

### 4. Probationary Admission

At the discretion of administration with appropriate input from faculty members, a new student will be placed on one semester probationary enrollment. This acceptance

is contingent upon the student's ability to function academically and socially in Full Armor's environment. Parents will be made aware of this arrangement, and Full Armor has the right to dismiss any student admitted under these conditions within the parameters of the original probationary agreement.

#### 5. Special Education

At this time, Full Armor Christian Academy does not maintain a special education staff and is not equipped to meet the needs of all children. Parents of students with learning difficulties, emotional issues, or physically disabled children are encouraged to counsel with administration before applying concerning Full Armor's suitability for their child's special needs.

### **C. Testing**

All prospective students will be required to take an entrance test to ensure that the student is appropriately equipped for the specific grade level in which he or she is enrolling. This test is administered by a faculty or staff member at the time of the parent/student interview. Full Armor also reserves the right to utilize standardized test scores that the applicant may have taken previously in place of admissions testing.

### **D. Immunizations**

State law requires that each child entering school must have immunizations against certain diseases or a notarized Official Immunization Exemption Form issued by the State of Texas. An Exemption Form or immunization record signed by the child's physician/health department is required before the child will be allowed to attend classes. All immunizations must be current before the student begins classes. If a student's immunizations become outdated during the school year, he or she may be suspended until documentation of required immunizations is received.

## **SECTION THREE – Academics**

Full Armor Christian Academy is committed to a high level of academic excellence and maximized character development. A successful education is a progressive journey which should be a unified effort by the student, parents, teachers, and administrator. During the educational journey, Full Armor uses grading and homework not as an end in itself but as a way to provide a challenge and a stimulus for learning.

### **A. Accreditation and Affiliations**

Full Armor Christian Academy's K4 through 12<sup>th</sup> grade program is fully accredited by the Association of Christian Schools International (ACSI), an organization recognized by the Texas Private School Accreditation Commission (TEPSAC). TEPSAC helps ensure quality in

private schools by monitoring and approving organizations that accredit the various non-public elementary and secondary educational institutions in the State of Texas.

Since 1986, the Texas Education Agency, through the Commissioner of Education, has recognized the accreditation responsibilities of TEPSAC and its affiliated non-public schools and associations.

Full Armor is also a member of the Texas Association of Independent Athletic Organizations (TAIAO). This high school level organization provides a format for competition in fine arts and athletics.

## **B. Curriculum and Textbooks**

The basic core curriculum at Full Armor consists of Language Arts (grammar, phonics, reading, writing, spelling, vocabulary, handwriting), science (physical and life), mathematics, history (including World history, American history, Biblical history, geography, etc.), and Bible. All grade levels receive instruction in each of these areas on a regular basis.

Full Armor's textbooks are provided to the students using tuition money. However, students are responsible for their texts and should damage or loss occur, students are accountable and responsible for buying replacements.

The purpose of Full Armor is academic training in an environment that openly reinforces the values of the Christian faith. Since Full Armor is not a school for denominational instruction, all religious training will focus on the core teachings of historic and Biblical Christianity. Since the school is non-denominational, every attempt will be made to ensure that no denominational creeds or traditions are taught or promoted above others. Teachers are instructed to be sensitive to each student's individual and family beliefs.

### **1. Basis for Selection of Curricula**

The following criteria is used in the selection of curriculum materials:

- Curriculum will meet or exceed the academic standards of the Association of Christian Schools International and the Texas Education Agency (TEA)
- Curriculum materials will be Bible-centered, where applicable, and will make use, wherever possible, of Biblical concepts, Scriptures, and Bible stories as practical applications in all subjects. This does not rule out the use of other materials and publications that are deemed appropriate for Christian education and are in keeping with the mission of the school.
- The school's curriculum plan will be reviewed, updated, and revised on a regular schedule to ensure that all programs are current and applicable and that the mission of the school is maintained.

## 2. Co-Curricular Subjects

Music, art, drama, library, Spanish, computer, and physical education are offered as enrichment to the regular academic curricula.

### a. Music

Students in K4 through 5th grades will participate in music class during the year. Some classes are devoted to preparing for annual programs and area festivals. Other classes develop the students' appreciation of various forms of music.

It is important that students participate in any performance for which they have prepared. Participating in a formal, public performance is part of the experience students need to have. Since a large portion of time is devoted to preparing for the concerts, the student's grade may be affected if he/she does not attend the performances. Students and parents need to be aware that their absence affects the overall performance of the group. Special circumstances may be excused by parental notification only.

### b. Computer

Students in-K through 5<sup>th</sup> grades will have computer, class, if offered, each week throughout the year. All students have access to computers in the computer lab. Many classrooms have student computers. Various computer skills will be gained by the student during the year. See the —Use of Technology section of this manual for more details and guidelines.

### c. Physical Education

A student's physical development is critically important to the overall growth and maturity of the student. All elementary and middle school students are required to participate in regular physical education classes while at Full Armor. All students in 6<sup>th</sup> through 12<sup>th</sup> grades must wear specific gym clothes, which are determined by the physical education teacher and are specified in the dress code.

High school students are required to earn one physical education credit during their high school years in order to graduate. This is earned through PE classes.

To be excused from physical education activities, a student must have a note from home. In order to be excused from PE activities for more than three days, a student must have a statement from a medical doctor specifying the need for such an excuse and the approximate length of the recuperation period.

Elementary students will not participate in regular recess/playground activities if not participating in PE classes. They will be allowed to sit quietly at both PE and recess activity times.

d. Library

Lower school library classes meet twice a week. It is a time when students are instructed on how to find books, how to take care of books, the Dewey Decimal System, literature genres and authors/illustrators. They are also given the opportunity to check out and return books.

e. Art

Students in K4 through 5<sup>th</sup> grade will have the opportunity to participate in art instruction either on a weekly or daily basis. This instruction will consist of basic principles of art, art appreciation, and hands-on activities in the arts.

In addition, high school students have the opportunity to take art for one full year. This art class fulfills the graduation requirement for fine art credit.

f. Spanish

High school students must earn two credits of Spanish during their high school years to qualify for graduation.

### C. Homework

Homework is an integral part of achieving academic excellence. Students are assigned homework in some form on most nights. The amount of time a student needs to complete homework assignments varies from grade to grade and child to child; however, teachers expect all work to be turned in completed and on time. Homework is collected and checked daily by the teachers. Students turning in homework after deadlines will be penalized. Parents are notified if a student repeatedly fails to turn in homework assignments or turns them in unfinished. Parents can access RenWeb in order to monitor their students' diligence in turning in homework.

Full Armor Christian Academy encourages parents to aid in the homework process by establishing a routine homework time and place, early in the evening and free from distractions.

Daily assignments, as well as memos from the teacher or office, are periodically sent home with the students in folders or notebooks. It is the responsibility of the parents to examine these folders on a daily basis in order to keep abreast of their child's schoolwork and performance. It is also the parent's responsibility to check RenWeb for related reminders and information regarding students.

#### **D. Make-Up Work**

Make-up work is required for all absences. For absences due to unforeseen events such as sickness, students will be given as many days to complete make-up work as they were absent. Teachers will determine the due date for all make-up work. Students that miss class due to family trips, etc. must turn in a Request for Student Absence form at least five days prior to the absence. This allows teachers to make plans and provide the necessary work for these students before they are absent. Students will still be given as many days to complete the work as they are absent. However, it is to the student's advantage to get the work beforehand so they will have more time to complete the assignments.

Late work turned in after the absence deadline will be subject to the late work policy. Long-term projects that have had a scheduled due date for a long length of time (2 weeks or more) such as book reports, research papers, etc. must be turned in on the assigned date even if the student is absent that day. Failure to do so will result in late penalties.

Students who miss class time to represent Full Armor in academic meets will receive more lenient guidelines regarding make-up work in most cases. This is a reward for representing Full Armor in a way that is over and above normal class attendance. However, long-term assignments are still expected to be turned in on time, even if the student is absent for academic reasons.

Leniency in homework responsibility does not apply to athletic participants. Student athletes should be sure to obtain all assignments before leaving for the athletic event and are subject to turning in assignments on the same schedule as students who were present in class.

Students in grades 11<sup>th</sup> and 12<sup>th</sup> are allowed two days per year to visit prospective college campuses for the purpose of gaining information regarding future attendance. Students should provide at least one week notice for these absences. Any tests that are missed during the visit(s) should be arranged for makeup BEFORE the absence. Class work and homework missed is excused, but students are responsible for knowing the information for future testing purposes.

#### **E. Use of Technology**

It is the intent of the administration and Board of Full Armor to supply computer services to the students through the use of classroom assigned chromebooks and if available computers and computer lab setups. The administration of Full Armor is also committed to make available the worldwide-web for educational purposes. While the Internet has brought about many educational advantages, it has also brought about many dangers.



The spirit of the following policy is one of protection for staff, faculty, students, and the physical resources that God has blessed Full Armor with over the years.

#### 1. Opportunities Available

Students have access to computers in both the classroom via chromebooks and if available, computer lab. These computers are equipped with software packages that facilitate learning and enhance communication. In addition, computers are equipped to obtain information from outside resources via the internet. This access is restricted by direct supervision and electronic filtering and monitoring software.

#### 2. General Usage Policies

- Users should always log in under their own name. Passwords should be kept strictly confidential. Users should lock their computer screen if away from the computer for a short time period, such as break or lunch, during the day. All computers should be logged off at the completion of the day or session.
- Users are expected to respect the privacy of others and never attempt to gain access to parts of the network that are restricted from their particular job description.
- No computers or related items shall be taken off the Full Armor campus without permission from administration.
- Proper usage precludes anyone from destroying or altering data, property, or any related technological items. This includes the intentional development or spread of computer viruses, worms, or the like.

#### 3. Google Classroom

Users of the Google Classroom will be assigned unique usernames and a general password. Upon initial log-in, users should change the password to a unique string. This password should be protected and kept confidential. In addition, the following guidelines shall be adhered to:

- Users of Google Classroom are responsible for all messages and information sent, just as if the message or information was communicated by hard copy.
- Language in messages should be professional in content. All users should assume that their messages will be read by third parties.

#### 4. Morality and Technology

Full Armor is first and foremost a school that upholds the standards and model of Jesus Christ. Technology opens up many potential problem areas. As a result, the following criteria will serve as reminders to all users of the Full Armor network.

- Usage of these resources must comply with the Christian standards of Full Armor as set forth in the policy handbooks. This prohibits, but is not limited to, receiving or sending of pornographic, violent, or obscene text, graphics, video, or audio materials. This also prohibits accessing these types of Internet sites.
- Usage of computer resources for illegal purposes or in support of illegal activities is strictly prohibited.
- Usage of technological resources for the purpose of gaining access to someone else's personal or professional information is strictly prohibited.
- Usage of the network to solicit or advertise any items not expressly sanctioned by Full Armor Christian Academy is prohibited.
- Users are strictly forbidden from using, storing, installing, or distributing copyrighted materials of any kind while using Full Armor computers. Plagiarism and software piracy are serious offenses that should not be named among Christians. According to Merriam-Webster.com **Plagiarism** is defined as the act of using another person's word's or ideas without giving credit to that person: the act of plagiarizing something.

#### 5. Software Piracy

According to Webopedia.com, software piracy is defined as the unauthorized copying of software. ([http://www.webopedia.com/TERM/S/software\\_piracy.html](http://www.webopedia.com/TERM/S/software_piracy.html) - accessed 7/26/09).

Software piracy or copying of software is prohibited and can refer to installing a program on more than one machine, burning CDs and/or DVDs, e-mailing files, as well as many other scenarios. Software piracy, even one copy, is a crime and will be treated as such by Full Armor. The following criteria will guide the school in its effort to prevent software piracy:

- All students will follow the guideline that no software will be installed without the express permission of the Technology Director.
- Students should never assume that just because someone else has a software program on the computer they are using that it is acceptable to load the same program on the computer they are using. The school must obtain the appropriate license to install software on multiple machines.
- Software piracy or copying of software may also bring about criminal or civil lawsuits by those affected. Full Armor will not take responsibility or defend any student that is found guilty of software piracy or copying of software while utilizing Full Armor's equipment or identities (such as school e-mail accounts).

## 6. Cyberbullying

According to merriam-webster.com cyberbullying is defined as the electronic posting of mean-spirited messages about a person (as a student) often done anonymously. (<http://www.merriam-webster.com/dictionary/cyberbullying> - accessed 03/30/15).

Cyberbullying is prohibited on the Full Armor campus. Users that participate in cyberbullying using Full Armor technological equipment or assigned e-mail accounts will be found in violation of this usage policy and will be punished accordingly. Cyberbullying may also bring about criminal or civil lawsuits by those affected. Full Armor will not take responsibility or defend any student that is found guilty of cyberbullying while utilizing Full Armor equipment or identities (such as school email accounts).

## 7. Personal Usage of Full Armor Technology

Personal usage refers to utilization of the hardware and possibly software components of the Full Armor network for non-school related reasons. Personal usage is guided by the following criteria:

- Personal usage will never pose any additional cost to Full Armor over and above the normal operating fees required to provide the service or software.
- Personal usage will never bog down the network and cause extra burden on hardware or reduce overall speed of network tasks.\*\*
- Personal usage will never affect a student's class performance.
- Personal usage will never violate the terms of use for any of the software, hardware, or networking components of the Full Armor system.

\*\*Playing music and or videos that are broadcasted over the internet takes up bandwidth and slows down the network and therefore is prohibited unless specifically required for teaching purposes or for class assignments. Furthermore, downloading music and pictures not specifically required for school assignments is also prohibited due to space limitations on the school's file server. If these files are required for an assignment, then they should be deleted upon completion of the assignment to help conserve space on the server.

## 8. Proper Netiquette

Netiquette refers to the use of proper etiquette when working on-line. The following should be used as general —rules of thumb:

- Remember your Christian testimony and never compromise it by going to ungodly sites or participating in ungodly communications.

- Use the same words, —tone, and phrasing as you would if dealing with someone in person.
- Know where you are in cyberspace and act according to the standards of the website host (or above those standards!).
- Respect the intellectual property of other users and information providers.
- Assume everything you type or every place you go in cyberspace will be known by others.

#### 9. Safety Protocols

The following items are general procedures to follow to help ensure safety when working on-line:

- Never give your last name, address, telephone number, photos, or any other personal information that can be used to track or locate.
- Never make appointments to meet people from the Internet in person.
- The Technology Director or Administrator shall be notified immediately of any inappropriate messages that are sent to either staff or students.

#### 10. Filtering

All computers on the Full Armor network are filtered. However, all users should be aware that filters are not foolproof. Objectionable material can still pass through the system, so all users must remain diligent in their efforts to stay above reproach. In the event that objectionable material is seen, please notify the Technology Director or the Administrator immediately.

In addition, any attempts to bypass the filtering system in any way will be treated as a violation of the usage policy and dealt with accordingly.

#### 11. Monitoring

All users should be aware that Full Armor monitors and tracks email transmissions. In addition, website traffic is also logged for each individual user. In the event there is reasonable suspicion of a violation of the principles and policies of Full Armor or the laws of the State of Texas or the United States, Full Armor will conduct more extensive searches and cooperate fully with local, state, and/or federal authorities as needed.

#### 12. Disciplinary Action

Usage of these resources is a privilege, not a right, and permission to use may be revoked at any time. Violation of any of the above will result in disciplinary action according to the school discipline policy (see Appendix).

## F. Grading

Full Armor uses grading as an evaluative tool as well as a way to provide a challenge and a stimulus for learning. The grading scale, shown below, serves as an objective indicator of the student's performance.

90 – 100	A – Superior
80 – 89	B – Above-Average
70 – 79	C – Average
Below 70	F – Failing

## G. Graduation Requirements

Department	Credits
English	4
Social Sciences	4
Mathematics	4
Science	4
Bible*	4
Foreign Language	2
Fine Arts	1
Speech	½
P.E./Athletics	1
Electives	5½
<b>TOTAL</b>	<b>30</b>

\* One Bible credit must be earned for each year of attendance at Full Armor. Transfer students may receive fewer Bible credits than others.

## H. Class Rankings

The student in the senior class with the highest numeric average of 3.8 or higher at the end of the 3<sup>rd</sup> nine weeks of the senior year, (minimum GPA requirement 3.8 for Valedictorian), will be named Valedictorian. The student in the senior class with the second highest numeric average of 3.6 or higher) at the end of the 3<sup>rd</sup> nine weeks of the senior year, (minimum GPA 3.6 for Salutatorian), will be named Salutatorian. There will be no Valedictorian and/or Salutatorian for a graduating class if students do not have a GPA that meets the minimum requirements. To be eligible for Valedictorian or Salutatorian, the student must be enrolled at Full Armor for at least four full years of high school, including the senior year and have a grade average of 90 or higher. If a high school student takes a homeschool course in lieu of a FACA offered course on the same

subject, then the student relinquishes the designation to be considered for valedictorian/salutatorian. According to TEPSAC guidelines, the valedictorian from an accredited private school receives the monetary stipend given by the state to those attending public schools.

In addition to the Valedictorian and Salutatorian, a Junior Representative will be named. The student in the junior class with the highest numeric average at the end of the 3<sup>rd</sup> nine weeks of the junior year will be named Junior Representative. To be eligible for Junior Representative, the student must be enrolled at Full Armor for at least two years of high school, including the junior year. In addition, the second highest ranking junior will be notified at the end of the junior year. This notification is for the purpose of college application and admissions. The naming of the Junior Representative and/or the second ranking junior in no way insures that particular student being named as the Valedictorian and/or the Salutatorian.

All numeric averages are calculated from the official high school transcript. GPA calculations are un-weighted with the exception of AP courses. AP courses will be weighted by adding 5 points to the final grade. This transcript breaks down student grades by semester. Physical education credits beyond the 1 credit required for graduation will not be included in the calculation.

The following statement will be attached to all transcripts:

—As a college preparatory school, Full Armor Christian Academy uses a selective admissions process and offers students a rigorous curriculum. Because of the selective admissions process, Full Armor's student population is atypical; thus, ranking by grade point average would not accurately reflect the student's accomplishments and capabilities. Therefore, Full Armor does not rank students beyond determination of the class valedictorian and salutatorian.

### **I. Honor Rolls**

At the end of the school year, students who have maintained the following averages for the year will be recognized on the honor roll. Only subjects receiving numerical grades will be used in determining the academic honor rolls. Honor roll certificates will be mailed home with the final report card. The standards for the levels of honor are as follows:

All 95's or above	Distinguished Honor Roll
All 90's or above	—A Honor Roll
All 80's or above (with at least one A)	—A/B Honor Roll

### **J. Standardized Evaluation**

A recognized, standardized achievement test is given annually. Testing is intended to primarily provide an accurate assessment of the school's program of instruction. In addition, standardized testing provides a way to monitor a student's academic growth.

## **K. Promotion**

In K4 through 6<sup>th</sup> grades, the decision to promote or retain a child at the end of the school year is based on the child's ability to function adequately at the current grade level. Aspects that are considered include academic progress (especially in reading, language, and mathematics), presence of any learning disabilities, and on occasion, social immaturity. Students that have failing annual averages in math and/or language arts will be retained in most cases.

Generally, the teacher is able to evaluate a child's performance by the end of the first semester. All efforts will be made to inform the parents of possible retention no later than the middle of the second semester. If a student must be retained, a meeting of the parents, teacher, and administration will be held on the matter.

On occasion in lower school grades, a student may be promoted on a probationary condition. This process will include evaluation of the student at the higher grade level the first weeks of school. If a student does not meet predetermined criteria, he or she will be demoted to the previous grade for the remainder of the school year. If the student meets or exceeds the predetermined criteria, he or she may continue at that grade level for the remainder of the school year.

In 7<sup>th</sup> and 8<sup>th</sup> grades, promotion is based on two factors, academic ability and attendance. In the academic area, students that fail more than one major subject (Bible, Math, Science, History, or English) will be retained. Over 8 unexcused absences per semester will also jeopardize promotion. Excused absences include death of a family member, illness, and medical treatment. Excused absences for illness or medical treatment must be accompanied by a doctor's note. Leaving early or arriving at school excessively late can result in an absence.

Students in 9<sup>th</sup> through 12<sup>th</sup> grades typically repeat each course they fail rather than repeating the entire grade. Students will be required to retake courses in which they receive either three F's during the year or have an overall average under 70 at year's end. Over 8 unexcused absences per semester will also jeopardize promotion. Excused absences include death of a family member, illness, and medical treatment. Excused absences for illness or medical treatment must be accompanied by a doctor's note. Leaving early or arriving at school excessively late can result in an absence.

## **L. Recordkeeping and Right of Access to Records**

Full Armor maintains a permanent file on all Full Armor students. Enrollment forms, entrance testing, immunization records, grades, standardized test scores, and disciplinary reports are included in the file. Transfer of records to another school is provided by mail or fax directly to the receiving school only. Individual teachers and the front office may

also have additional folders for each student that include work samples, correspondence with parents, and disciplinary reports such as tallies and demerits which may not be part of the permanent school record, and/or transferred.

The RenWeb system is an internet-based program that allows parents to review their students' records from any computer with internet access. Parents are encouraged to keep a gauge on the progress of their student using this technology.

Individuals have access to student records based on the following criteria:

1. Parents and/or Legal Guardians

These individuals may view student records in the presence of office staff during normal hours of operation or by appointment. In addition to the parents, the student's teachers, the office staff, and the administration have access to the permanent academic records on an as-needed basis.

2. Other individuals that may request to see records must follow the following procedures:

a. Students

A middle school student may view records in the presence of the records secretary or administrative staff member during normal office hours or by appointment.

b. Other Persons

Without a subpoena, no other person may review the records of a student without written permission being granted by the legal guardian or student (if 18 or older). This written permission must include a signature, the name of the person or persons allowed to review the file, and the reason for the review.

## **SECTION FOUR – Activities**

### **A. School Calendar**

An official school calendar is published annually and is sent home to the parents before the beginning of the next school year. This calendar has a listing of the major events at Full Armor as well as holidays and early dismissal days. Official calendars can be obtained from the front office. In addition, the school calendar is available online at the FACA website and on RenWeb.



## **B. Parties**

Classes may participate in the following parties throughout the year: Fall party, Thanksgiving feast, Christmas Party, Valentine's Day Party, Easter Party, and an end-of-the-year party. No Halloween references will be made at the Fall Party. Christmas parties will focus on Christ's birth. Room mothers, under the direction of the teacher, coordinate these parties. Parents need to share plans with the teacher well in advance. Individual birthday celebrations for students should be cleared through the teacher first.

Students should refrain from distributing invitations to private parties at school unless the entire class is invited to attend. If a student desires to not invite the entire class, invitations may not be passed out at school.

## **C. Annual Events**

### **1. Parent Orientation**

Held at the beginning of the school year, this orientation, also called —Back to School Night, is designed to give parents an understanding of the day-to-day procedures that will affect them and their children. It also allows students to drop off their supplies and meet their teacher before the first day of school. In addition, important paperwork will be given to parents and students for their completion. Organizations such as the Parent Teacher Fellowship (PTF) will be available to give an overview of their function and goals for the year. The Board of Trustees may also make presentations as deemed necessary and beneficial.

### **2. Parent Nights**

Parent Nights are an educational opportunity for parents to explore a variety of issues facing today's family. These are scheduled by administration when possible. Dates will be announced and advertised. Please remember that at least one parent is expected to be in attendance at Parent Night.

### **3. Founders' Day**

Held annually in the fall, Founders' Day is a special event of celebration and thanksgiving where we honor God and recognize those individuals He has used in the founding and continuing growth of the school. This event is designed to recognize the schools past, the present, and looks forward to the future.

### **4. Class Act Program**

The annual Full Armor class act program, held in the fall, is a time for students' talents and abilities to be recognized and encouraged as a gift from God. Each class performs as a whole. Biblical themes, Bible stories, and patriotism are the alternation focuses of this program.

5. Christmas Program  
The Christmas program is a celebration of the birth of our Lord and Savior, Jesus Christ. This program may include songs, plays, or drama performed by Full Armor Students.
6. Spring Show/ Night of the Arts  
The Spring Show and/or Night of the Arts are programs that may include students participating in songs, plays, or drama and other theater related activities as well as a time to display each student's art projects that they have created throughout the school year.
7. Spring Auction and Gala  
The annual Spring Auction and Gala is the school's largest fundraising and social event. It includes a silent and live auction of various items, dinner and entertainment. The auction and gala is organized by a volunteer auction committee which is assisted by many parent volunteers. Everyone is encouraged to participate in some way.
8. Theme Day  
Each year, Full Armor has a theme that can be incorporated by the teacher year round. There is a Theme Day in the spring semester with the date posted on the school calendar. Participating classes are responsible for presenting information about an assigned topic relating to the annual theme on Theme Day. School themes are rotated on a year to year basis and include:
  - Space
  - Around the World
  - United States
  - Texas
  - Rusk County
9. Relay Day  
Each year the Full Armor family comes together for Relay Day. The event is usually accompanied by a cook out and time of fellowship.
10. Grandparents' Day  
This is a special day of celebration and thanksgiving in recognition of all FACA grandparents. A special program is planned for elementary. Students who do not have grandparents are encouraged to bring a special friend of family member as a substitute grandparent. Grandparents' Day is scheduled on the school calendar.

11. Honors Assembly  
The annual Honors Assembly takes place the last day of school in the spring. Every student is individually recognized for a unique character trait that is evident in the life of the student.

#### **D. Co-Curricular Activities**

In order for a student to participate in co-curricular activities, he or she must be in attendance for school on that day unless prior approval is obtained from administration.

##### **Student Eligibility**

Full Armor is an academic institution with high expectations. Therefore, it is of the utmost importance that athletes commit a maximum amount of time and effort to their academic studies. If an athlete cannot maintain both grades and athletic participation, changes must be made to allow for more focus on studies. It is in that spirit that the eligibility policy was created.

Progress reports and RenWeb grades will be considered for re-evaluation of ineligible athletes only.

Initial ineligibility at the quarterly progress note will follow these criteria:

1. An athlete with a grade of less than 70 on a progress note is ineligible until he/she has all passing grades.
2. Ineligibility begins on the school day following the issuance of the official progress report or report card.

Initial ineligibility at the quarterly report card will follow these criteria:

1. An athlete with a grade of less than 70 on a report card is ineligible.
2. Ineligibility begins on the school day following the issuance of the official report card.
3. Ineligibility is for a period of two weeks.

\*\*See current Athletic Manual for reinstatement and extent of participation guidelines.

1. Athletics  
Middle school students (grades 6<sup>th</sup> – 8<sup>th</sup>) compete in the Christian School Athletic Conference which includes teams from the surrounding areas. High School students participate in Texas Association of Independent Athletic Organizations (TAIAO) competitions. Girls may participate in volleyball and basketball. Boys may participate in football and basketball. Depending on enrollment numbers and interest levels, tryouts may be required for participation.

## 2. Field Trips

### a. Value

Full Armor recognizes the value of travel in the learning experience. Therefore, every class is encouraged to take at least two field trips during the school year. One of these trips will be for general education. The other will be in the area of fine arts.

Parents will be informed in advance when their child is traveling off campus. A Parent Cooperation Agreement is submitted by parents at the beginning of the year to give authorization to the school to take their child on field trips throughout the year (see Appendix). All trips will be properly supervised and all measures taken to ensure the safety of the students. Parents will be called upon to supervise and chaperone field trips throughout the year.

Field trips are a privilege that must be earned by the student, not an automatic right. Students who do not satisfy academic and behavioral requirements established by their respective teacher(s) will not be allowed to participate. Students ineligible or unable to attend field trip events are still expected to be in attendance at school. Related studies and work will be assigned and expected to be completed on those days.

### b. Dress code

Dress code for field trips is a uniform, collared polo shirt. An exception to this is for sporting-type events. Full Armor t-shirts may be worn in these instances.

### c. Electronic Devices

No electronic devices, including cell phones, will be allowed on field trips unless special approval is granted by administration. Parents may call the Full Armor office to get messages to their children.

## 3. Cheerleading

Depending on interest levels, girls in middle school may have the opportunity to participate in cheerleading. Interested girls should meet the following criteria:

- must be in grades 6<sup>th</sup> through 12<sup>th</sup> during the school year
- must have parental permission to participate
- must maintain academic eligibility throughout the school year

Cheerleaders will be held to different standards than their classmates because they are in a role of leadership. They will be required to cheer at basketball

games, volleyball games, and anything requiring school spirit. Christ-like sportsmanship and attitudes will be expected among these students.

Safety is a primary concern in cheerleading. Therefore, cheerleaders may be required to attend camp for the purpose of receiving instruction in the proper techniques required for completing cheers and stunts. Cheerleaders will incur additional expenses for these camps.

#### 4. Yell Squad

During certain years when there is enough interest to warrant its formation, a Yell Squad will be formed of interested boys and girls that are in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades. The purpose of the Yell Squad is to boost school spirit, promote good sportsmanship, develop positive crowd involvement, provide encouraging team support, and create a cooperative spirit within the student body and fan base. Yell Squad members will do the following:

- wear their spirit shirts to games
- sit in a designated area and join in the cheers. (If a student needs to sit with a parent, it is acceptable; they can cheer from there.)
- perform a chant/cheer during half-time or at pep rallies
- uphold the same guidelines and standards that apply to cheerleaders

## **SECTION FIVE – Conduct and Discipline**

### **A. Spiritual and Moral Qualities**

A student at Full Armor Christian Academy needs to have a desire to grow academically, spiritually, and morally during their tenure at the school. Students need to commit themselves as best they can to grow in obedience to Christ and the knowledge of His Will. In addition, students are always required to show respect to teachers, administrators, and all visitors through obedience and actions. Other students should be treated with kindness and respect. Students should work hard to build bonds of friendship with fellow students and avoid physical or verbal arguments. Principles of honesty should always be adhered to, and an attitude of cooperation and eagerness to learn and participate should characterize every student.

The mission and objectives of Full Armor can best be achieved in an environment that promotes cooperation and Christian conduct. Students are expected to behave in an appropriate manner and strive to be a Christian example to other students and to the community.

The teacher is primarily responsible for student control within the classroom. The classroom environment should be characterized by order and courteous behavior.

Student control in the classroom is largely a result of firm, consistent enforcement of rules and purposeful academic activity. Continual teaching and reinforcement of courteous and considerate student behavior will provide a learning/teaching environment that will be a credit to our Lord and Savior Jesus Christ. Due to the very nature of the Christian school philosophy and the high calling of the Christian school teacher all classroom control procedures and disciplinary action should be given careful consideration in light of Biblical principles of child training. Remembering that parents are ultimately responsible for the conduct of their children will force the school staff to involve the home in a primary and substantial way. The teacher should support the parents in disciplinary matters and never usurp their authority or responsibility.

Students are expected to maintain high Biblical Standards off campus as well. As a student of Full Armor, each is not only an Ambassador of Christ, but a representative of Full Armor to the community. For this reason, Full Armor reserves the right to work with parents to take disciplinary action when off-campus activities violate these standards.

## **B. Uniform, Dress, and Hair Codes**

The dress code at Full Armor is consistent with the philosophy that one should honor Christ in every aspect of life. At Full Armor, we believe that a student's attitude can be greatly affected by his/her appearance and that of other students in the class. The uniform code is designed to avoid the spirit of materialism and celebrate the inner individuality of each child.

### **1. General guidelines**

- All clothing worn to school will be selected from the school's prescribed wardrobe.
- Hair should be neat, clean, and properly groomed in a conventional style. A boy's hair should not be longer than the top of the collar and the middle of the ear, and should not cover the eyes. A girl's hair should not cover the eyes at school, i.e. should be pulled back with clips, bows, etc. Unusual or extreme hairstyles (including coloring that is not natural hair colors, multiple level shaving) which are clearly designed to call attention to one's self are not permitted for boys or girls. Boys should be clean shaven.
- Jewelry that is modest and not distracting may be worn to school. Jewelry that is out of character with school clothing, which calls undue attention to the wearer, or is inappropriately worn, will not be permitted. Boys will not be permitted to wear earrings to school including stud earrings. Girls are permitted to wear earrings in the lower lobe only with a maximum of two. No gages are allowed for boys or girls.
- The administrator will have authority to determine whether or not a student is in compliance with the dress code.

## 2. Prescribed Wardrobe

The school uniform code is designed to provide modesty, neatness, variety, functionality and good value. Selections have been made that allow choices for the student, while maintaining school spirit and unity. Full Armor students may choose from a number of options in their daily school uniforms. It is the parent's responsibility to be familiar with the dress code and see to it that their children are in compliance each day. If you choose to purchase uniforms at a store other than our approved vendors, it is your responsibility to make sure it matches the real uniform in color, style, and fabric. All uniform items should be maintained in clean and presentable condition without tears, excessive stains or obvious disrepair.

The dress code for high school (9<sup>th</sup> grade and above) is different from the elementary and middle school.

## 3. Uniform and Dress Code Violations

Teachers will note violations of dress code and will provide counsel and warnings as necessary for students and/or parents. Violations will result in a tally or demerit being issued. Major violations may result in a student remaining in the office until a parent brings a change of clothing or takes the student home to correct the situation.

In the upper school, uniform or dress code violations will be handled according to the specifications of the demerit system.

## 4. Letter Jackets

All students who complete one full year of successful studies at Full Armor high school (grades 9 – 12) can purchase a letter jacket through FACA's approved vendor. The cost for the jacket is the full responsibility of the student.

Students may put first and/or last names on the back of the jackets, but no nicknames. Students may only wear their own jackets during school. Patches that are approved by Full Armor may be put on the sleeves of the jacket. (A list of preapproved patches is found below.)

### Pre-approved patches:

Graduation year patch

Any patch earned through TAI AO participation (academic, fine arts, athletic)

Sanctioned organizations of Full Armor such as student council, FFA, etc.

Jersey or uniform number for a particular sport