Full Armor Christian Academy

REVISED FY 2026

"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-discrimatory 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.

REVISED JULY 2026

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.

REVISED JULY 2026

Full Armor Christian Academy

Mailing Address
P.O. Box 2035
Henderson, TX 75653

Physical Address
2324 FM 3135 E
Henderson, Texas 75652

Phone (903) 655-8489
Fax (903) 657-8267

Website www.fullarmor.org

Email faca@full-armor.org

Venmo @FullArmor-ChristianAcademy

Facebook
Full Armor Christian Academy
Full Armor Christian Academy Parents

REVISED JULY 2026

Contents

Parent-School Agreement 3
SECTION ONE – Introduction 8
A. History of School 8
B. Mission Statement 8
C. Vision Statement 8
D. Statement of Faith 8
E. Philosophy of Education 9
F. Goals of Instruction 10
SECTION TWO – Admissions 10
A. Statement of Nondiscrimination 10
B. Admissions Procedure 11
C. Testing 13
D. Immunizations 13
SECTION THREE – Academics 13
A. Accreditation and Affiliations 13
B. Curriculum and Textbooks 14
C. Homework 16
D. Make-Up Work 17
E. Use of Technology 17
F. Grading 23
G. Graduation Requirements 23
H. Class Rankings 24
I. Honor Rolls 25
J. Standardized Evaluation 25
K. Promotion 25
L. Recordkeeping and Right of Access to Records 26
SECTION FOUR – Activities 27
A. School Calendar 27
B. Parties 27
C. Annual Events 27
D. Co-Curricular Activities 29
SECTION FIVE – Conduct and Discipline 32
A. Spiritual and Moral Qualities 32
B. Uniform, Dress, and Hair Codes 32

REVISED JULY 2026

C. School Rules 34
D. Facility Rules 35
E. Unacceptable Behavior 35
D. Corrective Actions/Consequences 43
E. Elementary Discipline Plan (K4 through 3rd Grades) 43
F. Discipline Plan (4th through 12th Grades) 45
SECTION SIX – Financial Items 51
A. Financial Standing 51
B. Tuition 52
C. Fees 52
D. Withdrawal and Expulsion Fees 53
E. Financial Assistance 54
F. Continuous Enrollment Agreement 55
SECTION SEVEN – General Policies & Information 56
A. Hours 56
B. Attendance 58
C. Parent/Guardian Involvement 59
D. Grievance Policy 62
E. Use of Telephone 62
F. Health Policy 63
G. Visitors 65
H. Restrictions On Sex Offenders on Campus 65
I. School Mascot 67
J. Emergency Drills 67
K. School Cancellation Days 68
L. School Colors 68
Appendix 69
The Matthew 18 Principle for Solving School Problems 69
Policy on Use of Private Cars for Transporting Students: 71
Pickup/Dropoff Procedures 72
Gymnasium Use Policy 73
Contract Agreement for Gym Use 76
Full Armor Christian Academy Dress Code 78
Homebound Policy 83

REVISED JULY 2026

Homeschool | Credit Recovery Policy 91

REVISED JULY 2026

SECTION ONE – Introduction

A. History of School

Full Armor Christian Academy is a K4 through 12th 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:

REVISED JULY 2026

- **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

REVISED JULY 2026

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, financial aid programs, athletic, and other school administered programs.

REVISED JULY 2025

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 a 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

REVISED JULY 2026

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.

REVISED JULY 2026

4. Probationary Admission

All new students are put on academic and behavioral probation for one semester upon enrollment. The committee may extend either or both based upon grades and or conduct. 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 12th grade program is fully accredited by the Association of Christian Schools International (ACSI), an organization recognized by the

REVISED JULY 2026

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.

REVISED JULY 2026

- 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, and physical education may be 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. 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 6th through 12th 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.

REVISED JULY 2026

c. Library

Elementary students 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.

d. Art

Students in K4 through 5th grade will have the opportunity to participate in art instruction 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 to fulfill the graduation requirement for fine art credit.

e. 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. A tally or demerit(s) will be issued if this is a pattern of behavior. 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.

REVISED JULY 2026

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. may 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. If work is requested, it is due upon the students' return. Students are allowed to get their make-up work upon their return. They will have as many days as they are absent to complete their work. Teachers may use their discretion on a case by case basis.

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 11th and 12th 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.

REVISED JULY 2020

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,

REVISED JULY 2026

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 words or ideas without giving credit to that person: the act of plagiarizing something.

5. Artificial Intelligence (AI) POLICY

AI is intended to assist learning—not replace the student's own work, effort, or responsibility. Because Full Armor Christian Academy is committed to academic excellence and biblical integrity, all students are expected to use AI in a manner that reflects honesty, responsibility, and Christian character.

a. Acceptable Use

Students may use AI tools only when permitted by the teacher. Approved uses may include:

- Brainstorming ideas.
- Receiving explanations of concepts.
- Practicing skills or reviewing material.
- Improving grammar, spelling, or organization of original work.
- Creating study guides or practice questions.
- Assisting with research while verifying the accuracy of information.

b. Prohibited Use

Students may not use AI to:

- Using AI to complete an assignment intended to demonstrate their own knowledge or ability.
- Submit AI-generated work as their own.
- Cheat on quizzes, tests, exams, or other assessments.
- Generate false information, citations, or sources.
- Plagiarize another person's work.
- Circumvent teacher instructions regarding AI use.

REVISED JULY 2026

- Create or distribute inappropriate, offensive, threatening, or dishonest content.
- Enter confidential or personal information about themselves, other students, staff, or the school into any AI platform.

c. Academic Integrity

All work submitted by a student must accurately represent the student's own learning unless otherwise directed by the teacher. When AI use is permitted, students must follow the teacher's instructions regarding acknowledgment or citation of AI assistance.

Using AI in violation of this policy will be considered academic dishonesty and may result in disciplinary action, including but not limited to:

- A reduced or failing grade on the assignment.
- Requirement to complete the assignment again without AI assistance.
- Parent notification.
- Additional disciplinary action as outlined in the Student Handbook.

d. Teacher Authority

Teachers may determine whether AI is permitted, restricted, or prohibited for any assignment, project, assessment, or classroom activity. Students are expected to follow the teacher's directions at all times.

e. Student Responsibility

Students are expected to exercise sound judgment when using AI and remember that technology is a tool to enhance learning, not replace the abilities and gifts God has given them. Students remain fully responsible for all work submitted in their name, including verifying the accuracy and originality of any content created with AI assistance.

Failure to comply with this policy will result in the loss of AI privileges, academic consequences, and disciplinary action as determined by the school administration.

Full Armor Christian Academy reserves the right to modify this policy as technology evolves and as needed to protect the integrity of the educational program.

6. 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 - accessed 7/26/09).

REVISED JULY 2025

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).

7. Cyberbullying

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 is the use of digital devices-such as cell phones, computers, tablets, etc. to repeatedly and or intentionally harass, threaten, humiliate, or target another person. It can occur on social media, messaging apps, gaming platforms and forums, often leaving a permanent digital trail. 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). Any outside cyberbullying that occurs off campus but affects the school day and interferes with educational opportunities will be dealt with the same as on campus cyberbullying.

8. 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.

REVISED JULY 2026

- 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.

9. 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.

10. 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.

11. 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

REVISED JULY 2026

the event that objectionable material is seen, please notify your teacher 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.

12. 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.

13. 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

REVISED JULY 2026

P.E./Athletics	1
Electives	5½
TOTAL	**30**

* 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 3rd 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 3rd 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 3rd 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.

REVISED JULY 2026

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 6th 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.

REVISED JULY 2026

In 7th and 8th 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 9th through 12th 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 email, 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:

REVISED JULY 2026

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

REVISED JULY 2025

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. 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.

3. 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.

4. 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.

5. 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.

6. Theme Day

Each year, Full Armor Elementary Students have 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

7. Relay Day

REVISED JULY 2025

Each year the Full Armor family comes together for Relay Day.

8. 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.

9. 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.

REVISED JULY 2026

<u>Initial ineligibility at the quarterly progress note will follow these criteria:</u>

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

<u>Initial ineligibility at the quarterly report card will follow these criteria</u>:

- An athlete with a grade of less than 70 on a report card is ineligible.
- Ineligibility begins on the school day following the issuance of the official report card.
- 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 6th – 8th) compete in the Christian School Athletic Conference which includes teams from the surrounding areas. High School students may participate in Texas Association of Independent Athletic Organizations (TAIAO) competitions. Girls may participate in volleyball, basketball, track and field, and archery.. Boys may participate in football and basketball. High School students may participate in golf. 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 or spirit attire. Teachers and administrators will make decisions on field trip attire.

REVISED JULY 2026

c. Electronic Devices

No electronic devices, including cell phones, and watches 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 and high school may have the opportunity to participate in cheerleading. Interested girls should meet the following criteria:

- must be in grades 6th through 12th 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 3rd, 4th and 5th 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

REVISED JULY 2026

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

REVISED JULY 2020

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 (9th 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.

REVISED JULY 2020

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 TAIAO participation (academic, fine arts, athletic)
Sanctioned organizations of Full Armor such as student council, FFA, etc.
Jersey or uniform number for a particular sport

C. School Rules

The following are Full Armor Christian Academy's rules for student behavior. Elementary students use the bolded words, and middle/high school students strive for the characteristics in parentheses. Below each rule are a brief explanation and a verse which inspires it.

Respect for Others (Respectfulness)
Be kind to everyone. In Matthew 22:39, Jesus says, —Love your neighbor as yourself.

Instant Obedience (Submission)
Obey directions the first time. Isaiah 1:19 states, —If you are willing and obedient, you will eat the best from the land.

Listening and Learning Position (Self-control)
Pay attention with all of your body parts. In Colossians 3:23, Paul writes, —Whatever you do, work at it with all your heart, as working for the Lord, not for men.

Diligence to Duty (Responsibility)
Take care of your business. As Paul says in Colossians 3:17, —And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

REVISED JULY 2026

D. Facility Rules

In addition to conduct, certain guidelines must be followed in order to preserve the facilities of the campus.

1. Gum, Food, and Drinks

Students should not chew gum in the buildings or bring food or drinks into the classrooms, library, labs, or offices. Students should keep all food or drinks in the lunch room; open containers of foods or drinks are not allowed in the cubbies. Students may only put water in their water bottles throughout the day. They may consume other drinks in the lunchroom or at lunch. NO ENERGY DRINKS are allowed on campus for students.

2. Playground Rules

The following rules apply during all recess activities:

- Students will play outside in designated playground areas only. Students must obtain permission from the teacher to leave the play area to retrieve a ball or other equipment.

- While on the playground, during free or structured play, students are expected to be courteous in word and action. No stone-, dirt- or snowball-throwing will be permitted. Students should use playground equipment as it is intended to be used. Students who bring authorized play equipment to school should label the equipment clearly.

- Any accidents which occur during play should be reported to the teacher immediately.

- 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.

- At no time are students of any age permitted to play outside unsupervised. This is a matter of student safety as well as a liability issue for the school.

- Students that do not complete homework or classwork may be required to finish it during recess.

E. Unacceptable Behavior

5. Possession

Any student found to be in possession of alcohol, tobacco, illegal drugs (prescription or otherwise), or any other substance considered to be detrimental to student health

REVISED JULY 2026

and safety will be suspended and may not resume classes until the administrator has conferred with parents and reached a satisfactory resolution as to the possession. This resolution process may include input and/or action from the Full Armor Board of Trustees. (Note: This particular policy section refers to possession instances only. Usage and other matters involving drugs, alcohol, tobacco, and the like are covered in the official policy manual of the Full Armor Board of Trustees). If the situation cannot be resolved to the administrator's satisfaction, the student will be expelled.

6. Substance Abuse/Random Drug Testing

Student use of alcohol or other illegal drugs is incompatible with the purposes and objectives of the school, and it is detrimental to the health and well-being of the individual. Substance abuse will result in lengthy suspension or expulsion. If the student is allowed to remain at FACA the school reserves the right to require both random drug testing and appropriate biblically based counseling by a professional affiliated with or recommended by the school. The school's discipline procedure may include legal action. Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, such disclosure does not guarantee mitigation of disciplinary procedures. (Voluntary disclosure does not mean coming forward after the administration, faculty, or student government has knowledge of an incident.) The school reserves the right to question students about suspected drug/alcohol involvement. The administration retains the right to request a parent's or guardian's approval for an immediate urinalysis and/or breath test at the parent's or guardian's expense if a student is reasonably suspected of drug or alcohol abuse.

7. Anti-Bullying Policy

a. Biblical illustration of relationships:

- My command is this: Love each other as I have loved you. John 15:12
- He will reply, Truly I tell you, whatever you did not do for one of the least of these, you did not do for me.' Matthew 25:45
- It is a sin to despise one's neighbor, but blessed is the one who is kind to the needy. Proverbs 14:21

To instill biblical values and create a more loving environment, our school has adopted this policy. Full Armor Christian Academy asserts that while bullying may occur, it is never acceptable. We have zero tolerance for such conduct and violations consistent with this policy will result in appropriate disciplinary action. We seek to implement a clear framework for dealing with bullying incidents in

REVISED JULY 2026

order to protect our students and help the bully to learn how to relate in a way that is in line with biblical standards.

b. Definition:
Hurtful behavior by a student's actions or lack of actions that goes against God's will to love others as He loves us. Bullying is a sin that hurts out loving and righteous Father God.

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, —Bullying in Schools-The Hidden Curriculum (2003).

The following actions in an ongoing form may be forms of bullying and are included in all references to —bullying herein:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through social media, text messages, or other electronic means, either on or off campus

c. Policy Statement:
From time to time in a community such as a school, conflict and offense can occur. As part of living in a sinful world, bullying can result when we don't always relate to others as we should or when people try to exert power and influence over others. Full Armor Christian Academy realizes that while bullying may occur, it is never acceptable and seeks to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

Our policy is based on the principle that bullying is —not OK at FACA. Full Armor Christian Academy will not tolerate any mean-spirited, unlawful or disruptive

REVISED JULY 2026

behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

FACA recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

d. Procedures:

• A Bullying/Cyber-Bullying Reporting Form will be available. Full Armor Christian Academy will include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents and will post a copy of the Incident Reporting Form on the school's website, in the school's main office and other locations determined to be appropriate by the administration.

• Bullying activity may be reported to any teacher at any time.

• Investigations into bullying allegations must be undertaken in a timely manner after the reporting of a bullying incident and should be carried out in such a way as to minimize the risk of escalation.

• All parties will be spoken to: the complainant, the accused, and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.

• Parents/caregivers of the student accused of bullying and the complainant of the alleged bullying will be informed.

• All incidences are to be documented and written reports will be kept on the behavior.

• All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.

• Parent(s)/caregivers of the complainant and the accused will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents/caregivers of bystanders also.

REVISED JULY 2026

- All incidents of bullying will be followed up in writing to parents/caregivers of at least the complainant/s and the accused.

- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

- Discipline according to the FACA Parent-Student Handbook will follow.

8. Smoking and Vaping Policy

Definition:

Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs and e-cigars.

- Possession of cigarettes, e-cigarettes, vape pens, or vaping materials will result in 25 demerits and 3-day suspension with academic consequences as listed in the handbook. Possession defined as on your person, within your belongings, or on campus.

- A 2nd offense of this policy will result of a total of 50 demerits and end in expulsion.

- This Smoke Free Policy includes the use of electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs and e-pipes. To protect and enhance indoor air quality and contribute to the health and well-being of all students, employees and visitors, Full Armor Christian Academy shall be entirely smoke free and vape free. This policy is effective immediately. Smoking and vaping are prohibited in all areas within the campus or on campus grounds without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, hallways, cafeteria, employee lounges, restrooms, employer owned or leased vehicles and all other enclosed facilities.

9. Public Displays of Affection (PDA)

All students will adhere to a —no display of affection policy. This includes but is not limited to handholding, hugging, and kissing.

10. Sexual Misconduct, Abuse Prevention, and Reporting Policy

Full Armor Christian Academy is committed to providing a safe, Christ-centered environment where students are protected, respected, and cared for. Sexual misconduct, abuse, grooming behavior, inappropriate relationships, harassment, or any conduct that violates the physical, emotional, spiritual, or moral safety of a student is strictly prohibited. This policy applies to all employees, teachers,

REVISED JULY 2026

administrators, coaches, volunteers, substitutes, board members, contractors, and any other adult serving in any school-sponsored role.

a. Prohibited Conduct
The following conduct is strictly forbidden:

- Any sexual contact, sexual communication, or romantic relationship between an adult and a student.
- Sexual comments, jokes, images, texts, emails, social media messages, or conversations with or about a student.
- Grooming behavior, including favoritism, secret communication, gift-giving, isolating a student, or building an inappropriate emotional dependency.
- Meeting alone with a student in a private or secluded area without visibility or administrative approval.
- Physical contact that is inappropriate, unnecessary, unwanted, or outside normal professional boundaries.
- Any form of sexual harassment, exploitation, abuse, intimidation, or coercion.
- Possession, sharing, or viewing of sexually explicit material on school property or during school activities.
- Failure to report suspected abuse, misconduct, or boundary violations.

b. Professional Boundaries
Adults must maintain appropriate professional boundaries with students at all times. Communication with students should be school-related, appropriate, and transparent. Employees and volunteers may not use private messaging, personal social media, disappearing-message apps, or secret communication with students unless specifically approved by administration for a legitimate school purpose. Whenever possible, meetings with students should occur in observable areas, with doors open, windows uncovered, or another adult nearby.

c. Mandatory Reporting
Texas law requires any person who suspects child abuse or neglect to make a report immediately. Professionals must report suspected abuse no later than 48 hours after first suspecting abuse, and the duty to report cannot be delegated to another person.

REVISED JULY 2026

Reports may be made to the Texas Abuse Hotline at **1-800-252-5400**, online through the Texas Department of Family and Protective Services, or to local law enforcement. In an emergency or immediate danger, call **911** first.

Any employee or volunteer who suspects abuse, sexual misconduct, grooming, or inappropriate behavior must also notify the Headmaster or designated administrator immediately after making the required legal report. Internal notification does not replace the legal duty to report.

d. Internal Reporting
Concerns may be reported to:
Headmaster
Board President / Designated Board Contact:

If the concern involves the Headmaster, the report should be made directly to the Board President or designated board representative.

Full Armor Christian Academy prohibits retaliation against anyone who makes a good-faith report or cooperates in an investigation.

e. Investigation and Response

Upon receiving a report, the school may take immediate protective action, including removing the accused individual from student contact while the matter is reviewed. The school will cooperate with law enforcement, Child Protective Services, licensing authorities, and other appropriate agencies.

Employees, volunteers, or representatives found to have violated this policy may be subject to disciplinary action, up to and including termination, removal from service, notification to law enforcement, and any other action deemed necessary to protect students.

f. Confidentiality

Reports and investigations will be handled with as much confidentiality as possible. However, confidentiality cannot be promised when disclosure is necessary to protect students, conduct an investigation, comply with law, or cooperate with authorities.

11. Teen Pregnancy and/or Marriage
Full Armor Christian Academy believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible and impermissible within this environment. Individual situations that conflict with this standard will be evaluated case by case with an

REVISED JULY 2026

attempt to find the best solution for the individual and the student body as a whole. However, no married student, pregnant student, or student responsible for a pregnancy will be allowed to attend class at FACA.

12. Toys, Cell Phones, Smart Watches, Meta Glasses, Etc.
Students should not play with toys during school hours. This includes the arrival and departure times before and after school. Students still on campus AFTER pickup time may have toys. If a teacher sees any toys, he or she needs to request that it be put away, out of sight. If the toy appears again, it should be confiscated.

Fidget spinners, cubes, toys, or any other item that is not classroom/course related are not allowed on school property. If a student brings these type items to school and the items are caught in their possession the teacher/administrator will collect the item and return it to parents.

The use of cell-phones, smart watches and Meta Glasses by students is strictly prohibited on campus between 7:20 AM and 4:10 PM. The use of cell phones, Apple or Android watches, Meta Glasses and other similar smart devices is distracting in a school setting. Because cell phones, smart watches, and Meta Glasses can be used to access the internet and to transmit messages, pictures, texts, etc., for both honorable and questionable purposes, their use must be restricted. The use of cell phones, smart watches, and Meta Glasses by students is absolutely prohibited anywhere on campus during the hours of school operation or school-related activities (i.e. field trips or athletic competition travel or games). Students 'cell phones, smart watches, and Meta Glasses must be kept in the cubby and powered off during school hours. Failure to adhere to this policy may result in the confiscation and examination of applicable devices. In addition to the current policy regarding cell phones, please be advised that there will be zero tolerance in regard to any student caught videotaping or recording with his or her cell phone or any other device without the permission of the classroom teacher. The cell phone, smart watch and Meta Glasses will be confiscated, and students will be required to check their smart device into the office before school each day and pick it up at the end of the day for up to four weeks.

13. Cheating/Copying
Cheating is serious offense that will be dealt with strictly. Copying someone else's work and passing it off as your own is cheating (plagiarism). Both the student who is copying and the student who knowingly allows their paper to be copied will receive the same punishment. At the teacher's discretion, a zero grade may be given to both students.

REVISED JULY 2026

D. Corrective Actions/Consequences

1. After School Detention

Detention is held after school and will always be supervised by an adult. A student earning detention will miss any extracurricular practices, games, or events that occur during the time of the detention. If parents fail to allow a student to stay for detention or a student does not show for detention, the student will receive a grade of zero on all assignments on the following school day, unless extenuating circumstances exist and alternate arrangements are made to the agreement of the teacher and/or administration.

2. Campus Cleanup

Campus Cleanup is held after school and can include responsibilities such as trash pickup, raking leaves, washing walls, etc. A student earning Campus Cleanup will miss any extracurricular practices, games, or events that occur during that time and will be subject to any penalties that result from missing those activities.

3. Suspension and Expulsion

The behavioral standards for students are clearly stated. The accumulation of tallies or conduct demerits may be viewed as a sign that the student is —unwilling to submit to those standards. The school truly desires to assist parents in teaching their children. Therefore, in each step of the discipline process, parents are expected to support the school by teaching the student accountability and respect for authority. When a student does not respond to teachers, administrators, and parents and causes sufficient disturbance to prevent teachers from carrying out their responsibilities or prevents other students from learning, it will be deemed necessary to discuss suspension and/or expulsion with the parents. These cases will be considered on an individual basis by administration with appropriate input from the faculty involved.

E. Elementary Discipline Plan (K4 through 3rd Grades)

Discipline involves inner understanding and acceptance. The goal of discipline at Full Armor is to develop Godly self-discipline. In all cases, make sure that the student performs the task appropriately if possible. For instance, an elementary student caught running down the hall should be made to return and walk appropriately. Remember, the goal is to produce Christlike behavior and instill the behavior as habit. Please remember to turn in tallies to the office so they can be posted to RenWeb as soon as possible. All infractions will be recorded on the RenWeb program.

1. Tallies

A student earns a tally when he understands the rules but continues to violate them. Teachers issue tallies instead of continued verbal warnings for inappropriate behavior.

REVISED JULY 2026

This allows the teacher to continue functioning as a teacher and allows the parents to maintain the primary disciplinary role in the child's life. Each tally is in triplicate (three copies):

- **White** – Parent's copy – Must be signed by the parent and returned to the teacher the following school day
- **Yellow** – Office copy – Used to record the infractions in RenWeb and to keep track of each student's behavior for the week.
- **Pink** – Teacher copy – Kept by the teacher for reference as needed

2. Minor Infractions - Steps Taken

Minor infractions are accumulated throughout the 9 weeks and cleared at the end of each quarter . Once all rules have been discussed and are understood by the student, any minor infractions will be handled as follows:

a. **1st offense – Teacher issues a stern verbal warning**
   Teacher states exactly what the problem behavior is and how it must change.
b. **2nd offense – First tally (warning slip)**
   The teacher quietly issues the tally and continues managing activities with as little disruption as possible.
c. **3rd offense – Second tally, loss of a privilege**
   Examples of privileges include (but are not limited to) lunch isolation, recess time restrictions, restriction from centers or other activities, missing a field trip, loss of special treats or stickers, loss of free-day in PE, etc. (Note: In no cases should a regularly scheduled snack be withheld for disciplinary reasons. Students may be restricted to no play during break time, but they should be allowed to eat snacks that they bring with them.)
d. **4th offense – Third tally, teacher contacts the parents**
   The teacher discusses the ongoing situation with the parents so they are aware and can take appropriate action. Seek to resolve the misbehavior through parental cooperation, additional revocation of privileges and/or implementation of punishments such as writing sentences, writing letters of apology, essays on Biblical reasons misbehavior was not appropriate, chores, etc.
e. **5th offense – Fourth tally, office contacts the parents**
   The student is sent to office, which contacts the parent to schedule a conference with the principal, during which a plan of action is chosen to achieve the desired behavior.
f. **6th offense – Fifth tally, student is suspended**
   The student is sent to office and is suspended (sent home for the rest of the day and/or the following day, depending on time of infraction).
g. **7th offense – Sixth tally, student may be expelled**

REVISED JULY 2026

The student is sent to office; an administrator contacts a parent for a conference in which further suspension or expulsion will be discussed.

3. Major Infractions

In some cases, actions by a student are worthy of immediate referral to administration. In such an event, the student will bypass the series of steps above and go straight to the office. Students who demonstrate a pattern of behavior that interferes with teaching and learning time may be subject to disciplinary action at the discretion of the school administrator. An appropriate course of action will be decided, and the parents will be contacted for further discipline. In all cases, referrals to the office should be recorded in RenWeb.

4. Citizenship Grades: Elementary Students

In kindergarten 4 through 5th grade, the number of tallies a student accumulates in a quarter will determine the citizenship grade for that quarter.

Number of Tallies in the Quarter	Citizenship Grade
0-1	E – Excellent
2-5	S – Satisfactory
6-9	N – Needs improvement
10 or more	U – Unsatisfactory

F. Discipline Plan (4th through 12th Grades)

2 Peter 1:5-7 states, —For this reason, make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with godliness, and godliness with brotherly affection, and brotherly affection with love. For if these qualities are yours and are increasing, they keep you from being ineffective or unfruitful in the knowledge of our Lord Jesus Christ. (ESV)

1. Demerits

A demerit system has been chosen as a guide for discipline on the secondary level. The Secondary Discipline Plan lists common offenses, their respective demerit levels, and attached corrective actions. For violations with a range of demerits, administration will decide how many demerits have been earned. Violations not listed will be assessed and consequences are at the discretion of administration.

Conduct-related issues (respect, submission, and self-control) will be recorded separately from Responsibility issues. They will accumulate throughout the school year. The total number of demerits earned in each category determines the consequences

REVISED JULY 2026

for the student. Among the consequences are after-school detention, campus cleanup, suspension, and expulsion.

A student earns a demerit slip when he/she violates the rules. Any faculty or staff member is authorized to issue the demerit slip. The demerit slip will describe the violation and tell how many demerits were earned (unless there is a range of demerits, in which case an administrator will make the call). Administration will notify the student of the consequences. Demerit slips come in triplicate (three copies):

- **White** – Parent's copy – All Conduct demerits must be signed by the parent and returned to the teacher the following school day to avoid earning another demerit for —failure to follow directions (self-control). It is up to the staff member's discretion whether or not a parent must sign a Responsibility demerit slip.

- **Yellow** – Office copy – Used to record the infractions in RenWeb, to keep track of each student's behavior for the year, and to apply any earned consequences

- **Pink** – Teacher copy – Kept by the teacher for reference as needed

2. Conduct and Responsibility Grades: 4th-12th Students

Both a Conduct Grade (for behavior) and a Responsibility Grade will be given to each student based on the number of demerits earned each quarter in each category.

Number of Demerits in the Quarter (Conduct and Responsibility demerits are counted separately.)	**Conduct or Responsibility Grade**
0-1	E – Excellent
2-5	S – Satisfactory
6-9	N – Needs improvement
10 or more	U – Unsatisfactory

REVISED JULY 2026

Conduct Violations, Demerits, and Corrective Actions

Respect Violations	Demerits	Corrective Action
• Disrespectful attitude (vocal, facial,mumbling or physical reactions) • Lying • Use of profanity or vulgar gestures	5 per offense	Apology to offended and detention for 2 days
□ Vandalism	5-50	Pay restitution and from 2 days detention to expulsion
□ Skipping classes or assemblies	10 per offense	Apology to offended and detention for 2 days

Submission Violations	Demerits	Corrective Action
□ Cell phone violation	1 per offense	$10 fine
□ Candy, food, or gum in inappropriate area	1 per offense	Throw away item and loss of group privileges for 1 day
□ Blatant disobedience	5 per offense	Required to perform action and detention for 2 days

Self-Control Violations	Demerits	Corrective Action
• Communication violation -yelling, rude language • Minor horseplay, —Play fighting	1 per offense	Lunch isolation for 1 day
□ Failure to follow directions	1 per offense	Correct mistake
□ Littering	1 per offense	Campus cleanup duty for 1 day
□ Loaning assignment to be copied	3~~5~~ per offense	Detention for 1 day
□ Cheating / Copying Assignments (zero on assignment and 2 days lunch detention	5 per offense	Zero on assignment; 2 days lunch detention
Plagiarism (including electronic) + Cheating on a test	10 per offense	Zero on work and 1 day suspension; Work must be redone with no credit; subsequent offenses: zero on work, 3 days suspension, 1 week detention up to expulsion
□ Physical contact between sexes	1-50	From lunch detention for 1 day to afterschool detention to expulsion
□ Fighting	5-50	From 3 days detention to expulsion

REVISED JULY 2026

• Unauthorized usage of technology (logging in under alias, improper personal usage, hacking, etc.) • Piracy of material • Bullying • Cyberbullying	10-50	From 1 week detention to expulsion
• Lewd Material (including electronic) • Stealing	25-50	From 1 day suspension to expulsion
Drugs / Alcohol	50	Expulsion
Tobacco - Possession or use of e-cigarettes, cigarettes, vaping materials, snuff, chew, or any other type of nicotine or tobacco products.	10-50	From 3-5 day suspension to expulsion depending on the offense & administrator discretion.

Demerit Accumulation Chart for Conduct

2 demerits	Teacher/Administrator contacts parents
5 demerits	Warning letter sent home to parents
10 demerits	2 days of detention
15 demerits	3 days of detention
20 demerits	Parent conference required; suspension warning letter signed; one day in-school suspension
25 demerits	One-day suspension: All classroom work and/or further Biblical studies or written assignments given by the teachers and administrator are to be completed and are due upon the student's return to school. All work will be graded and a 50-point deduction will apply. Loss of all break and group lunch privileges for five days or an amount of time designated by the administrator Parent conference required before student returns to classes.

REVISED JULY 2026

30 demerits	Two days suspension: All classroom work and/or further Biblical studies or written assignments given by the teachers and administrator are to be completed and are due upon the student's return to school. All work will be graded and a 60-point deduction will apply. Loss of all break and group lunch privileges for ten days or an amount of time designated by the administrator Loss of extracurricular participation privileges (including after school practices) for ten days or an amount of time designated by the administrator Parent conference required before student returns to classes
40 demerits	Three days suspension: All classroom work and/or further Biblical studies or written assignments given by the teachers and administrator are to be completed and are due upon the student's return to school. All work will be graded and a 60-point deduction will apply. Loss of all break and group lunch privileges for fifteen days or an amount of time designated by the administrator Loss of extracurricular participation privileges (including after school practices) for fifteen days or an amount of time designated by the administrator
	Parent conference required before student returns to classes
50 demerits	Probable expulsion for one year; reinstatement terms, if applicable, to be decided by administration. In the case of reinstatement, all classroom work and/or further Biblical studies or written assignments given by the teachers and administrator are to be completed and are due upon the student's return to school. All work will be graded and a 60-point deduction will apply.

REVISED JULY 2026

3. Conduct Grades

The number of conduct demerits that accumulate in a quarter will determine the conduct grade.

Number of demerits in grading period	Conduct grade
< 2 demerits	E (excellent)
2 – 5 demerits	S (satisfactory)
6 – 10 demerits	N (needs improvement)
> 10 demerits	U (unsatisfactory)

After school detention

Detention is held after school. Detention will always be supervised by an adult. Detention assignments will relate to a particular subject or to the offense that caused the detention. A student earning detention will miss any extracurricular practices, games, or events that occur during the time of the detention.

Responsibility Violations, Demerits, and Corrective Actions

Responsibility Violations	Demerits	Corrective Actions
• Failure to complete homework • Failure to participate in Athletics	0	Grade reduction
□ Tardiness	1 per offense	After 5 offenses, lunch detention for each additional offense
□ Dress code violation	1 per offense	For major violations, no admittance to class AND must be in dress code to return to class
□ Lack of materials	1 per offense	Must show they have obtained the needed supplies

Responsibility Demerit Accumulation and Consequences

Responsibility Demerits Earned All Year ↓	Consequences
2	Teacher/Administrator contacts parents
5	Letter sent home to parents
10	Campus Cleanup for two days
15	Campus Cleanup for three days
20	Campus Cleanup for five days

REVISED JULY 2026

20+	For every additional five demerits over 20, five additional days of Campus Cleanup will be assigned.

SECTION SIX – Financial Items

As a private school, FACA is funded through tuition, fees, contributions, and fundraising. As a partner of FACA, you are making a financial commitment to the school and its future. Please read the following policies carefully. All the fees assessed by FACA are to be considered a financial obligation which is due to the school according to the established financial policies outlined in this handbook. Student records, including report cards and official transcripts, will not be released to parents or other schools, including universities, until all financial obligations are paid in full. **If there is an overdue balance, students are not permitted to re-enroll, change/add/remove classes, receive transcripts, or to graduate from FACA.** Graduating seniors must have all financial obligations paid in full two weeks prior to graduation in order to participate in commencement ceremonies. Also, the student(s) may be prohibited from attending classes until balance is current.

If a family is unable to meet their financial obligation according to the established payment plan, a written alternative payment plan must be submitted to the financial director for consideration. It is the desire of the administration to work with any family who is experiencing financial hardship. Money for financial assistance may be available and the school administration along with the financial aid committee can approve the allocation of these funds. Applications for financial assistance are available during the designated annual enrollment period.

A. Financial Standing

A family in **Good Financial Standing** is defined as follows:

- Account current
- No more than three delinquent payments in a school year
- Timely communication regarding financial challenges

If a family fails to meet their financial obligation within sixty (60) days of any due date and fails to arrange an alternate payment plan or apply for financial assistance, enrollment for the subsequent semester may be prohibited. Families who have failed to meet their financial obligations will not be allowed to enroll, register for any extracurricular activities and your monthly tuition privileges (discounts) may be suspended or revoked. If a family fails to meet their financial obligation within 90 days, they may be turned over to a third-party collection agency.

REVISED JULY 2020

B. Tuition

The Board of Directors and the Administration make every effort to ensure an excellent education that is available to as many families as possible. The cost to educate each year does not cover 100% of the cost to educate your child. Shortfalls in operational funds must be covered by generous donations and fundraisers such as the school's annual auction. It is requested that, if at all possible, you would please consider paying whatever you can above the stated tuition toward the actual cost to educate.

Those who re-enroll by April 1st receive the previous year's tuition rate. New enrollees and current families who turn in their enrollment contract after April 1 will be subject to tuition increase, if applicable. Re-enrollment rates are only applicable to current year tuition rates. Per the FACA Enrollment Partnership Contract, tuition is due by April 30th each year. However, FACA does offer a payment plan (depending on enrollment date). By choosing the payment plan, families agree to pay the annual tuition in monthly installments by the 30th of each month. Failure to make the monthly payments by their due date **three** times within a school year could result in the loss of the payment plan option.

Parents understand and agree that tuition and fees remain the Parent's responsibility regardless of whether the student withdraws, is dismissed, or otherwise leaves Full Armor Christian Academy for any reason, and regardless of whether the Parent applies for, receives, or is denied funding through the Texas Education Freedom Account (TEFA). Failure to receive TEFA funds, delays in funding, or changes in eligibility do not release the Parent from financial obligations under their contract.

Discounts

- **Multiple Student Discount –** Full tuition for first student, 5% off for second student, and 10% off for each subsequent student(s) in a family. All discounts are applied in descending grade level order.
- **Continuous Enrollment –** The $150.00 per student enrollment fee will be waived for each current family meeting the requirements of the Continuous Enrollment Program.

C. <u>Fees</u>

All fees are non-refundable and non-transferable.

Application and Testing Fee: There is a **$75.00 per student** fee due with the application for admission. These fees are non-refundable and are assessed again if a student leaves FACA and desires to re-enroll at a later date.

Enrollment or Re-Enrollment Fee: A non-refundable fee of **$150.00 per student** will be accessed when any enrollment or re-enrollment deadlines are missed, if a family falls

REVISED JULY 2025

out of good financial standing during the year, or if a family is removed for any reason from the Continuous Enrollment Program. A late enrollment fee of **$200 per student** is assessed if application paperwork is received after June 30th and the student is enrolled.

Building/Registration Fee: A non-refundable, **annual fee of $400 per student ($750 per family)** is required for the processing of enrollment material and building usage. This fee includes membership dues for ACSI, a technology fee, a risk management fee, a standardized assessment fee and other administrative costs associated with processing enrollment and building/equipment usage. Semester registration, **$300 per semester ($600/family per semester)** is available upon request. An early bird discount of **$350 ($650/family)** is available to currently enrolled students who are in good financial standing and who pay on or before the Friday before enrollment opens to the public on the following Monday.

Late Payment: Tuition payments are due by the 30th of each month. Payments may be scheduled to be withdrawn on the 15th or 30th of the month. Payments that are received after five days are considered late and will be assessed a late fee charge, regardless of the total amount of the tuition payment. After ten business days, an additional late fee charge will be assessed, and after fifteen days, another additional late fee charge will be assessed.
Occasionally, collection activity is considered for severely delinquent accounts. Parents are expected to be diligent in meeting their financial obligations to the school.

Returned Check/Non-completed ACH Charge: A **$50** charge will be assessed to a family's account if a check is returned or an ACH payment is not completed for any reason. After two occurrences, a family will be asked to give cash or money order for any amount owed to the school.

Transcripts: Transcripts are available upon request for those that have fulfilled their financial obligations to FACA in accordance with FACA policies. Transcripts are free for currently enrolled students. Seniors may receive six free transcripts at the end of their senior year. There is a **$10.00** per transcript fee for FACA alumni or withdrawn students.

D. Withdrawal and Expulsion Fees

Parents withdrawing their student from the school at any point during the school year remain **legally and morally bound** to pay all outstanding tuition for the school year in accordance with the signed Enrollment Partnership Contract.
Administration Withdrawal Fees: An administrative withdrawal can be done in situations where a discipline issue is not redeemable or if a family has failed to adhere to the Parent-Student Handbook. The withdrawal fee is **$125.00** per student **($250.00** max

REVISED JULY 2026

per family). All fees and tuition will be due in full at the time of the withdrawal unless arrangements are made with the Finance Director and approved by the Board of Directors.

Full Withdrawal Fees: Full withdrawal from FACA will result in an administrative fee of **$125** per student relinquished with the FACA Withdrawal Form. All tuition and fees at FACA are based on an estimated cost for providing education and athletic services of the Academy to all enrolled students. Once the FACA Enrollment Partnership Contract is signed and returned, FACA will reserve a place for the student(s) (pending class availability). The signed Enrollment Partnership Contract also reflects a commitment to make the financial payments in accordance with the FACA payment guidelines. Based on a signed enrollment agreement, FACA makes a good faith effort to provide space, resources, and teachers to provide a quality education and commit FACA financial resources in support of providing such education. Based on the commitment, FACA employs faculty, administrative staff, and coaches in accordance with the number of students enrolled; and FACA must honor those staff appointments whether or not a student withdraws from FACA. If a family decides to withdraw a student after the enrollment agreement is signed and turned in to FACA, the Financial Director must be notified as soon as possible to discuss settlement of the financial account. FACA understands that families may encounter certain circumstances which are beyond their control. In these circumstances (listed below), FACA is willing to work with any family and make every effort to remain flexible toward personal needs.

- A severe disability or medical necessity suffered by the student documented by a physician
- Employment relocation to maintain employment beyond a 30-mile radius

If a monthly payment plan has been chosen, tuition and fees are due as follows before records will be released. Please refer to your Enrollment Partnership Contract.
Withdrawing from FACA and leaving an unpaid balance may result in the account being turned over to Collections.

Prior to May 1	25%
Prior to June 1	50%
Prior to July 1	75%
After July 1	100%

Expulsion Fees: Expulsion from FACA will result in an administrative fee of **$125** per student (**$250** family maximum) which must be relinquished with the FACA Withdrawal Form.

E. Financial Assistance

It is the desire of FACA to utilize cost-effective methods to ensure an affordable tuition for our families. We understand, however, that circumstances may occur that affect a

REVISED JULY 2025

family's ability to meet their financial obligation. Families who may need financial assistance should discuss this with the financial director and plan to apply for assistance during our designated enrollment period. All inquiries about and/or the provision of financial assistance will be held in the strictest confidence.

The financial assistance determination policy is as follows:

1. Returning families who will not be able to meet their financial obligation for the coming semester must notify FACA of their financial need by applying for financial assistance prior to re-enrollment. The application is a two-step process. The first step is an internal FACA application; the second step is a third-party application to help further determine the financial needs of each family. Financial assistance applications are intended for tuition only and must be submitted by the enrollment due date in order to be considered for that school year.
2. Applicants must be in good academic standing and maintain a 9 week average of 75 per class while on Financial Assistance. In addition, students must consistently honor and respect school policies.
3. Applications are available online and should be completed for processing during the enrollment period each school year. Consideration and approval for financial assistance is granted on a per school year basis by the school's administration and independent financial aid committee.
4. Families that encounter a financial hardship during the semester that affects their ability to fulfill their financial obligations should contact the financial director to discuss options as soon as possible to avoid late fees and other penalties.

F. Continuous Enrollment Agreement

At the time of enrollment, new families pay the building/registration fee and sign a Continuous Enrollment Agreement which states the following, —I understand that FACA will make staffing decisions based upon my representation that my children will be at FACA next year. I further understand that it is vital that I meet my financial commitments to FACA through the timely payment of tuition and fees, so that FACA can continue its mission and pay its teachers. I understand that tuition is paid to FACA after enrolling. I further understand that tuition for the school year is due on April 30. Tuition can be paid in full or paid through a variety of flexible payment plans. I further understand that the intent of this agreement is to provide for continuous enrollment at FACA. I understand that my child(ren) will be automatically enrolled from year to year, **unless I give written notice during the designated annual enrollment period that we will not be returning to school the following year or unless my family does not remain in good financial standing**. I agree to meet this financial commitment in whole. If for

REVISED JULY 2026

some reason I willingly choose to withdraw my child from FACA **outside of the designated annual enrollment period**, I understand and agree to be legally and morally bound to pay the remainder of outstanding tuition for the full school year. (Romans 13:6-8; I Cor. 9:7-12)

Students will be continuously enrolled until graduation in Full Armor Christian Academy.

SECTION SEVEN – General Policies & Information

A. Hours

1. Daily Schedule

Each day at Full Armor begins with the pledge of allegiance to the United States' flag, followed by a classroom time of prayer, devotions, and Bible memorization. This time is designed to prepare the students mentally for the school day, to provide leadership training, and to encourage students to develop a strong individual relationship with God and country. In addition to classroom prayer and devotion time, a weekly chapel service allows the entire student body an opportunity to come together for a time of worship and spiritual teaching.

a. Class schedule

Class schedules will be provided for all students. This schedule will include class times, extracurricular times, and lunch times.

b. Arrival/Late arrival

Parents should not bring their children earlier than 7:20 am. All students who arrive before 7:40 am should gather in the chapel area not the classrooms. The tardy bell rings at 7:50 am.

In addition to regular attendance, it is equally important that students be punctual. Discipline in this area is not only important for proper academic achievement but is essential for the development of good habits which are characteristic of success and good citizenship in every walk of life.

All students who are not in their seat in the proper classroom when the 7:50 am bell rings will be considered tardy. Secondary school students will be considered tardy for each individual class if they are not in their proper place when the tardy bell rings. **Tardiness will affect qualification for perfect attendance**. If a student is tardy for a third time in a 9-week grading period, parents will be contacted by the office.

REVISED JULY 2026

c. Pledge

Students will recite the pledge of allegiance to the United States Flag on a daily basis. This tradition encourages a strong individual relationship with God and Country.

d. Announcements

Following the pledge, announcements will be shared over the intercom system.

e. Recess

In addition to regularly scheduled physical education periods, elementary students may take a recess with their class at a time of the teacher's discretion.

Lunch

Students are to bring a lunch to school each day. A well-balanced nutritious meal will help improve the learning process. Microwaves are available.

Lunch out is one of the many favorite days for Full Armor students. The Parent Teacher Fellowship (PTF) offers hot lunches prepared by local restaurants or volunteers. Students may purchase these meals through the office.

For safety reasons FACA is a closed campus during the school day. High School students will NOT be allowed to leave campus during the school day. Lunch visitors are limited to immediate family members. All visitors must check in with the office.

f. Chapel

A weekly chapel service on Wednesday allows the entire student body an opportunity to experience a period of worship and spiritual teaching.

g. Dismissal Times

The length of the school day depends on the grade in which the student is enrolled.

K4 & 1st Grade	7:50 am - 3:20 pm
Grades 2-5	7:50 am - 3:35 pm
Grades 6-12	7:50 am - 4:10 pm

h. Departure

Safety, efficiency, and courtesy should be the goals during the departure time of all students. Please follow all the procedures and guidelines for pickup as outlined in the appendix. If a parent is late, the student will need to be picked up in the office. Please park in a parking space any time you need to come inside the

REVISED JULY 2026

building. **PLEASE DO NOT BLOCK THE DRIVEWAY DURING PICKUP TO SEARCH FOR YOUR CHILD.**

i. Early Dismissal

The official school calendar should be consulted for a list of early dismissal days. Pickup procedures will follow the same guidelines as regular days.

At any time when an individual student leaves school, he/she will be released only to the parent, or to those persons authorized by the parent. If a student must leave school during the day, he/she must be picked up in the office and checked out by the parent or authorized person. This is for the protection of the student. Upon returning, the student should also check in through the office. If leaving for a medical/dental appointment, the student must bring a note from the doctor's office upon return with the time and date noted. Students that drive must always check out through the office if leaving campus early. These students should also check back in with the office upon return.

2. Office Hours

Normal office hours during the school year are from 7:20 am to 4:10 pm. Reduced hours are followed during the summer months.

B. Attendance

School attendance and time spent in study have a significant impact on a student's achievement and confidence as well as the development of his/her sense of responsibility and strong Christian work ethic. Tardiness and absence from the classroom or school activities is harmful to the development of these qualities. It is important that students be punctual. Self-discipline in this area is not only important for proper academic achievement but is essential for the development of good habits which are characteristic of success and good citizenship in every walk of live. Frequent tardiness or absences impact not only the students education but also the teacher's instruction and the classroom as a whole.

1. Parental Responsibilities

- Encourage prompt and regular attendance.
- Schedule doctors' appointments and family vacations so that attendance at school is affected as little as possible.
- Send a note with the student when he/she returns to school. The note should contain the dates of absence and specific reasons. A phone call does not eliminate the need for a written note.

REVISED JULY 2025

- Parents should submit a —REQUEST FOR STUDENT ABSENCE at least 5 days prior to a planned trip (see appendix for form).

- In elementary grades, parents are responsible for making arrangements with teachers for completing and returning missed assignments. Secondary students are expected to make arrangements for their missed assignments. In all cases, the responsibility for obtaining makeup work DOES NOT rest on the teacher. Responsibility rests on the parents and/or students.

- 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.

2. Excessive Absences

A student should be in attendance 90% of the time, which means that a student should not have more than 8 unexcused absences in one semester. Students are allowed 3 parent/guardian written notes per semester for their unexcused absences. After the third absence with a parent/guardian note, the absence is considered unexcused without a doctor's note. If a student leaves before dismissal time it is considered a half day absence. Based on this, excessive absences will be handled in this manner:

- The office will notify parents when a student has been absent for the 5th time in a semester.

- If a student is absent 7 times, a conference with the parents will be scheduled.

- If a student has more than 8 unexcused absences in a semester the student must attend one Friday detention (4 hours) for each day over the permitted number of unexcused absences.

- In addition to denial of credit for a course or courses, restricted participation in extracurricular activities and/or denial of promotion may be the result of excessive absenteeism.

3. Appeal

In cases of extended illnesses, parents may submit an appeal in writing to administration requesting special consideration. Medical documentation and consultation with a physician by administration may also be appropriate.

C. Parent/Guardian Involvement

A healthy relationship between parents, teachers, and students is an essential part of the complete educational program at Full Armor Christian Academy. Full Armor expects parents to be actively involved in the teaching of their children; therefore, constant

REVISED JULY 2026

communication between parents and teachers is strongly encouraged. This involvement has not only been a great resource but has also been the "heart and spirit" of this school. Several methods are utilized at Full Armor to encourage constant communication and cooperation between parents, teachers, and students.

1. Parent-Teacher Fellowship

Full Armor's Parent-Teacher Fellowship (PTF) is an organization of parents provided for in the by-laws of the school. The PTF elects its own officers and holds regular meetings. Functions of the PTF include, but are not limited to, the following:

- coordinating parents' efforts to enhance the efforts of teachers in meeting the needs of students.
- planning special activities such as receptions, class/school outings, and miscellaneous school gatherings.
- providing a work force for various fundraising activities.
- helping obtain items that facilitate the academic and extracurricular programs of the school

2. Communication from the Teacher

Full Armor is committed to effective communication with the parents. Several methods are used to help achieve this goal:

a. Communication Folders

For K4 through 5th grades, a folder is sent home regularly to transport pertinent school information. Parents should check this folder daily.

b. Assignment Folders

For some grades, assignment books or planners are used by the students to record all homework assignments. Parents are requested to review assignments and oversee homework completion.

c. Progress Reports

For all grades, student progress reports are emailed through RenWeb at the 4 week mark. Any student with a class average of 75 and/or below will receive a paper copy of the progress report that should be signed by the parent/guardian and returned the following day.

d. Report Cards

Report cards are issued at the end of each grading period. – Grading periods are indicated on the school calendar.

REVISED JULY 2026

e. RenWeb

RenWeb is an internet based program that provides instant access to parents of a student's records. Attendance, grades, discipline, homework, progress reports, and report cards are just some of the areas that parents can monitor from the convenience of any computer with internet access using their password and log in ID.

3. Parent-Teacher Conferences

Individual parent-teacher conferences provide an opportunity for the parents and the teacher to discuss the progress, personality, and character of the child. In K4 through 2nd grades, a mandatory conference in the fall will be required. Additional conferences may be scheduled by parents or teachers. For 3rd grade through 8th grade, communication will be required for students having a grade or grades under 80 for a given quarter. Additional conferences in all grades will be scheduled as needed. Any conference, regardless of grade level, can include administration if deemed necessary. Parents and teachers are welcome to request conferences throughout the year as needed.

4. Parental Observation

Observing your child in a classroom setting can provide the parent with helpful insight into the student's environment. Each parent is allowed to observe in the classroom at least 30 minutes per semester. There is a maximum of two visitors allowed in the classroom per observation. Chairs will be provided in each classroom for the purpose of these observations. Parents need to check in at the office to observe and receive a nametag. Younger children will not be allowed in the classroom. This is <u>not</u> a time for conferencing with the teacher or with the students. If you wish to discuss your child's progress, please arrange to talk with the teacher by appointment or after school. There will be no parental observations during the first two weeks of a semester or during the months of December and May. Parents of middle school students should arrive before the beginning bell for that class and stay for the entire period to avoid leaving in the middle of instruction and disturbing the flow of the class. Parents may observe at any time, including music, physical education, computer, etc.

5. Parent Volunteer

Full Armor Family relies greatly on parent involvement. This involvement has not only been a great resource, but has also been the —heart and spirit of Full Armor. Parent Volunteers assist with lunch out, class field trips, fund raisers, library duties, cafeteria duty, special projects, playground, yard, and building maintenance. Parent support for the ongoing mission of Full Armor is a necessity that we all must participate in. Each enrolled family is required to dedicate 10 hours of service per semester or pay an

REVISED JULY 2026

additional fee of $250 per semester. Hours must be submitted to the school no later than the last school day before Christmas break (fall) and graduation (spring). Summer hours will be credited towards the upcoming fall semester. If hours are not completed or fee is not received by the due date, student(s) of that enrolled family will not be allowed to participate in sports, field trips or other extracurricular functions until the family is in compliance. Please attend Parent Teacher Fellowship (PTF) meetings, Family Nights, or visit with the office to find ways you can volunteer. Volunteer service hours are considered part of each parent's obligation to the school.

D. Grievance Policy

Occasionally during the course of the year, misunderstandings or problems will arise between the teacher and a student, teacher and parents, parent and school, or one of several other possible areas. Such a misunderstanding often results from lack of communication between those involved.

Full Armor has adopted a set policy for these situations, and complaints or problems will be handled in the way prescribed. Please see the appendix for the entire Matthew 18 Policy of conflict resolution.

- All questions, problems, or complaints should be brought directly to the teacher first, before anyone else is involved. Please do not talk to other parents until you have clarified the situation with the teacher first. Give the teacher a chance before you speak out against them.
- If the situation is not cleared up at this level through direct contact, the problem should be brought to the administrator.
- The administrator, teacher, and parent(s) should meet together to discuss a solution to the problem.
- Finally, but only when all the above three steps are taken in order and without satisfactory resolution, does the problem find its way to the school board through written appeal. Please do not approach a board member until the chain of command has been followed completely step-by-step.

E. Use of Telephone

The telephones in the school offices are not for student use, except in emergencies and then only when permission is obtained from a staff member, teacher, or administrator. Students should never come to the office to use the phone without their teacher's approval.

REVISED JULY 2026

Cellular phone usage by students is strictly prohibited on campus during school hours. If cellular phones or electronic devices, (included but no limited to smart watches, ear pods and tablets) of any kind are brought to school by a student, they should be turned off and kept in the student's backpack during school hours or while attending school functions under the authority of Full Armor (i.e. athletes or cheerleaders, for example). Teachers will immediately confiscate any seen or heard electronic items and send them to the office. Students will be required to pay a $10 fine to retrieve the electronic devices.

Parents should be aware that electronic devices, including kindles, iPads, and cell phones, are capable of being used for cheating. Please help our efforts and support the electronic policy.

Parents who receive a call or text from their student at school requesting to be picked up or allowed to leave school should instruct the student to put up their cell phone, go to the office, and use the phone so the office staff can confirm the conversation. Parents are not to contact students through the use of the student's cellular device. Parents must leave messages for students through the office phone only. Students who contact their parents through their personal device during school hours will receive one demerit per offense as stated in policy.

F. Health Policy

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for the illness. In order to help keep our children healthy, Full Armor Christian Academy requires adherence to the guidelines of this policy. Children will not be allowed to attend school or school related activities if they have anything contagious such as, but not limited to, the following:

- FEVER: May return when fever free (under 100 degrees) for 24 hours, without medication
- DIARRHEA / VOMITING: May return when symptom free for 24 hours
- STREP THROAT: May return after 24 hours of antibiotic treatment and no fever for 24 hours
- CONJUNCTIVITIS (pink eye): May return 24 hours after treatment begins and eyes are free of discharge
- HEAD LICE: May return after treatment and removal of all live lice and nits from hair
- RING WORM: May return after treatment begins; area should be covered while in school for first 48 hours of treatment

REVISED JULY 2026

- IMPETIGO / STAPH / MRSA: May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- COMMUNICABLE DISEASES (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis, coronavirus): May return when cleared by their medical provider

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

The parent/guardian needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

1. Medications

Neither prescription nor non-prescription medication will be dispensed by school personnel without written instructions and permission, signed and dated by the parent. A Medication Permission form is located in the appendix. All medications should be taken outside of school hours unless directions indicate a frequency requiring dosages during school hours. If medication is required, the following guidelines should be followed:

- All prescription medications should be in a properly labeled prescription bottle.
- All over-the-counter medication must be brought in the original container and labeled with the student's name.
- No medication will be accepted in Ziplock bags or other temporary containers
- Parents or guardians are responsible for transporting the medication to and from school
- Parents or guardians must sign and complete a medication permission form for each medication to be given at school (see appendix)
- Students will not be allowed to be in possession of any medication except asthma inhalers (Note: if asthmas inhalers will be self-administered by the student, the parent/guardian must complete a medication permission form as well as provide a physician's statement signed by the physician stating that the student may self-administer the medication at school or at school-related events).

REVISED JULY 2026

- All medications, excluding self-administered asthma inhalers, will be kept in the office and be administered by school personnel only as appointed by the administrator's designee.

2. Medical Emergencies

In the event of a medical emergency, the student will be transported to UT Health Henderson, 300 Wilson Street, accompanied by a school representative. If the emergency takes place off campus, the student will be taken to the nearest hospital emergency room. Parents will be notified immediately by office personnel in all cases of medical emergencies. Upon enrollment, all parents are required to sign a medical release form giving the school permission for such action. Parents must also complete a student emergency information form which can be kept on file for quick reference.

3. Hearing/Vision/Scoliosis Testing

The Texas State Department of Health requires that students be tested for hearing and vision acuity at certain grade levels. Scoliosis testing is also required for certain grade levels. Parents have the option of submitting a current test report from a private physician or having their child tested at the school at no charge. Parents will be given ample notification of upcoming test dates. All new students, regardless of grade level, will be required to test unless appropriate records are obtained from a physician or previously attended academic institutions. Parents of students unable to meet the state's requirements will be notified and highly encouraged to have the student evaluated by their physician.

G. Visitors

All visitors to Full Armor, including parents of students, must sign in through the office upon entering the campus. Visitors are not allowed to go past the office without signing in and obtaining a visitor pass. Parents will not be allowed to visit classrooms before, during or after school without an appointment. This is to help ensure the safety of the students. Designated areas are available for visitor parking.

Disruptions by visitors must be kept to a minimum to avoid distractions in the classrooms. All visitors are governed by the same rules and code of conduct as students, faculty and staff. Non-student children visiting the campus with parents are subject to the same rules of conduct as enrolled students. Children should never be left unattended in the parking lot in vehicles.

H. Restrictions On Sex Offenders on Campus

Recognizing that all students have the right to education in a safe and positive environment, Full Armor Christian Academy prohibits any sex offender from being on

REVISED JULY 2026

FACA property, except as authorized below. FACA property includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by FACA, and the site of any school-sponsored activity. Sex offenders are those convicted of a sex offense as defined in this or another state, or by federal law, and who are required to register as a sex offender under Texas law or by court order. This policy also applies to those individuals convicted of child kidnapping who are required to register on the Texas Department of Public Safety Sex Offender/Child Kidnapper Central Registry. This policy is not intended to impose a duty upon any FACA or school administrator or employee to review the Sex Offender/Child Kidnapper Central Registry to determine the presence of sex offenders in the community. This policy shall apply when FACA or school administrators are actually aware that a person in question is on the Registry. A parent/guardian sex offender or child kidnapper who has a child attending a FACA is prohibited from entering FACA property, except in the following instances. In no event will entrance onto FACA property be allowed if prohibited by court order:

- When he/she is entering FACA property before or after school hours or events, before or after normal school hours, solely for purpose of activities unrelated to FACA school or events.

- To attend an open meeting held outside the student instructional day; with the school administrator's prior approval in the following instances: a. to pick up or drop off his or her own child at the school; b. to attend a parent-teacher conference or other meeting with faculty or staff to discuss the child's progress or other educational needs of the child; c. under other special circumstances, on a case-by-case basis, for which the school administrator has given written consent.

1. Requirements for Prior Approval:

A parent/guardian sex offender or child kidnapper who comes onto school property to pick up or drop off his/her child needs to make specific arrangements in advance with the school administrator. These arrangements are to be made 48 hours prior to scheduled campus visit. The parent/guardian can only transport his/her own child.

If a parent/guardian sex offender or child kidnapper wishes to come onto school property for another reason (e.g. parent-teacher conferences, student performances), he/she shall only do so under the following conditions: • he/she must notify the principal of the school at least 48 hours in advance of the activity and obtain consent prior to • if consent is granted, the individual must have a court appointed escort or the school administrator will assign an individual(s) to accompany the parent while

REVISED JULY 2026

on property; coming onto FACA property • he/she must report to the office, come only for the specific activity, cooperate with court escort or FACA supervision, and leave school property promptly upon the conclusion of the activity; and • he/she must abide by all other terms and conditions of the school administration. The school administrator shall have the discretion to refuse permission if it is reasonably believed that the parent's presence on school property would be inappropriate or a danger to others, provided such permission shall not be unreasonably withheld.

At all times, the school administrator shall endeavor to protect the privacy of the offender's child.

2. Electronic Communications
   Any parent or guardian who is a registered sex offender or convicted child kidnapper and attempts to, or does, communicate electronically with any student other than their own child while the student is on FACA property, by any means, will be considered in violation of this policy.

   Any individual who is not a parent or guardian and is a registered sex offender or convicted child kidnapper who attempts to, or does, communicate electronically with a student by any means while the student is on FACA property will be considered in violation of this policy.

3. Contractor Employees
   Any outside contractor with whom FACA contracts and who may have contact with students is prohibited from sending any employee or agent who is a sex offender/child kidnapper to any FACA property. The contractor shall certify in writing the contractor's knowledge and understanding of this policy.

4. Violations of this Policy
   FACA will contact law enforcement when a sex offender/child kidnapper violates this policy and will immediately revoke any privileges granted to the individual under this policy.

I. School Mascot

The mascot of Full Armor is the warrior.

J. Emergency Drills

Full Armor practices regular safety drills and meets all state safety codes and requirements. Teachers and staff are aware of emergency evacuation drills and procedures for the safety of all students and staff.

REVISED JULY 2026

K. School Cancellation Days

In the event of bad weather, information on school closings is announced on the following Parent Alert, Email, Facebook.

L. School Colors

The official school colors are hunter green and gold.

REVISED JULY 2026

Appendix

The Matthew 18 Principle for Solving School Problems

The "me generation" philosophy of "I'll do it my way" sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their "own hands" and bypass the biblical procedure of solving problems.

A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another" (John 13:34-35, KJV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. I call it "the Matthew 18 principle" for solving school problems. The following are the words of Jesus:

> Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as an heathen man and a tax collector.

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "An hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered" (Proverbs 11:9, KJV).

Two: Keep the circle small. "If thy brother shall trespass against thee, go and tell him his fault between thee and him alone...." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

Three: Be straightforward. "Tell him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says "Faithful are the wounds of an friend . . . ." (Proverbs 27:6, KJV).

Four: Be forgiving. "If he shall hear thee, thou has gained thy brother." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, KJV, reads "If a man be overtaken in a fault, ye who are spiritual restore such an one in the spirit of meekness, considering thyself, lest thou also be tempted."

REVISED JULY 2026

As I mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not "hear" you, or openly disagrees with your version of the problem? Let's say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

Five: The parent and teacher should agree to share the matter with the school principal. At this stage the counsel of Jesus would be "Take with thee one or two more, that in the mouth of two or three witnesses every word may be established." Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two-people level. Another 18% of school problems are solved at the three- and four-people level which includes the school's administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: The school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems is inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?" (1 Corinthians 6:1, KJV).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

Author: **Dr. Paul A. Kienel**, former president, Association of Christian Schools International

REVISED JULY 2026

Policy on Use of Private Cars for Transporting Students:

When the school needs parents or other persons to transport students to events or field trips, the following stipulations must be followed:

1. The driver must have a valid, unrestricted Texas Driver's License. A copy of this license and a certificate of insurance for the vehicle being used must be provided and kept on file in the front office. The insurance policy must be current, and Full Armor Christian Academy recommends the policy include a minimum liability coverage of 250/500/100:

- **a.** $250,000 per person
- **b.** $500,000 per bodily injury occurrence, and
- **c.** $100,000 property damage +

2. The driver should comply with all motor vehicle laws and regulations of the state in which the driver travels including laws and regulations covering car registration, driver's license, and state vehicle inspections.

3. The number of persons in the vehicle must not exceed the number of operable seat belts. The driver and passengers will use available passenger restraints at all times when the vehicle is in motion. No one should be allowed to ride in the bed of a pickup truck.

4. All drivers must have a current background check on file for the current school year. It must be completed before the event.

5. Drivers who have been convicted of a misdemeanor or felony driving under the influence within the past 10 years will not be authorized to drive students.

6. Drivers who have been charged with a misdemeanor or felony driving under the influence or serious moving violation will not be authorized to drive students pending disposition of their case.

7. Drivers with more than one moving violation conviction within the past year will not be authorized to drive students.

8. Vehicles for transporting students must be in a safe and operable condition.

9. There must be a permission slip on file for each student traveling in privately owned vehicles.

10. Parental transportation is strictly voluntary and optional. No mileage will be paid to parents.

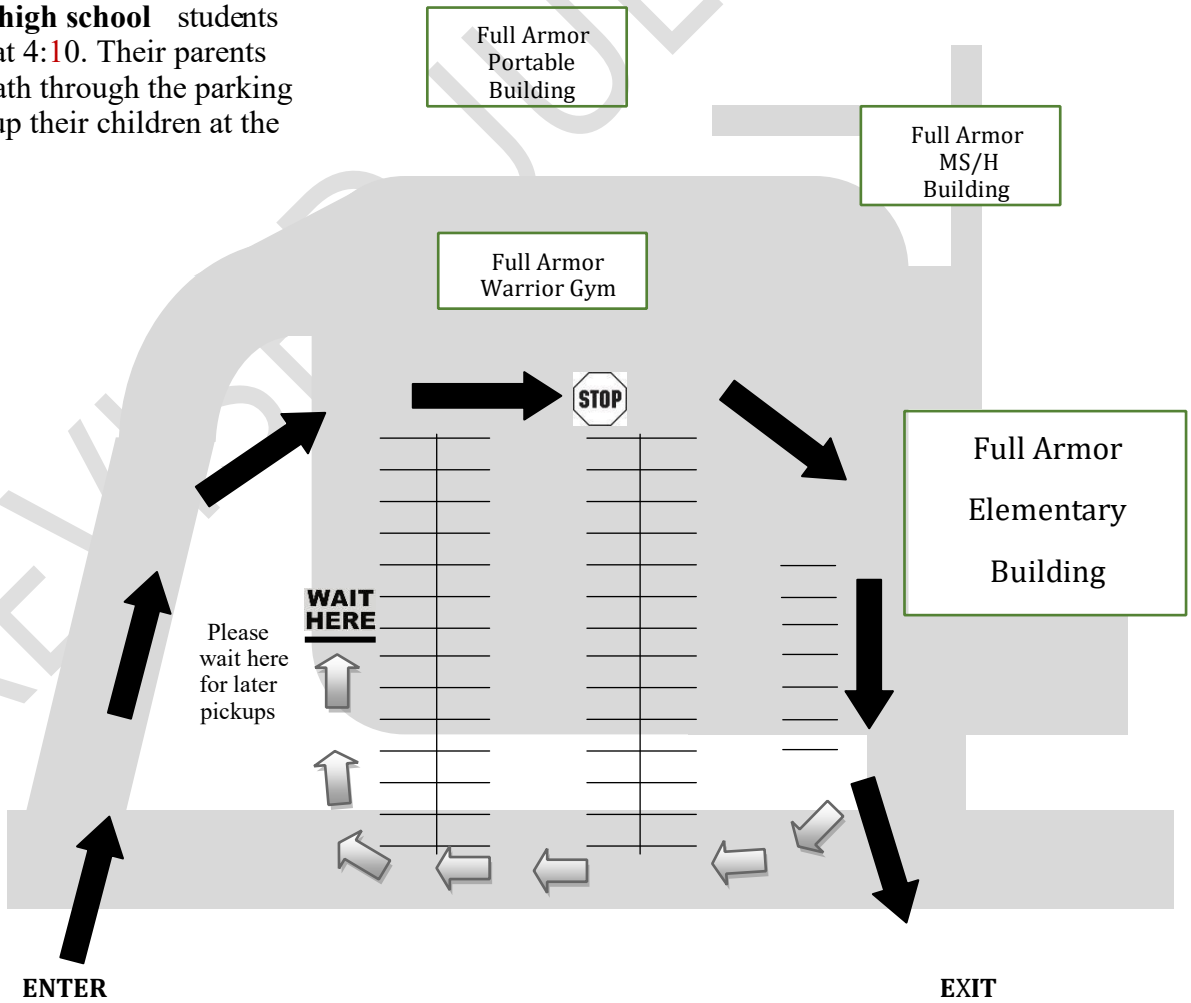
REVISED JULY 2026

Pickup/Dropoff Procedures

Safety, efficiency, and courtesy should be the goals during the departure time of all students. Any time a student leaves the school, he/she will be released only to the parent or to those persons authorized by the legal parent or guardian on the Student Pickup Permission Form.
At dismissal time, ALL PICKUP TRAFFIC enters the **long driveway** at the northeast side of campus and exit near the front building. Parents should remain in their vehicles and drive through the pickup line. Students will be supervised by Full Armor staff as they get into their vehicles. If a parent is late, the student will need to be picked up in the office. Parents who are late to pick up their children should park in a parking space and come inside the building. **PLEASE DO NOT ALLOW ANYONE TO BLOCK THE DRIVEWAY DURING PICKUP**.
K4 and 1st students are dismissed **at 3:20**. Their cars are represented by **WHITE** arrows on the diagram below. They should stay in the **RIGHT** lane when entering the driveway, passing any cars that might be lined up at the gym, and line up to get their children **under the awning of the front building.**

2nd–5th graders dismiss at 3:35. Their cars are represented by **BLACK** arrows on the diagram below. They will form one line up **LEFT** lane and stop at the gym.

Middle and high school students will dismiss at 4:10. Their parents follow this path through the parking lot and pick up their children at the gym.



REVISED JULY 2026

Gymnasium Use Policy

1) FACA Philosophy

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 truths. Please refer to FACA's Philosophy Statement for additional details.

2) General Rules and Policy

a) FACA Gymnasium is part of the FACA campus and all use of the gym will be conducted in accordance with a Christ-like example and in full agreement with FACA Philosophy as outlined above. There will be no profanity, alcohol consumption, PDA - public display of affection, and/or inappropriate music, allowed on FACA property.

b) No activities will be scheduled during the regularly scheduled school day or other school planned use of FACA property. No activities will be scheduled in conflict with the planned school days or school calendar.

c) Unauthorized entrance into the gym may result in the suspension of such individuals or groups from the use of the gym. Violations of these rules and other misconduct shall be called to the attention of FACA's Administration and/or the FACA Board of Directors.

d) A qualified staff member must host each group or event requesting use of the gym.

e) All privileges granted, all duties assigned, and all responsibilities imposed shall be at the will of FACA.

f) Participation shall be limited to FACA family, visitors at tournaments, and/or games, and special groups as approved by FACA.

g) Actions and manner of dress for participants and spectators will be consistent with Christian standards at all times.

h) Persons or groups violating the policy regulations will be subject to disciplinary actions.

i) The FACA staff member granting scheduling of use will be responsible for the explanation of policies and regulations. The FACA staff member granting access will be responsible for enforcement of policies and regulations.

j) No Bikes, scooters, or other heavy items will be allowed on the gym floor due to the nature and requirements of preserving and protecting the wooden gym floor.

k) FACA (Full Armor Christian Academy) will not be responsible for or incur any liability related to any accident and/or personal injury due or related to the use of the FACA gymnasium.

REVISED JULY 2026

3) Participation Guidelines

a) Those eligible to use the gym are as follows:

i) Families of FACA ii) Visitors and guests of FACA iii) Special groups (league or one-time events)

b) All groups (leagues or one-time events) must present the following prior to approval for use:

i) Education value and/or purpose of event ii) League rules and league participation roster (if teams are still forming, team captions may be submitted and complete team list submitted before the first games.)

iii) Event schedule and speaker's name

4) Reservations

a) Since the gym is a part of the daily activities of FACA, scheduled reservations will not conflict with the FACA activity schedule in any way.

b) The gym will not be available for reservations on Sundays or Wednesdays.

c) All reservations for the gym must be requested through the office by completion of the contract agreement for use of gym form and a signature of the event sponsor.

d) Reserved facilities shall be relinquished upon termination of the reserved time.

e) All groups making reservations will be responsible for their event/program/league play schedule FACA Staff will not plan activities, events, programs, league play schedules.

f) All groups are responsible for keeping the gym clean and leaving the gym as clean as they found it.

g) Any items moved for any event will be returned to their original position, except for the volleyball net FACA staff will remove and replace it as necessary.

h) All groups must have one adult contact, which is in charge of the entire reservation. This person is the sponsor and contact between the group and FACA.

i) All reservations must have an FACA staff sponsor.

j) If plans are changed, reservations shall be promptly cancelled by written notification to FACA. Changes in league plans shall be given 48 hours before the scheduled game.

k) Each group will be responsible for the overall conduct of its members, visitors, and guests.

l) Areas, other than the gym floor, and public restrooms will be considered —off limits to the group and/or their guest.

m) Participants are asked to remain inside the gym facility and not loiter around the outside of the gym.

REVISED JULY 2026

n) Damages incurred while a group has a reservation will be considered the financial responsibility of the group. Should damages occur, the damages and an incident report should be recorded and immediately given to FACA staff.

o) A copy of all rules and policies for gym use will be given to each group requesting a reservation. A signed statement affirming that the rules and policies for gym use have been read and will be adhered to will be signed and returned to FACA prior to the reservation being made.

p) No activities will be allowed in the gym that is contrary to the established FACA policy or philosophy.

5) Fees for use of gym areas are as follows:

a)	Deposit for gym use	$ 200.00 full day, $100.00 ½ day or less
b)	All day (8 hours)	$ 250.00 per 8 hours
c)	½ day (4 hours)	$ 125.00 per 4 hours
d)	2 hours for league practice	$ 65.00 per 2 hour league practice
e)	FACA Staff Member.	$ 10.00 per hour suggested fee, negotiable with individual

f) **Deposit is refundable, if the gym is returned clean and ready for use without any damages.

**This fee does <u>not</u> include set up and clean up by FACA Staff.

**This fee does include compensation for the required FACA staff member.

6) Supervision

a) All groups must have adequate adult supervision. All children will need to be supervised.

b) All children third grade and below must be accompanied at all times by an adult 18 years of age or older or with an adult sponsoring the activity for them.

c) Due to safety concerns, all children under the age of 16 years must be escorted by an adult while on the parking lot.

7) Equipment Use

a) Equipment must be checked out from the office in accordance with the procedures set up by FACA. Persons checking out the equipment are charged with the responsibility of returning the equipment immediately when the activity is completed. (Chairs, tables, equipment, and miscellaneous items)

REVISED JULY 2026

Contract Agreement for Gym Use

I _____ do hereby testify by my signature that I have read and understand the above policy and that I am willing to serve as the group sponsor for the reservations, and that I will make sure that all member, visitors, and guests of the event understand and abide by this policy as outlined.

Printed Name: _____Group Sponsor for: _____

The policy committee will review and revise the policies and regulations annually, and any changes made will be approved by the Board of Directors.

Date of Use: _____

Reason for Use: _____

Education Reason for Use: _____

Deposit: _____

Usage Commitment:

All day (8hours) _____
½ day (4hours) _____
2 hours league practice: _____

Event Sponsor Name: _____
Contact Phone Number: _____ primary_____ secondary
Address: _____

****Event Sponsor's Liability Insurance Company: _____
Address: _____
Policy Limits: _____

Signature of event Sponsor: _____

Signature of Hosting Staff Members:_____

Signature of FACA Staff member granting scheduling: _____

REVISED JULY 2026

******FACA (Full Armor Christian Academy) will not be responsible for or incur any liability related to any accidents and/or personal injury due or related to the use of FACA's Gymnasium.**

No Bikes, scooters, and/or heavy items will be allowed on the gym floor due to the nature and requirements of preserving and protecting the wooden gym floor.

REVISED JULY 2026

Full Armor Christian Academy Dress Code

The school dress code applies to all Full Armor students on campus and at school-related events, As a Christian, we must concern ourselves with our appearance. By our dress, we represent the feelings and thoughts of our hearts. This being the case, our clothing and the way we wear it, should represent our desire to please and honor God.

Key items to the FACA dress code are: neatness, modesty, and not drawing attention to one's self. On occasion, there very well could be situations where something not listed may have to be brought to the attention of the student. It is the parent's responsibility to be familiar with the dress code and to ensure that their children are in compliance each day.

All items should be maintained in clean and presentable condition without tears, excessive stains, or obvious disrepair. Additional dress days are designated by faculty and/or administration. It is important to note that if any questions arise, on any issue, the decision of the administration prevails.

Pre-K4- Kindergarten Girls' Daily Attire:

- Khaki or navy uniform shorts, pants, skirts, skorts, or jumpers
- Polo-style shirt (long or short sleeves)- solid colors- FACA logos or 1"x1" store logos are acceptable. Practice keeping shirts tucked in, however, Pre-K4 and Kindergarten are not yet required to keep shirts tucked
- Brown, black, khaki, or navy belt, if wearing, but Pre-K4 and Kindergarten are not required to wear belts
- Closed-toe shoes, dress flats, dress/cowboy boots, athletic shoes, or Ked-style shoes
- FACA-approved hoodie, sweater, pullover, or cardigan
- Solid hoodie, sweater, pullover, or cardigan. No neon or pastel colors

Pre-K4- Kindergarten Boys' Daily Attire:

- Khaki or navy uniform shorts or pants
- Polo-style shirt (long or short sleeves)- solid colors- FACA logos or 1"x1" store logos are acceptable. Practice keeping shirts tucked in, however, Pre-K4 and Kindergarten are not yet required to keep shirts tucked
- Brown, black, khaki, or navy belt, if wearing, but Pre-K4 and Kindergarten are not required to wear belts
- Closed-toe shoes, dress shoes, cowboy boots, or athletic shoes
- FACA-approved hoodie, sweater, pullover, or cardigan
- Solid hoodie, sweater, pullover, or cardigan. No neon or pastel colors

REVISED JULY 2026

1st- 8th Grade Girls' Daily Attire:

- Khaki or navy uniform shorts, pants, skirts, skorts, or jumpers
- Polo-style shirt (long or short sleeves)- solid colors- FACA logos or 1"x1" store logos are acceptable. Shirts must be tucked in at all times
- Brown, black, khaki, or navy belt
- Closed-toe shoes, dress flats, dress/cowboy boots, athletic shoes, or Ked-style shoes
- FACA-approved hoodie, sweater, pullover, or cardigan
- Solid hoodie, sweater, pullover, or cardigan. No neon or pastel colors

1st- 8th Grade Boys' Daily Attire:

- Khaki or navy uniform shorts or pants
- Polo-style shirt (long or short sleeves)- solid colors- FACA logos or 1"x1" store logos are acceptable. Shirts must be tucked in at all times
- Brown, black, khaki, or navy belt
- Closed-toe shoes, dress shoes, cowboy boots, or athletic shoes
- FACA-approved hoodie, sweater, pullover, or cardigan
- Solid hoodie, sweater, pullover, or cardigan. No neon or pastel colors

Pre-K4- 12th Grade Chapel and Field Trip Attire:

- Girls- Khaki shorts, pants, jumpers, skirts, or skorts
- Boys- Khaki shorts or pants
- Hunter green polo shirt (tucked in)
- Brown, black, khaki, or navy belt
- Closed-toe shoe, dress flat, dress/cowboy boot, athletic shoe, or Ked-style shoe
- FACA-approved hunter green hoodie, sweater, pullover, cardigan, or letter jacket may not be worn during chapel but are allowed after
- Spirit attire when directed by the teacher

Pre-K4- 12th Grade Spirit Day Attire:

- Blue jeans (no holes), uniform shorts or pants (No blue jean shorts), blue jean skirts below the knee
- FACA-approved spirit t-shirt or uniform polo shirt. MUST be tucked in
- Brown, black, khaki, or navy belt
- Closed-toe shoe, dress flat, dress/cowboy boots, athletic shoe, or Ked-style shoe
- FACA-approved hoodie, sweater, pullover, cardigan, or letter jacket
- Solid hoodie, sweater, pullover, or cardigan. No neon or pastel colors

REVISED JULY 2026

9th-12th Grade Girls' Daily Attire:

- Blue jeans (no holes) or khaki or navy uniform shorts, pants, skirts, skorts, or jumpers (No denim shorts, skirts, skorts, or jumpers)
- Polo-style shirt (long or short sleeves)- solid colors- FACA logos or 1"x1" store logos are acceptable. Shirts MUST be tucked in at all times
- Brown, black, khaki, or navy belt
- Closed-toe shoes, dress flats, dress/cowboy boots, athletic shoes, or Ked-style shoes
- FACA-approved hoodie, sweater, pullover, or cardigan
- Solid hoodie, sweater, pullover, or cardigan. No neon or pastel colors

9th- 12th Grade Boys' Daily Attire:

- Blue jeans (no holes) or khaki or navy uniform shorts or pants (No jean shorts)
- Polo-style shirt (long or short sleeves)- solid colors- FACA logos or 1"x1" store logos are acceptable. Shirts MUST be tucked in at all times
- Brown, black, khaki, or navy belt
- Closed-toe shoes, dress shoes, cowboy boots, or athletic shoes
- FACA-approved hoodie, sweater, pullover, or cardigan
- Solid hoodie, sweater, pullover, or cardigan. No neon or pastel colors

General Guidelines for All:

Outerwear

- All FACA-approved logo jackets, letter jackets, sweaters, sweatshirts, pullovers, and hoodie are allowed to be worn on campus, in the classroom, and all school-related events. However, absolutely NO hoods are to be worn inside the buildings or classrooms at any time. Instant Obedience is required- hoodie will be retrieved from student with first offense against hood policy. Failure to comply will result in the complete loss of the privilege of wearing any hoodie, hooded jacket or hooded sweatshirt
- Solid hunter green jackets, sweaters, pullovers, sweatshirts, cardigans, and hoodies may also be worn on campus, in the classroom, and all school-related events. However, absolutely NO hoods are to be worn inside the buildings or classrooms at any time. Instant Obedience is required- hoodie will be retrieved from student with first offense against hood policy. Failure to comply will result in the complete loss of the privilege of wearing any hoodie, hooded jacket or hooded sweatshirt
- All other outerwear may only be worn to and from outdoor classes or while on the playground
- Students MUST be in uniform compliance underneath any outerwear

REVISED JULY 2026

Shirts

- All shirts-polo or spirit t-shirts- MUST be tucked in at all times (does not apply to Pre-K4 and Kindergarten)
- Undershirts and tanks must be solid white, navy, gray, nude, or black with no visible writing
- Spirit t-shirts must be FACA-approved and cannot be homemade or purchased outside of school-supported sales

Bottoms

- Shorts and pants must be worn above or at the hips
- No inappropriately tight jeans or pants (skinny jeans), bell-bottom-style pants or jeans, jeggings or leggings worn as pants, athletic shorts, warm-ups, or jeans with rips, holes, frays, or tears
- Shorts, skirts, skorts, and jumpers must be no more than 3" from the top of the knee
- Modesty shorts or tights must be solid white, navy, gray, khaki, or black with no visible writing and must be worn when wearing skirts or jumpers

Footwear

- No sandals, flip-flops, Crocs, shoes with wheels or lights, house shoes/slippers, or skeletoes may be worn at any time
- Knee-high socks are permissible when wearing skirts or dresses, but must be solid white, khaki, navy, hunter green, black, or gray
- Socks must be a solid color and no taller than a crew sock (mid-calf)

Headgear

- Hats, beanies, caps, or any other headgear, INCLUDING HOODS, may not be worn during school hours. Failure to comply with hood regulations will result in the removal of the privilege of wearing any hoodie, hooded jacket, or hooded sweatshirt
- Hair will be of natural colors and must be neat and properly groomed. Unusual or extreme hairstyles, including, but not limited to- vibrant colors, multiple level shaving- are not acceptable
- Boys' hair should not be longer than the top of the collar and the middle of the ear, and should not cover the eyes
- Boys' facial hair of any kind is not permitted
- Girls' hair should not cover the eyes (should be pulled back with clips or bows)
- Bows and headbands will be solid colors unless otherwise approved by administration for class parties or events

Accessories

- Natural makeup permitted for 6th- 12th grade girls only
- Modest, non-distracting jewelry may be worn

REVISED JULY 2026

- Piercings are permitted for girls only- one per lobe for grades Pre-K4- 5th; two per lobe for grades 6th- 12th
- No piercings are allowed for boys
- No gages are allowed for boys or girls
- No other piercings or gages for boys or girls included but not limited to the following: Eyes, Eyebrows, Nose, Lips, etc.
- Tattoos (permanent or temporary) must be covered during school and while attending all school-sponsored events (i.e. field trips and sporting events)

REVISED JULY 2026

Homebound Policy

Introduction

This policy provides information to students and families about the temporary provision of homebound instruction.

Homebound services may be provided to students who are confined to home or to a health care facility and are unable to attend school based upon certification of need by a licensed physician,
licensed clinical psychologist, or psychiatrist and upon FACA's approval of Homebound Services. Approval of homebound services are at the discretion of FACA Administration and are contingent upon the availability of FACA staff to meet the homebound request.

At FACA homebound instruction is based upon Texas Education Agency (TEA) Guidelines stating: Communication among the school, family, homebound facilitator and FACA staff/administration is vital to the success of homebound instruction. This policy provides a description of responsibilities for each individual involved in the implementation of services. When all parties work together, students are able to benefit from the provision of services and return to the school environment when services are no longer needed or required. Questions about homebound instruction may be directed to the FACA Administration.

General Overview

At FACA, the eligibility determination for homebound instruction is a collaborative process between the parent/guardian, health care provider, and FACA administration. FACA supports the continuity of educational services between the classroom and home/hospital for students who must be confined due to medical needs, either physical or psychological, that contraindicate school attendance for a limited period of time. Homebound services are for a student's illness/injury only. Services are not to compensate for absences related to family care or illness.

Applications for homebound instruction shall be reviewed and are subject to an approval process. In order for a student to be considered for homebound placement, a Medical Certification of Need form must be fully completed and submitted to the FACA office. The completeness of the Medical Certification of Need form includes a parent/ guardian signature on the medical release for exchange of information between the treating physician, psychiatrist, licensed clinical psychologist, parent/guardian, and FACA. Administration will determine eligibility for homebound instruction based on Texas Education Agency guidelines. Approval of students for homebound instruction is based upon review of the medical documentation submitted by the attending physician, psychiatrist, licensed clinical psychologist, and the receipt of required documentation submitted by the parent/guardian.

REVISED JULY 2026

FACA's will conduct follow- up with the treating physician, psychiatrist, and licensed clinical psychologist to determine the appropriateness of the request and to clarify the need for homebound instruction versus school-based instruction with appropriate accommodations. FACA Administration will evaluate and approve or disapprove the request based on the information provided and FACA's ability to adequately meet the staffing needs of the homebound request.

Instruction Goal

The goals of the homebound service are to provide quality instructional assistance for a short period of time in order to keep the student as current as possible with core academic classroom instruction, sustain the continuity of instruction, and facilitate the student's return to the school setting.

Homebound Services

At FACA, a student can be recommended for temporary homebound instruction in one of the following ways:

1. A medical doctor requests homebound services due to a student's physical condition and his/her inability to attend school. The parent or guardian must provide the fully completed Medical Certification of Need form to FACA.

2. A licensed clinical psychologist or a psychiatrist requests homebound services due to a student's emotional disorder and his/her inability to attend school. The Medical Certification of Need form must be signed by the licensed clinical psychologist or psychiatrist and must be accompanied by a treatment plan. The parent or guardian must provide this information to FACA.

3. The Medical Certification of Need Form is available at the FACA office.

Provision of Homebound Services

Homebound instruction is not intended to supplant school services and is, by design, temporary. Homebound instruction is **not** a remediation program. Homebound services are **not** designed to provide a student time to —catch-up or —make-up previously missed school assignments and course work. The homebound teacher is responsible for assisting with work from the date that the completed, and for collecting the required forms for homebound instruction through the end of the approved homebound period.

REVISED JULY 2026

Once homebound is approved, students will no longer be marked as absent. However, absences prior to receipt of the completed required forms will not be covered. As stated in the FACA Student/ Parent Handbook, students are expected to attend school to the fullest extent possible.

Full-Time: Homebound services are provided upon approval from FACA Administration on a full-time basis when short-term confinement of a student at home or in a healthcare facility prevents school attendance. The student does not attend school for a designated period of time and receives all instructional assistance at home. Once a student has been approved for full-time homebound, he/she may not participate in extra-curricular activities, non-academic activities (such as field trips), or be on school property. Unless specifically outlined in the student's medical plan of care, students should not work or participate in community activities.

Partial: Homebound services can be provided on a part-time basis for a student that can tolerate less than a full day in the classroom setting. If the student is placed on partial homebound, the student would attend school each day for a set number of hours or for specific classes. The Medical Certification of Need Form must provide detailed supporting evidence of the student's medical condition as it affects full-day school attendance. These arrangements would be discussed further with FACA administration and staff based upon the student's daily course schedule. Upon approval from FACA administration, a homebound teacher will provide instructional assistance for the core academic courses missed due to partial attendance.

Timeline of Services

Homebound

Applications for homebound instruction will be reviewed and will be subject to an approval process. In order for a student to be considered for homebound placement, a Medical Certification of Need form must be fully completed and submitted to the FACA Office. The completeness of the Medical Certification of Need form includes a parent/ guardian signature on the medical release for exchange of information between the treating physician, psychiatrist, licensed clinical psychologist, parent/ guardian, and FACA administration.

FACA administration will determine eligibility for homebound instruction based on Texas Education Agency guidelines. Approval of students for homebound instruction is based upon review of the medical documentation submitted by the attending physician, psychiatrist, licensed clinical psychologist and the receipt of required documentation submitted by the parent/guardian, and the availability of FACA staff to meet the homebound requirements. FACA administration/ staff will conduct a follow-up with the treating physician, psychiatrist, or licensed clinical psychologist to determine to appropriateness of the request and to clarify the need for homebound services versus school-based instruction with appropriate accommodations.

REVISED JULY 2025

Incomplete applications – including required documentation – may cause delays. Processing of a complete application should be done within five (5) business days. The parent/guardian will be notified of any incomplete requests and will be asked to provide any missing information. When administrative processing delays the initiation of homebound services, the parent/guardian will be notified. Initiation of the homebound application process begins once a **complete** application for services is received by the FACA office.
Medical Certification of Need requests may be approved for a maximum of nine weeks. Should an illness preventing school attendance extend past nine weeks, a new Medical Certification of Need Form must be supplied, providing updated information regarding the student's condition.

The service start date of homebound services will be the date FACA administration assigns a teacher and sends out official notifications of approval. The start date and end date of services will be listed in a letter sent to the parent/guardian.
Homebound services will not retroactive in nature and will not cover any time missed from school prior to the implementation of homebound services. Homebound teachers are not responsible for the student's completion of school assignments for previous time missed. Homebound services will not be utilized for a student to _catch-up' in his/her curriculum.

Students receiving homebound services will be expected to work independently outside of the time they meet with a homebound facilitator. The expectation is that work will be completed and returned to the school for grading no more than two-weeks after the deadline set for their peers in the classroom. Not returning completed work within the designated timeframe may result in receiving a grade of zero (0). Deadlines will ultimately be determined by the schoolbased team, and only the school-based team will grant extensions.

Homebound services are aligned with FACA's academic school calendar and do not extend beyond the last day of the school year. Students remain on the attendance roll of their school for the duration of the homebound placement. Their attendance is marked in accordance with compliance to the instructional requirements of the program.

Suspension of Services

The homebound department may institute a suspension of services if the student exhibits excessively missed appointments or repeated cancellations with their assigned facilitator. If the student misses five consecutive scheduled homebound sessions, services will be suspended until alternate arrangements are secured.

REVISED JULY 2026

Homebound services may also be suspended if the home environment is not conducive to learning or represents a threat to the safety of the student or teacher. The suspension of services is temporary until alternate arrangements can be setup.

FACA homebound students are subject to the compulsory school attendance regulations, as are all students. The home based teacher will notify school staff/administration, of noncompliance with the attendance policy.

Termination of Services

If a student is able to return to school before the scheduled end date of homebound services, FACA must receive a medical release notice from the referring physician allowing that student to attend school.

Instruction Guidelines

At FACA, the goal of homebound instruction is provide quality instructional assistance for core academic courses for a short period of time, while facilitating the student's return to the classroom setting.

1. Homebound instruction must be conducted between the hours of 8:00am and 4:00pm Monday through Thursday.

2. Homebound instruction should be conducted in the student's home. A responsible adult, 18 years or older, must be present at all times when the homebound teacher is in the home providing instruction. FACA administration may approve alternative locations for special circumstances. Alternative locations must be within the boundaries of Rusk Co. and may include public buildings such as libraries. Permission for an alternate location must be secured in writing from the FACA administration

3. No homebound instruction may be conducted on FACA student holidays or on other days when students are out of school (i.e. Inclement Weather Closing Days).

4. The number of hours of instruction per week will be based on a student's schedule and the decision of school personnel.

5. Homebound services will supplement core classes required for graduation purposes. The work completed with the assistance of the homebound teacher will not include electives, labs, physical education classes, etc.

6. The student's participation in school related extracurricular activities and non-academic activities will not be allowed when the student receives homebound or home-based placement.

REVISED JULY 2026

Students are not to be on school property while receiving homebound services. Unless specifically outlined in the student's medical plan of care, students should not work or participate in community activities.

7. Students receiving services are expected to work independently outside of the time they meet with a homebound facilitator. The expectation is that work will be completed and returned to the school for grading no more than two-weeks after the deadline set for their peers in the classroom. Not returning completed work within the designated timeframe may result in receiving a grade of zero (0). Deadlines are ultimately determined by the school-based team, and only the school-based team may grant extensions.

Responsibilities and Expectations

Effective delivery of homebound services requires effective communication among all individuals involved. The direct responsibilities for individuals associated with homebound are described below.

Students and Parents

Students receiving homebound instruction will:

1. Be available for homebound teacher at the agreed upon time. Excessive missed appointments will be reported to FACA administration and will be counted on the student's attendance record which may result in the termination of homebound services.

2. Work independently and complete assignments outside of the time spent with the homebound teacher.

3. Complete all work from each assigned core class in a timely manner. Complete all homework assignments instructed by the homebound teacher.

4. Cooperate with the homebound teacher in order to obtain the skills and knowledge necessary to be successful when returning to school.

The Parents/Guardians of students will:

1.Request a Medical Certification of Need for Homebound Instruction from the FACA office. Homebound services are not initiated by the school staff.

REVISED JULY 2026

2. Ensure that a complete Medical Certification of Need form is completed by their medical doctor and given to FACA administration when the request is due to a student's inability to attend school due to a physical condition. If homebound services are being requested due to an emotional disorder, the form must be accompanied by a Treatment Plan that is signed by a Texas licensed clinical psychologist or psychiatrist.

3. Monitor the end date of homebound services. If the student needs an extension of services, the parent must ensure that FACA administration receives all required documentation five days prior to the original end date.

4. Contact the school and request work for the student while homebound services are being finalized.

Once a student has been determined eligible to receive homebound services, the parents/guardians will:

1.Ensure that an adult is present at all times when the homebound teacher is in the home providing instruction – even if the student is aged 18 or older.

2. Provide adequate facilities for teaching (such as a quiet space with a table, chairs, and appropriate supplies).

3. Have the student ready for instruction at the time agreed upon with the homebound teacher.

4. Supervise daily homework and completion of all assigned work. Encourage the student to work independently. The expectation is that work will be completed and returned to the school for grading no more than two-weeks after the deadline set for their peers in the classroom. Not returning completed work within the designated timeframe may result in receiving a grade of zero (0). Deadlines are ultimately determined by the school-based team, and only the school-based team may grant extensions.

5. Notify the homebound teacher, prior to the scheduled visit, if there is a contagious illness in the home or if there is an emergency requiring cancellation.

6. Keep all appointments with the homebound teacher. Excessive missed appointments may result in suspension of services.

7. Advise FACA administration of any changes in the student's status that would necessitate modification or termination of homebound services.

REVISED JULY 2026

8. Promptly notify FACA administration of excessive missed appointments or tardiness by the homebound teacher, or if there are other concerns.

REVISED JULY 2026

Homeschool | Credit Recovery Policy

For high school credit consideration, home school students must have received a numerical course grade. Credits for these classes will be awarded on an individual basis.

Grades awarded through home school programs are not included in the GPA.

Courses must be completed through an accredited, FACA-approved curriculum or program.

Student Eligibility

- Transfer student from another district or incoming homeschool student to gain credits needed to remain on grade level or integrate into the Full Armor grade-appropriate track
- Course recovery for a failed course
- Inability of FACA to offer courses needed due to enrollment or financial factors

Courses conducted at home under the supervision of parents will not count toward the FACA GPA. Courses directed under the supervision of FACA faculty while on campus will count toward the FACA GPA.

All courses must be pre-approved by administration.

BJU courses should be offered first at the expense of the parent to be administered through FACA either on campus if the schedule allows or at home with administrative advisement. Other accredited courses will be considered and approved by administration on a case-by case basis.

Students will be given a log in and password to use for course complete. FACA staff will monitor the student's progress.

REVISED JULY 2026