



**FOUNDERS**  
*Classical Academy®*

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Ft. Worth, TX 76108  
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**Parent / Student Handbook**  
**2025- 2026**

## **SCHOOL MISSION**

*Founders Classical Academy* seeks to provide an excellent and distinctively classical education that pursues knowledge, promotes virtue, and prepares students for prosperous lives in a free society.

## **SCHOOL MOTTO**

*Our motto: "Sapientiam et veritatem quaere ut ultimum officium tuum."*

*"Seek truth and wisdom as your ultimate duty."*

*"A man should look for what is, and not for what he thinks should be." – Albert Einstein*

*"Honesty is the first chapter in the book of wisdom." - Thomas Jefferson*

*Wisdom is one of the greatest qualities we can possess as knowledge, understanding, and application needed to drive us towards success by helping us avoid pain and heartache and leading us to well-being. According to Proverbs 4:7 (NLT), "Getting wisdom is the wisest thing you can do! And whatever else you do, develop good judgment." Likewise, seeking truth is the most important thing you'll do because the human impulse to seek truth is like a plant's impulse to grow towards the sun. Hence, we are taught to direct our truth-seeking impulse out there amidst paradoxes, assumptions, conflicting information, and outright lies, which sometimes may cause confusion and overwhelm. But truth as a strong moral compass gives us freedom and brings peace to our soul.*

## **SCHOOL VIRTUES**

Wisdom  
Honesty  
Integrity  
Gratitude  
Service  
Courage  
Self Governance  
Civility  
Diligence  
Perseverance

While no list can be fully comprehensive of all the virtues we wish to impart to students, we see all these virtues being grounded in Wisdom and Truth..

## **PROGRAM OVERVIEW: Classical Education**

Founders Classical Academy is deeply convinced that the educational methodology we employ must be time-tested, developmentally appropriate, and effective in producing critical thinking skills. To accomplish these educational goals, Founders has adapted a version of the classical model. The classical model enables us to maintain a focused and in-depth approach to education and protects us from the whims of modern educational theory. The entire curriculum is based in

the Classical Liberal Arts and Sciences with a strong emphasis on civic education. Our hope is that as we cultivate their intellectual appetites and imaginations, our students will seek that which is good, true, and beautiful for a lifetime.

#### Program Distinctives:

- Virtue, as well as principles in self-government and civility, is identified and clearly taught in a seamless manner through course content.
- Emphasis is placed on engaged learning and on fostering a spirit of inquiry in students; standardized tests, while important, do not drive curriculum and instruction.
- The curriculum is knowledge-rich and built around the principles of increasing cultural literacy, the centrality of the Western Tradition, and a common body of essential knowledge that promotes academic success and citizenship.
- Literacy is taught through explicit phonics and grammar; rational thought and expressions are acquired through logic and rhetoric.
- Greek and Latin constitute the foundational foreign language instruction for training in grammar, vocabulary, and critical thinking and as a bridge to the study of seminal texts of the Western Tradition and to other languages.
- Classic works of history and literature, i.e. Great Books, the texts students read, examine, and discuss with depth and seriousness.
- Mathematical and scientific knowledge are pursued for their own sakes, not merely for their practical applications; both promote human excellence.
- Instruction in the fine and performing arts are essential to the curriculum and include instruction in theory, history, and performance.
- Students are trained in study skills, planning and organization, close reading of texts, and note taking.
- Importance is placed on bodily fitness and physical education in concert with fit minds.
- Co-curricular and extra-curricular academic and athletic activities are offered and encouraged in order to promote a well-ordered and well-rounded experience for students.
- The education of children is viewed as a collaborative and essential partnership between parents and professional educators.

### **ACADEMIC PROGRAM**

The K-8 curriculum generally follows the *Core Knowledge* sequence with some modifications to accommodate TEKS in addition to some classical education enhancements. Core Knowledge (CK) is a knowledge-rich curriculum sequence that effectively builds in students the grammar of each subject-- preparing them for more advanced studies in later grades. CK is a systematic course sequence built upon the following ideas:

1. learning is built upon previous learning,
2. reading comprehension and overall academic success are dependent upon solid academic background knowledge,
3. there is a common body of knowledge all citizens should learn, i.e. cultural literacy
4. students must be better prepared to become more informed and responsible citizens of our republic.

Our academic sequence can be viewed online by visiting our website, follow *Parents > Curriculum*.

Modifications to accommodate TEKS and enhancements in grammar school include additional novels in some grades and the study of Latin and Greek root words in grades 4-6. Methods and resources from *Access Literacy* are used to teach explicit phonics (orthography), spelling, writing. *Well Ordered Language* and *Writing and Rhetoric* are used in upper elementary and middle school for instruction in grammar and writing. *Dimensions (Singapore Math)* is used in grades K-5 to teach math concepts.

*Grammar School Subjects, K-5:*

- English-Language Arts (K - 3 Explicit Phonics, Writing, Reading, Greek & Latin Roots)
- History and Geography (American and World)
- Fine Arts (Music and Visual Art)
- Literature (Poetry, Classic Children's Stories & Novels, Sayings & Phrases)
- Mathematics
- Physical Education
- Science

Latin language instruction begins in sixth grade and continues into high school. Formal instruction in logic begins in eighth grade. While the Core Knowledge (CK) sequence ends with 8<sup>th</sup> grade, the knowledge-rich spirit of CK continues in the high school curriculum at Founders.

One difference in instruction is more dialectical in both the middle and high school grades, and the process of learning rhetoric that begins in the early grades reaches advanced stages in high school. The high school grades feature a rigorous liberal arts and sciences curriculum. Students learn content in more in-depth manners, and the focus is more oriented toward Western Civilization. In the humanities, priority is given to original sources and great books. Mathematics and science offer rigorous training in fundamentals and theories in these disciplines including both logical methods of inquiry and the scientific method. Fine arts are promoted from the start with CK and continue through high school with both in-school and extra-curricular opportunities in art, chorus, music, and drama.

*Grades 6-8 Sample Course Sequence:*

6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
English: Literature/Grammar and Composition	English: Literature/Grammar and Composition	English: Literature/Grammar and Composition
CK History and Geography	Texas History and Geography	US History and Geography
Math 6	Math 7	Math 8/Algebra I
Earth Science	Life Science	Physical Science
Intro to Latin	Latin IA	Latin IB
CK Art and Music	CK Art and Music	CK Art and Music
Physical Education	Physical Education	Physical Education
		Logic I

- ✓ Students can earn two high school credits of Latin and one credit of Algebra I in these grades.
- ✓ Latin instruction may be adjusted to accommodate students new to FCA
- ✓ Some classes (Art, Music, PE, Logic) may be a semester course

## **HOMEWORK**

A reasonable and developmentally appropriate amount of homework is essential to complete the coursework that enables Founders Classical Academy to provide students a quality education. The majority of class time should be spent in instruction and dialogue. Homework is mainly reserved for reading and meaningful independent activities that provide for practice of content learned in class, preparation for upcoming lessons and assessments, or work on long-term assignments such as essays, reports, presentations, etc. Students at Founders Classical Academy will be assigned targeted homework on a regular basis (as opposed to “busy work”). Parents should help communicate to students the importance of establishing silent and distraction-free environments for completing all homework.

Students are expected to complete the assigned homework, and parents are expected to monitor their children’s homework activity. If a student does not complete homework as assigned, he or she will lose credit for the assignment. Most importantly, the learning process will have been hindered. Repeated homework infractions will result in disciplinary consequences; parents will be required to meet with the teacher and an administrator if a student is consistently failing to complete assigned homework. See the note below about missed work due to an absence from school.

*Homework Length:* There is a general rule of thumb that is both connected to research and traditional practice. The rule is approximately 10 minutes of homework per grade level, plus some additional reading. In first grade, this equates to 10 minutes of homework plus some reading time (parents are the ones typically reading to children at this age, especially during the first part of the year). In 8<sup>th</sup> grade, this means approximately 1½ - 2 hours of homework. One consideration regarding homework duration, especially at the beginning of the year, pertains to the students themselves. Some students work faster than others. All students, however, will improve their study and time management habits. Once they learn teacher expectations and gain more experience in reading, writing, etc. they will complete homework more quickly.

*Study Hall/Advisory:* It is important for students to take full advantage of Study Hall/Advisory time when offered

## **Make-Up Work or Late Work Due to Absence**

It is the responsibility of the student to make up for missed classwork and homework after any absence, planned or due to illness, in a timely manner. A student, or parent in the case of young children, may contact the teacher, check for assignments online, or contact a classmate. Do not contact the school office. It is wise for students to coordinate with a friend, perhaps one who lives close by, early on in the year so handouts might also be collected for the absent student. If a student is unable to coordinate with another student, it is his responsibility to seek the guidance of teachers regarding missed work as soon as he returns so as to be ready for upcoming assessments.

Missed work due to absence must be made up within the same number of days missed, not to exceed 5 days. For example, if a student is absent one day, then he or she has one school day in which to make up the work; a two-day absence would mean two school days in which to make up the work, etc.

An absence on the due date of a major assignment (essay, lab report, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make-up the exam on the day of his or her return. Absences during the preparation time of a major assignment may not extend the due date.

Assignments taken home before or during an absence are due the day the student returns to class; this includes assignments given to a student to complete while on a trip. Grade penalties will affect assignments turned in late. Students missing school for unexcused absences/trips may not be provided assignments to complete for credit.

Late work or missing assignments will not be accepted more than five days after the due date with the exceptions of prolonged illness or extenuating circumstances (Dean/Assistant Headmaster/Headmaster approval required). Late grades penalties are assessed at 10 points per day for the first three days. On the fourth late day, it is 50 points off. An assignment that is turned in after the fourth day is considered overdue and entered in the gradebook as a "0".

Students 5th - 8th grade who have missing assignments will be required to attend a 'Lunch and Learn' period to complete missing assignments during their regularly scheduled lunch time. The opportunity to eat lunch while completing missing work will be provided. Students who fail to complete work during their 'Lunch and Learn' period prior to the five day deadline, will receive a "0" for missing work. Late and missing assignment procedures/policies will still apply.

Note: Make-up work policies refer to "excused" absences such as illness, verified with a parent or doctor's note, a field trip, or other excused absences as described in the Responsive Ed handbook. **Family vacations are not excused absences.** However, arrangements can be made for make-up work in exceptional cases approved by Assistant Headmaster/Headmaster; if you know your child will miss school, you must notify teachers at least one week in advance of the absence after approval has been received. Avoid vacations that cause your child to miss school, especially when mid-term and final exams are administered. Tests and quizzes cannot be made up (or taken prior to leaving) in the case of any unexcused absence, including family vacations.

## **REPORT CARDS AND GRADING PERIODS**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit or promotion, a student must demonstrate mastery on grade level standards and meet school requirements for attendance. In addition, students at certain grade levels may be required to pass state-mandated tests as further requirements for promotion.

One of the main purposes of grading is to determine levels of student academic mastery. Grades will be assigned in all classroom subjects. Incompletes will only be given under special circumstances as determined by a classroom teacher in coordination with the headmaster.

Progress reports are issued every nine weeks and a report card at the end of each semester. However, release of progress reports or report cards may be delayed for students who have unpaid late pick-up fees, late after-school childcare fees, and any other unpaid payments. Report

cards and progress reports that have been delayed can be picked up in the school office after the unpaid fee is paid.

The scale below is used to evaluate academic progress in grades K-1 and specialty classes K-4:

### **ACADEMIC PROGRESS**

E      Excellent progress  
S      Satisfactory progress  
N      Needs Improvement  
U      Unsatisfactory

The scale below is used to evaluate academic progress in coursework for grades 2 - 8:

<b>GRADE</b>	<b>PERCENTILES</b>	<b>MEANING</b>
A+	97-100	Excellent
A	94-96	
A-	90-93	
B+	87-89	
B	84-86	Satisfactory
B-	80-83	
C+	77-79	
C	74-76	
C-	70-73	Needs Improvement
F	0 - 69	
		Unsatisfactory

### **Grading Scale for grades 9-12**

	<b>Grading Scale</b>	<b>Regular Weighting</b>
A	94-100%	4.0
A-	90-93%	3.7
B+	87-89%	3.3
B	84-86%	3.0
B-	80-83%	2.7
C+	77-79%	2.3
C	74-76%	2.0
C-	70-73%	1.7
F	0-69%	0.0

### **Daily Grade Reporting, Progress Reports and Report Cards**

Parents of students in K-1 can view student work and grades in student folders. In grades 2-8 parents and students can review grades, homework assignments, and messages on Skyward. For students experiencing academic difficulty, teachers will notify parents in a timely manner.

Progress reports will be sent every nine weeks, and report cards are made available to all parents at the end of each quarter. Parents are expected to regularly monitor student planners, notebooks, and grades. Generally speaking, Progress Report and Report Card grades should not come as a surprise to parents.

Report cards will be made available through Skyward and parents will be notified once they are available to view. Paper copies of report cards will not be distributed but can be made available upon request.

### **Promotion**

Our expectation is that students pass every core subject to be promoted to the next grade. If a student fails one core academic class, the student may be expected to take summer school at their local ISD, take an online class or repeat the course at FCA Ft. Worth and then prove mastery. If a student fails more than one subject, then he or she is in danger of not being promoted to the next grade.

### **Parent/Teacher Conferences**

A parent/teacher conference may be scheduled at a time the parent or the teacher believes one is necessary. To schedule a conference with a teacher, please make the request by email to the classroom teacher directly. There are no parent-teacher conferences during the weeks of mid-term and final exams in grades 6-8.

### **Field Trips**

Students will have the opportunity to participate in field trips during the school year. Volunteer parents will be needed to help chaperone. All volunteers will need to have background checks and driving applications on file in the school office prior to chaperoning students (Note: background checks can take 2-3 weeks before completion). Please note: Field trips may have a limited number of chaperone spots available. Parent chaperones must sign up prior to the field trip and be approved by the office before attending. Parents who just ‘show up’ at the field trip location will be asked to leave and will not be able to participate with the class/students.

Childcare arrangements must be made for younger siblings of parents going on field trips; ***siblings or other guests cannot be brought on field trips.***

Students must have signed permission slips to attend field trips. Portable audio devices, cell phones, smart watches, head/earphones, handheld video games, etc., are not allowed to, from, or during a field trip.

Students attending the field trip must ride the bus with their class both to and from the field trip. Parent chaperones will not be able to ride the bus and must provide their own transportation. Students cannot be picked up from the field trip location and are required to return to school with their class.



Parents chaperoning students are also responsible for the behavior of the students in their care. No inappropriate conversation, words, or inappropriate behavior should be allowed. **If a child's behavior becomes an issue, it should be brought to the attention of a school employee immediately.** Chaperones are expected to help teachers maintain respectful, appropriate student behavior for the duration of the field trip. Chaperones should always follow the rules set forth by the teachers and/or school. If the students are asked to bring a sack lunch, the chaperone should also bring a sack lunch. The chaperone should not make any extra stops for refreshments not scheduled by the teacher. Chaperones may not purchase souvenirs or any other item for students on the field trip. Chaperones responsible for looking after students should never leave them unattended. If an emergency occurs, please find another adult who can take responsibility for your students while you handle the emergency. If the students have been instructed by the teacher to be at a certain place at a certain time, it is the responsibility of the chaperone to see that they are there. Chaperones must participate in all the activities of their group. For the safety of the students, if you are not willing or physically able to keep up with the students assigned to you, please do not volunteer. Students must wear FCA school uniforms or approved spirit wear on field trips.

### **Video Viewing Policy**

Videos may be used in class from time to time to support a lesson. Classroom videos must meet specific curricular objectives and will not have profane language or content.

Teachers must receive prior approval from the headmaster or designee in order to show a video. Teachers are responsible for previewing videos to ensure they are appropriate. In grades K-3, only G rated videos may be shown. In grades 4-8, G and PG videos may be shown; if a PG-13 video is approved for showing, a parent permission slip must be sent home with students.

### **Academic Textbooks and Supplies**

Founders Classical Academy desires the best in learning resources for its students. Books and other resources loaned or given to students are to be treated appropriately. Students are responsible for these materials. If resources given to a student are lost or damaged, the student must pay for any necessary replacements.

## **LEARNING ENVIRONMENT**

Founders Classical Academy promotes an environment that fosters learning and character development.

- There is a defined standard of appearance and a well-ordered campus.
- Positive student-parent-teacher relationships are fostered.
- The faculty consists of a collaborative group of professionals focused on student achievement and character development.
- Success in our rigorous academic program is dependent upon consistent student effort and completion of assignments.
- Students must maintain high standards of behavior in order to remain in good standing at FCA.
- Extra-curricular activities are offered and encouraged.

### **Classroom Interruptions**

It is extremely important that parents do not interrupt the classes during the school day by going directly to the classroom and drawing the attention of the teacher away from his or her responsibilities for a “quick question.” Additionally, parents will not be able to call the classroom during the instructional day. An email or note should provide parents with a means of quick communication.

We understand that sometimes items are left at home. However, students will not be allowed to phone home to ask parents to bring the forgotten articles. Part of our character training includes helping students become responsible for what they need to bring to school each day.

### **Picking Up Your Child Early**

In order to help the office staff to serve families in a timely manner, and to reduce classroom disruptions, make sure to follow the early pick-up guidelines:

1. In order for a student to leave during normal school hours, a parent or an adult with written or verbal parental authorization must sign out the child in the school office.
2. When an early check out is required, please make every effort to notify the student, teacher and front office in advance. Students will not be released for pick up until the parent has arrived on campus to collect them. Arrive early to allow time for your child to come to the office or for an office staff member to retrieve your student from class.

**No student, in any grade level, will be released to any adult at the classroom door; parents and guardians must wait in the school office or outside the school building.**

**Note: There will be no early pick-up after 2:30 p.m. for K-8, unless there is an emergency.**

Except in the case of an emergency or serious unavoidable circumstance, refrain from picking up your child before release time. When it comes to education **there is no substitute for time on task**. The more time in class, the more your child will learn. Schedule doctor and dentist appointments before or after school, on the afternoons of early release days, or on a scheduled day off.

### **Who Can Pick Up Your Child Before, During, or After School?**

Only persons whose names are on the official office copy of the Emergency Card may pick up a child. Special arrangements may be made to allow others to pick up a child (1) if a note has been given to a student’s teacher by a parent or guardian, or (2) when a parent or guardian calls the school office before 2:00 p.m.

## **CHARACTER EDUCATION: PROMOTING VIRTUE**

The environment and curriculum at Founders Classical Academy are designed to promote and build strength of character in students by promoting good habits, by teaching precepts, and by providing examples of virtue.

- Administrators and faculty encourage and model habits of honesty, respect, individual responsibility, and self-discipline to promote these traits.

- Virtues such as *courage, justice, moderation, and prudence*, as well as American principles in self-government and civility, are identified and clearly taught in a seamless manner through course content.

**Moral Virtues:** Humility, Charity, Gratitude

**Intellectual Virtues:** Knowledge, Understanding, and Wisdom

**Philosophical Virtues:** Courage, Justice, Moderation, and Prudence

**Founders Ft. Worth Virtues:**

Courage: *Making good decisions, even if it is difficult or frightening*

Self Governance: *Having control of your own words and actions*

Civility: *Treating others with respect, dignity, and honor*

Service: *Helping others without expecting a reward*

Perseverance: *Not giving up or giving in to discouragement*

Honesty: *Saying and doing what is right, even when no one is looking*

Gratitude: *Being thankful and showing that appreciation towards others*

Wisdom: *The soundness of an action or decision with regard to the application of experience, knowledge, and good judgment*

Integrity: *Doing the right thing even when no one else is looking*

Diligence: *To give careful and persistent work or effort to complete an objective*

While no list can be fully comprehensive of all the virtues we wish to impart to students, we see all these virtues being grounded in Wisdom and Truth.

**Founders Ft. Worth Motto:**

*Sapientiam et veritatem quaere ut ultimum officium tuum: Seek truth and wisdom as your ultimate duty.*

**Guidelines for Speech**

Before you speak, THINK:

**T** – Is it True?

**H** – Is it Helpful?

**I** – Is it Inspiring?

**N** – Is it Necessary?

**K** – Is it Kind?

**CIVILITY AND DECORUM**

**Standard Class Expectations**

1. Listen when others are talking.
2. Speak to others in a civil and courteous manner.
3. Follow directions.
4. Keep hands, feet, and objects to yourself.
5. Work quietly and do not disturb others.
6. Show respect for school and personal property.
7. Work and play in a safe manner.

### Manners

- Students say “yes ma’am/sir” and “no ma’am/sir” to all adults
- Students say ‘May I please’ when asking a question and ‘Thank you’ in response to adults
- Students should treat all other students and adults with respect and kindness
- Students greet adults, look them in the eye, and shake hands (when appropriate)
- When an adult guest enters room (when announced), the class ambassador will walk up to the adult, greet her/him, shake hands, share briefly what the class is doing
- Students do not interrupt, but stand aside and wait patiently to be recognized
- All hats and caps removed when entering building (with the exception of religious head coverings)
- In general students look for opportunities to be helpful (open doors, carry heavy things, let others go first, etc.)

### Transition Times

- All K-5 students will be walked to and from specials, lunch, recess, carpool, etc. in a quiet line
- All 6-8 students will transition quietly and respectfully while being monitored by teachers

### Restroom Etiquette

- Treat the restroom as you would a guest bathroom
- Keep counters dry and trash picked up
- Use Quiet Voices
- K-5 may have several times a day of “group bathroom” time that is overseen by a teacher. If students need to use the restroom while in class, students will raise their hands and wait to ask a teacher
- 6-8 students will be allowed to go as needed after acknowledgement from the classroom teacher. However, if this privilege is abused, a teacher may elect to only allow a student to use the restroom when explicit permission is given.

### Lunchroom

- Walk, do not run, to the cafeteria
- Use inside voice in cafeteria
- Students stay seated at their tables and use good manners
- Clean up after yourself (spills, microwaves, trash, etc.)
- Say “please” and “thank you” to any and all cafeteria workers and volunteers
- Students must be excused to line up or exit the cafeteria

### Carpool

- All students are supervised throughout the carpool process
- Students are expected to follow staff instructions at all times during carpool
- Students must use designated crossing areas to cross traffic
- Students may not use cell phones at carpool pick up time
- Students sit quietly until their name or number are called

- Once student name/number is called - student must go directly to the vehicle and exit the property

### Before and After School

- Students may not roam halls, but be in designated areas
- All school rules apply

### Pledge of Allegiance, Moment of Silence and Recitation of Virtues

As required by state law, each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the headmaster at the school office to excuse their students from reciting the pledges.

One minute of silence will follow recitation of the pledges. During the one-minute period, each student may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract others. State law does not allow students to be excused from participation in the required minute of silence.

Students will recite the Virtues daily following the pledge and moment of silence.

## ATTENDANCE POLICY

Regular school attendance is essential for a student to make the most of his or her education—to benefit from lessons, to build each day’s learning on that of the previous day, and to grow as an individual. In short, **there is no substitute for time on task**. Absences from class may result in a serious disruption of a student’s mastery of the instructional content; therefore, the student and parent should make every effort to avoid unnecessary absences. *Absences due to family vacations are not excused for official attendance purposes* (see the Responsive Ed handbook).

Compulsory Attendance: The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. School staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered “truant” and subject to disciplinary action. Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. State law permits the school to file a complaint against the parent in the appropriate court if the student is absent, without excuse, on three or more days or parts of days within a four-week period. State law requires the school to file a complaint against the parent in the appropriate court if the student is absent, without excuse, on 10 or more days or parts of days within a six-month period in the same school year. Please refer to Texas Education Code 25 for more details.

Attendance for Credit: To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90 percent of the days the class is offered may be referred to the Administration to determine whether there are extenuating circumstances for the absences and how the student can regain credit. In determining whether there were extenuating circumstances for the absences, the Administration will use the guidelines found in the ResponsiveEd Parent/Student Handbook.

## **STUDENT DISCIPLINE**

The expectation at Founders Classical Academy is students will act according to specific standards:

1. *that promote learning,*
2. *where good citizenship is integrated into and evident in the school culture, and*
3. *where behavior is aligned with honor, respect, service, excellence, and perseverance.*

The following list, though not exhaustive, outlines some basic rules and standards for students at Founders Classical Academy:

1. Teachers have the authority to set their specific classroom expectations and procedures within the parameters of the ResponsiveEd handbook and FCA campus handbook. Students will be expected to abide by these rules. Students must be engaged in the learning process at all times, and may not prohibit or interfere with the ability of teachers to teach and other students to learn. Students are expected to clean up their areas before leaving the classroom.
2. Gym areas and outdoor areas are part of the school environment. Students may use these areas for athletics and recreation; however, students remain responsible for their actions and must treat others with respect and consideration while enjoying time in these areas.
3. Lunchtime is an important part of the day to rejuvenate the body and mind. Students should communicate calmly and quietly during lunch and respect others' desire to eat and relax. The last five minutes of the lunch period will be set-aside for students to clean their immediate area quietly and return to class.
4. Social interaction is a vital part of the learning culture. Students are expected to treat each other with civility at all times. Cruelty to others, including physical and verbal threats, as well as other forms of dishonorable behavior, will not be tolerated. Indeed, the expectation at Founders Classical Academy is that students will move beyond these actions and become active in behavior that exhibits a concern for others and pride in themselves as positive members of the school community.

### **Grades K-4**

At the grammar level teachers will provide logical consequences that will allow a student to experience the results of a poor choice, enabling him or her to make better choices for the future.

See table on page 20

### FCA Ft. Worth Grammar School Classroom Management

- Reasonable and Just
- Predictable
- Consistent
- Consequence, Restitution, Forgiveness, and Restoration
- Follows Responsive Education's Code of Conduct Expectations

When disciplining a student we will take into consideration age, frequency, the seriousness of the infraction, student's attitude, and the effect the wrong choice has/had on others. All Grammar School teachers will use the following four-step process.

	<b>Kindergarten– 2nd</b>	<b>3rd - 4th</b>
<b>First Violation: Verbal Warning</b>	Student begins the day with his/her clip on green, and will receive a verbal warning for first infraction.	Student will receive a verbal warning for first infraction.
<b>Second Violation: Verbal Warning + Visual Reminder</b>	Student moves his/her clip to yellow.	Student will fill out reflection form and conference with teacher.
<b>3<sup>rd</sup> Violation: Consequence* + Email Home</b>	Student moves his /her clip to orange and receives a consequence-teacher's choice. Teacher emails parents at his/her discretion.	Student receives a consequence-teacher's choice. Reflection form is sent home for parent signature with communication from teacher.
<b>4<sup>th</sup> Violation: Office visit where consequences are decided + parents called</b>	Student will move his/her clip to red. Student and/or Teacher confers with administration to determine consequences. Parents are contacted. *Discipline form will be completed and sent home	Student and/or Teacher confers with administration to determine consequences. Parents are contacted. *Discipline form will be completed and sent home
<b>Assigned Work: Failing to do assigned work</b>	Any work not done in a timely manner will be sent home. If the problem persists, teachers will have the student move his/her color.	Points will be deducted for late work (5 per day). After five school days, the work will not be accepted.
<b>Automatic Office Visit for All Grades</b>	Cheating, Stealing, Vulgarity, Physical Violence, Cruelty, Disrespect or Disobedience of an adult will result in a direct office visit. Students may also see Assistant Headmaster/Headmaster if he/she has persisted in bad behavior. Parents will be contacted and other discipline actions may take place.	
<b>Restoration</b>	In the case where a student's choices improve, every effort will be made to allow him/her to move clip to a higher level on the chart.	All efforts will be made to provide opportunity for rebuilding of trust and relationship following any disciplinary action.

## **Grades 5th-8th**

### *Demerits, Referrals, and Other Discipline Actions*

In order to develop students into self-governing, responsible citizens who choose to live virtuously, a system of discipline (*disciplina*: instruction and training) and accountability must be in place. Using both demerits and merits, students will be held accountable for their actions and be provided opportunities to reflect on their decisions and the consequences of their choices.

Merits will be awarded to students who exemplify our virtues in an extraordinary manner. Merits provide a simple and consistent means of communicating positive student behavior choices to parents and celebrating their achievements. Students receiving multiple merits will be recognized publicly.

A demerit is used as a tool to provide students a warning while documenting and tracking repeated poor behavior choices. Demerits also provide a simple and consistent means of communicating student behavior choices to parents.

Demerits may be given for any violation of a school rule: any of the general violations of the student code of conduct, dress code violations, tardiness to class, disorganization or unpreparedness for class, failure to return a signed demerit form, or progress report the following day, failure to comply with teacher instructions, or any other violations outlined in the handbook.

- Five demerits lead to a detention.
- A student who misses detention may be subject to additional detention(s) and in school or out of school suspension(s).
- A student who would like to discuss a demerit with a teacher, to ask questions or present additional information, should do so the same school day, before school, during a lunch period, or after school (if the teacher is available).

## **Detention**

Detention will be held weekly at 7am, lasting 45 minutes, or during school lunch / recess periods, lasting 45 minutes. Students who are assigned detention are required to be on time and attend detention when assigned. Failure to attend or arriving more than 10 minutes late to detention will require assignment of an additional detention. Please note: additional detentions assigned for tardiness or failure to attend will be applied to the following referral process.

**Referrals** are given to students for every five detentions, or single weightier offenses. The following outlines consequences associated with referrals:

***1st Referral*** - student is removed from class, meets with an administrator, there is a call home, and possible parent meeting; In-school suspension (ISS) is assigned.

***2nd Referral*** - student is removed from class, meets with an administrator, parent meeting, and may be suspended;

***3rd Referral*** - student is removed from class, meets with an administrator, parent meeting, suspension (possible multi-day suspension), and possible expulsion.



\*Note: some Level II and III offenses may result in immediate suspension or expulsion (the 3<sup>rd</sup> Referral process may apply). Refer to the RES Parent/Student Handbook for lists of Level I, II, and III offenses and consequences.

### **Academic Honesty**

Students are responsible for their academic behaviors and are expected to produce their own work at all times. Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments, papers or tests, and disciplinary penalties (copying and plagiarism are Level II offenses in the ResponsiveEd Code of Conduct).

Academic dishonesty includes cheating and plagiarism. *Cheating* occurs when one or more students act dishonestly or unfairly in order to gain an advantage on class assignments, homework, or assessments of any sort. Cheating includes, but is not limited to, copying classwork, homework, or assessment information of another student or students, unauthorized communication between students prior to or during an examination, or the use of unauthorized aids during assignments or assessments.

*Plagiarism* occurs when a student uses someone else's words or ideas and presents them as one's own. Students must give credit when using the words or ideas of another. Plagiarism can include copying an outline, one sentence, one page, or an entire paper without properly citing the source. Merely rephrasing someone else's words is a form of plagiarism. Copying and using another student's pre-writing content is also a form of plagiarism. Caveat: a student may unknowingly plagiarize by not clarifying teacher instructions about what is permissible while working with other students, or by working in a lazy or disorganized manner that leads to negligence in ensuring proper citation.

The determination that a student has been academically dishonest shall be based on the judgment of the classroom teacher and school administrator, taking into consideration written materials, observation, or information from students. For a **first** offense, a student will receive a zero on the assignment, assessment, or paper, and will be assigned to serve a detention.

A **second** offense would result in a suspension and a grade of zero. A **third** offense may lead to an expulsion process. All instances of copying, cheating, or plagiarism will be noted and placed in a student's file.

### **STUDENT DRESS CODE**

Student uniform policy can be accessed here:  
[wwwFOUNDERSFORTWORTH.com](http://wwwFOUNDERSFORTWORTH.com)

Uniforms are practical and simplify each student's morning routine. They are a requirement for all students and must be worn daily unless otherwise indicated. Parents and students are expected to comply fully and cheerfully with the uniform policy. Uniforms must be worn properly, neatly, be in good repair, and not torn, ill-fitting, or faded. Each item of clothing should be marked with the student's name. The Administration reserves the right to determine if a student is dressed and groomed appropriately.

If a student's dress is objectionable, the student will be given the opportunity to make the appropriate corrections. If the student is unable or unwilling to meet the dress code standards, the administration shall notify the student's parents and request the parent make the necessary adjustments. If both the student and parent refuse, the Headmaster shall take disciplinary action. We ask that all uniforms be purchased through Flynn O'Hara only options listed on the FCA Ft. Worth Uniform Store are approved for uniform wear.

*Flynn O'Hara*  
 363 Carroll St, Fort Worth, TX 76107  
 Phone # (817) 292-5437

*Uniforms are available thru Flynn O'Hara only*  
[https://flynnohara.com/?utm\\_source=gmb&utm\\_medium=yext&y\\_source=1\\_MTU3OTgxMTEtNzE1LWxvY2F0aW9uLndiYnNpdGU%3D](https://flynnohara.com/?utm_source=gmb&utm_medium=yext&y_source=1_MTU3OTgxMTEtNzE1LWxvY2F0aW9uLndiYnNpdGU%3D)

*VENDOR NAME FCA Ft. Worth School number # TX078*

*\* Note: Shoes and belts do not need to be purchased through Flynn O'Hara, however, they must meet the uniform requirements listed below.*

*\*Note: Outerwear worn outside must be solid color - navy, maroon, grey or black, and does not need to be purchased through Flynn O'Hara. Only outerwear with the school logo (listed below) may be worn in the classroom. Outerwear in the classroom must be navy, maroon, grey or black in color only. No other colors may be worn in the classroom.*

*\*Spirit Days: Every Friday is Spirit Day. Students may wear their school spirit shirt with uniform pants, shorts, or skit. Students who have PERFECT ATTENDANCE for the week may wear jeans. They will receive a FREE JEANS PASS from the teacher. Jeans MUST be in good condition (no holes or rips, solid color, no tight or 'skinny jeans') and FCA Ft. Worth Spirit Wear shirt or sweatshirt with athletic or uniform shoes. Other Spirit Days may be designated throughout the year.*

### **General Guidelines for Girls**

- Skirt length should not be shorter than 3 inches from the crease of the back of the knee
- Appropriate undergarments and modesty shorts are to be worn under skirts at all times (solid navy)
- Belts (black or navy) must be worn with pants at all times; pants must fit well (not too tight)
- Hair accessories must match uniform (white/yellow/navy/khaki or combination thereof)
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color; no wigs except for medical reasons
- Jewelry must be minimal and non-distracting, and necklaces must be worn inside of shirt, hidden from view and only single ear piercings are allowed
- Shirts must be tucked in at all times

### **General Guidelines for Boys**

- Only solid white t-shirts (no writing) may be worn under uniform shirts

- Belts (black or navy) must be worn with shorts and pants at all times
- Boys' hair may not touch the top of the collar or below the middle of the ears and must be trimmed above the eyebrow, hair must be natural color, and no facial hair is permitted
- Abnormal or excessive hairstyles are not allowed (eg. tails, mohawks, haircut designs)
- Shirts must be tucked in at all times
- No piercings are allowed

### **Backpacks, Lunch Boxes, Water Bottles, and Bags**

Students are welcome to bring any backpack, lunchbox, or bag they like, providing they are free of any vulgar or distracting pictures or messages.

We encourage students to bring water bottles, including insulated water bottles to school so that they can stay hydrated and cool during the day. Students may not bring anything other than water in their water bottles, including juice, soda, or milk. Refrain from any vulgar or distracting messages or pictures on water bottles. If a water bottle becomes a distraction from learning, students may be asked to place it in their backpack.

### **TELECOMMUNICATION AND ELECTRONIC DEVICES**

Possession and use of cell phones, computers, and other devices capable of electronic communications at school is NOT ALLOWED in accordance with Texas HB 1481. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations. Any such devices may be confiscated, powered on, and searched by school officials if there is a reasonable cause to believe that the devices have been used in the transmission or reception of communications prohibited by law, policy, or regulation.

**Students are prohibited from using telecommunications devices, including cell phones, smart watches, or other electronic devices on school campus during school hours. Devices are to remain at the student's place of residence.** Devices that are seen or heard during the school day will be confiscated. The school will not be responsible for damage, loss, or theft of these items. Once a device has been taken up, the following procedure will be used to return the device:

**First Confiscation:** The device will be confiscated and given to administration. The device can be picked up by the parent no earlier than the end of the school day.

**Second Confiscation:** The device can be picked up by parent no earlier than the end of the school day. An administrative fee of \$10 will be charged before the device can be returned.

**Third Confiscation:** The device can be picked up by parent no earlier than the end of the school day. An administrative fee of \$25 will be charged before the device can be returned.

Confiscations beyond three will result in a suspension from school for each infraction.

Any student refusing to give the device to school staff shall be subject to immediate suspension.

### **Student Internet and Computer Use Policy**

All students, parents, teachers, administrators, and school faculty and staff who obtain their Internet access through the school are expected to use these services appropriately.

Students may not use chat functions on any school issued device. Use of the chat function will result in loss of computer use privileges and may result in disciplinary action.

#### **User Responsibilities:**

1. The school provides Internet resources for educational purposes only. Student and faculty and staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.
2. Users must have a valid, authorized account to access the network and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account except where specifically authorized by school administrators. All computer use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

#### **Policy Terms and Conditions:**

Acceptable Use: users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the school's mission statement. Students and faculty and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

The use of the Internet is a privilege. Abusive conduct will lead to revocation of the privilege.

### **Weekly News**

Good, open communication is vital to a healthy relationship among parents, teachers, and administration. Parents should watch for and review the website for weekly updates in particular, as it will be an accurate update on all events affecting you and your children at school. Dates of upcoming events will be published, and notification of important happenings on campus will be announced. K-5 teachers may send paper copies of important information in students' folders.

### **PARENT COMMUNICATION TO ADMINISTRATORS, FACULTY, AND STAFF**

All of our teachers welcome parent/teacher conferences as long as they are scheduled in advance and on their calendars. Parents may use any of the following means of communicating with administrators, faculty, and staff:

- email,

- online gradebook (for parent-student-teacher communication),
- a note dropped off to the school office,
- a phone message left with school office,
- face-to-face meetings **scheduled in advance** using one of the methods above.
- *Note: Teacher's personal mobile phones or social media accounts may not be used for school related communications*

Guidelines regarding return communication:

- Headmaster, Assistant Headmaster, Asst. Dean/Dean of Elementary and Upper – due to the large volume of day-to-day responsibilities facing them they will have to prioritize requests; parents should expect to be contacted within 2 business days with every effort made to respond within 24 hours.
- Faculty – they will make every effort to respond within 24 hours.
- Office Staff – they will provide a response within 1 business day.

\*Please keep in mind that email does not always make it to intended recipients. If you do not receive a response via email, please try one of the other means of communication.

**Order of Communication and Parent Grievances**

Should a parent need to speak about a classroom matter, including a grievance, the matter should be resolved using the following protocols. Issues that arise in a particular classroom should always be addressed to the teacher first, since the teacher has more direct knowledge of the student and the situation than anyone else.

1. The Teacher: Parents should always schedule a meeting with the teacher outlining the nature of the meeting in advance. Depending on the seriousness of the issue, a school administrator may be present. Under no circumstances is it acceptable for a parent to confront a teacher about an issue with students present, including his or her own.
2. The Asst. Dean or Dean of Elementary/Upper: If the grievance cannot be resolved with the teacher and the matter regards discipline, the parent should schedule a meeting with the assistant dean/dean and the teacher.
3. The Assistant Headmaster: If the grievance cannot be resolved with the teacher and the matter regards discipline, the parent should schedule a meeting with the assistant headmaster and the teacher.
4. The Headmaster: If the grievance cannot be resolved with the teacher and the assistant headmaster, the parent should schedule a meeting with the headmaster, assistant headmaster, and teacher.
5. The Regional Director: If the grievance cannot be resolved after meeting with the headmaster, then a parent should communicate with the ResponsiveEd Regional Director. Please consult the Responsive Ed Parent/Student Handbook for additional information on grievances.

**Civility**

Civil communication is expected at all times. Rude communication or behavior toward faculty, staff, and school volunteers will not be tolerated in person, in writing, via email, or by phone (rudeness will result in suspension of communication). In the case of a grievance, face-to-face meetings may be preferable to email communication.

## **VOLUNTEERS**

Founders Classical Academy welcomes family volunteers. In fact, they are vital to making our school the best it can be, and every minute volunteers provide is appreciated. We do ask our volunteers to fill out an online volunteer application annually. To sign up go to <https://responsived.tedk12.com/hire> and type *volunteer* in the search field.

Volunteers must check in at the school office each day they are serving on campus. Parents who wish to bring siblings when volunteering must receive approval from administration. Volunteers are asked not to interrupt a classroom for any reason other than an emergency. Classroom disruptions (no matter how quiet) detract from teaching and learning.

Volunteers may occasionally overhear confidential school or student information. Failure to keep confidence may result in your inability to continue as a volunteer.

*PSO: Parent Service Organization (PSO)* exists to support the education of children at Founders Classical Academy by fostering positive relationships among school parents, faculty, and staff and by sponsoring assistance to FCA faculty in a variety of ways. Any parent or legal guardian for a student at the school and any administrator or teacher may become a volunteer-member.

Founders Classical Academy Ft. Worth will develop a formal PSO for the 2024/2025 school year. For the 2024/2025 school year, committees will be established to support the Academy and provide service opportunities to parents. For information on providing service to the school, please contact the Headmaster.

## **RELIGIOUS EXPRESSION**

*Student Expression of Religious Viewpoints:* The school shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the school treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

*Religious Expression in Class Assignments:* Students may express the beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the students' submission. Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. Students may not be penalized or rewarded on account of religious content.

If a teacher's assignment involves writing a poem, the work of a student who submits a poem in the form of a prayer (for example, a psalm) should be judged on the basis of academic standards, including literary quality, and not penalized or rewarded on account of its religious content.

*Freedom to Organize Religious Groups and Activities:* Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during, and after school to the same extent that students are permitted to organize other non-curricular

student activities and groups. Religious groups must be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination based on the religious content of the group's expression. School authorities may not discriminate against groups that meet for prayer or other religious speech. School authorities may disclaim sponsorship of non-curricular groups and events, provided they administer the disclaimer in a manner that does not favor or disfavor groups that meet to engage in prayer or other religious speech.

*Prayer:* Each student has an absolute right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

*Respect for All:* The school has a diverse student population and strives to maintain an environment of respect. Students must not engage in harassing behaviors directed toward other students motivated by ethnicity, sex, race, religion, or national origin on or off campus. **Bullying of any kind will not be tolerated.** Students are expected to treat other students and school faculty and staff with courtesy and respect and to avoid any behaviors known to be offensive.

## **EXTRACURRICULAR ACTIVITIES**

Participation in school-sponsored activities is an excellent way for students to build virtue, develop talents, and build strong friendships with other students. These activities also help build an important *esprit de corps* on campus. All students are encouraged to participate and take active parts in student clubs, performance groups and/or team sports; however, participation in these activities is a privilege, not a right. Only students enrolled full time at the school may participate in school clubs, societies, and sports. Students must abide by the entrance requirements and by the guidelines established by each club, honor society, performance group, or team to remain in good standing.

*Eligibility Rules for Competitive Extracurricular Activities:* Students and parents must complete all necessary permission slips, physical and insurance documents to be eligible for athletic practices or games:

[ATHLETIC AGREEMENT AND FORMS LINK HERE](#)complete information and forms.

Founders Classical Academy competes against teams in various leagues. FCA is responsible to follow the rules set forth for participation in the associations and leagues, and to abide by Responsive Education Solutions guidelines, and will therefore enforce the following eligibility requirements for ALL extracurricular activities.

The “No Pass, No Play” rule will be enforced. A student who receives a grade below 70 at the end of a grading period in any academic class will be ineligible for games for at least four weeks beginning on the first day of the new marking period.

A student may regain eligibility if passing all courses four weeks into the next grading period; the passing grade must be maintained for the remainder of the quarter to compete. An ineligible student may practice.

Founders Classical Academy will promote virtue, both in academic and athletic arenas, which is at the heart of what we stand for at the academy. Therefore, if a student is suspended from school for any reason, the student will also be suspended from extracurricular participation during the day of the offense and the suspension period, and will be subject to the termination of rights of participation for a more substantial length of time depending upon the severity of the offense and the discretion of the headmaster.

Students are responsible for the specific expectations and rules set forth in extra-curricular club, society, and athletic team documents. Sponsors and coaches will provide these expectations and guidelines to students.

*Athletic Fees:* Parents with children playing sports will also be asked to pay a fee for participation that will help defray the cost of uniforms and coaches.

\*FCA Ft. Worth maintains a no pay, no practice/play policy.

Small ticket charges at the gate of home and away athletic contests are the norm. Therefore, spectators should be prepared to pay for admission into contests at the various venues.

Practices and contests will be scheduled by FCA in coordination with league authorities, and with non-league school personnel. Participants are expected to attend all practices and games unless excused by the head coach prior to the date. Transportation to and from practice will be the responsibility of the parents.

*Parent and Spectator Conduct:* Attendance and shows of support for FCA students is strongly supported. Student competitors and performers are expected to participate with the highest standards of civility as are parents and spectators who attend school events. This includes interaction with sponsors, coaches, referees and visitors from other schools. Parents must treat sponsors and coaches with respect at all times and not approach them before, during, or after competitions or performances with complaints or suggestions. *To speak with sponsors or coaches*, first set up a meeting with the sponsor or coach. If the matter is not resolved, schedule a meeting with the assistant headmaster (non-athletic meetings) or the athletic coordinator (for athletic meetings).

Parents should strive to be active in the PSO and volunteer efforts related to the needs for home events and various presentations. Parents may be asked to volunteer with ticket taking, concessions, clock operation, dress rehearsals, and other important activities associated with running a good extracurricular program. Your assistance with your time and resources will help FCA programs operate at high levels for your children and others in the coming years.

## **PARENT CONTACT INFORMATION ON FILE**

If for some reason any of your contact information changes during the school year, such as your home, cell, or work phone numbers, please contact the office immediately to update the information in your child's records. It is extremely important that school officials have current contact information at all times in order to reach you during the school day. This is for the safety of your child. Faculty or staff must be able to contact you in the event of a medical emergency. If you receive a call from the school asking you to pick up your child and you are not available,



it is your responsibility to make arrangements for someone else to pick up your child. Please inform your alternative pick-up person that he or she is required to show a state-issued picture ID before your child can be released.

## **STUDENT DROP OFF AND PICK UP**

*\*View the carline map for drop-off and pick-up routes.*

**For the safety of our students, we require that all carpool rules and procedures are followed:**

1. Please display your carline student name card prominently in your vehicle windshield.
2. Please drive slowly when on campus.
3. Please follow prescribed carpool routes and all directional signs.
4. Please do not use cell phones (including hands-free devices) or other electronic devices while driving on campus.
5. Please pull up all the way up to the staff member when dropping off and picking up your children.
6. Please do not get out of your car to assist your child during carpool. Teachers will be present to assist. If your child needs extra/special assistance, please make prior arrangements with school administration.
7. Please minimize car-to-car and car-to-curb communication during carpool.
8. Do not leave children unattended in the car in the carpool line.
9. If bringing a pet to carline, please ensure the animal is safe and remains in vehicle
10. Students should have their belongings with them, ready to exit the vehicle. Refrain from using the trunk in the carline.
11. During busy times on campus, please only cross the parking lot at the designated crosswalks.
12. Respect our neighbors by following all local parking and traffic laws.

The doors of the main office buildings are not open to students until 7:30 a.m. Faculty and staff are not on duty to supervise students before 7:30 a.m. or after 3:45 p.m. An employee will be at the drop-off site to assist your child from the car to the building (for younger students). Students should go to the assigned waiting area or classroom. School doors are locked at 8:00 a.m. for security purposes.

**All students must be picked up within 30 minutes of the end of the school day; late fees will apply.**

School pick-up begins at 3:30 p.m. for grades K-8. Parents should not pick up their students during the last 30 minutes of school unless there is an emergency. Learning is still taking place and homework assignments are often being discussed and written down. In addition, office staff may not be able to fulfill late afternoon release requests in a timely manner. If a parent arrives more than 30 minutes after the end of school day,, the student will be taken to the office where the parents can sign out, pick up, and pay a late fee of \$1, per minute. Failure to pay this fee will result in your child's official report card being delayed.

## **START TIMES AND TARDIES**

Students are expected to be seated in the gym before pledges are recited and announcements are made. Students should be released to their classrooms by 8:00 am. Students arriving **in class** after 8:00 am are considered tardy.

Any student arriving on campus after 7:50 am must be accompanied by an adult to the front office and signed in. Any student dropped off after 7:50 am without being signed in will not be admitted to class until an adult has returned and signed student into school.

All tardies are unexcused, except for instances when a student has a written doctor's note. If the weather is inclement (e.g. raining) when you wake up, please plan to leave 5 or 10 minutes early to avoid being late. Five unexcused late arrivals (tardies) will result in one unexcused absence. Excessive tardies, which hinder learning and disrupt the classroom, will result in a parent conference and possible dismissal from Founders Classical Academy.

### **INCLEMENT WEATHER**

When snow, ice, or any inclement weather threatens a school closing, tune into local news to find out if Founders Classical Academy will be closed. We follow the White Settlement Independent School District AND/OR Fort Worth Independent School District when making our decision. If you see that the WSISD or FWISD is closed for the day, then so are we. If WSISD or FWISD has a delayed opening, then so will we. The headmaster also informs families via email or *Parentsquare* when school is either delayed or closed. Please stay informed of weather conditions and do not bring your child to school unnecessarily. If the school is closed, there will be no faculty or staff members on campus.

Weather related absences may be unexcused unless an emergency situation has occurred.

### **SICK CHILDREN**

Prudence should be used in sending children to school when they are not feeling well. No child that has run a fever (100 degrees or higher) should return to school before the student has been fever-free for 24 hours without taking fever-reducing medicine. It is very important that you abide by this rule, especially during flu season. If a child comes to the school office with a temperature, a parent will be called to pick him or her up. If called to pick up a child who is ill, they will need to be picked up immediately.

If your child is vomiting, please do not send him or her to school. Children vomiting at school will be sent home and can't return until they have been vomit free for 24 hours. An email notification is required to both your child's teacher and the office if your student will be absent due to illness. **If a child is absent for three or more consecutive days, a doctor's note will be required to return to school.**

### **Office contact information: 817-661-0387**

Please do not send any form of medication, prescription or over the counter, with your child to school for any reason. This is for the safety of your child and the others at school. If your child needs to take medication, you must bring it to the office in its original container with the instructions on the bottle, and a signed copy of the Responsive Ed form authorizing the school to administer medication. Please do not send vitamins or other medicine in a lunch box to school with your child. Those should be taken at home.

In the case of a virus outbreak, special instructions and policies may be implemented. These details will be provided to parents.

## **VISITORS ON CAMPUS**

Founders Classical Academy has a mandatory sign-in procedure for all visitors on campus, including parents. Visitors must first report to the school office and will be required to furnish a U.S. federal or state-issued photo ID. The visitor's information will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security and may not be sold or otherwise disseminated to a third party for any purpose. The school will verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school. Visitors identified as sex offenders shall be escorted by school staff at all times during a school visit.

All on-campus visits require prior appointment, unless it has been deemed an emergency. A visitor badge will be issued to the visitor and displayed conspicuously during the visit. Parent visitors should not go to their children's classroom, the cafeteria, the gym, or any other place on campus without stopping in the office, signing in, and getting permission. Office staff or school administrators will be glad to assist parents. This procedure is in place to ensure each child receives the ultimate academic time available without distraction, as well as his or her safety, by knowing who is on campus at all times. The procedure also applies to student drop off and pick up outside of normal drop off and pick up times.

## **MEALS AT SCHOOL**

**Breakfast Service** - Every parent will have the opportunity to apply at the beginning of the school year for the free and reduced breakfast funded by the Child Nutrition Program. Once the application is completed, the approval or denial letter should come home in a few days. Breakfast is served each day at 7:15 am. If a family qualifies for free breakfast, the child can eat breakfast and lunch every day at no cost.

Families that do not qualify for free and reduced meals are able to purchase meals daily. Details pertaining to payment and meal accounts will be provided to all families at the start of school.

Please note: Accounts are not able to carry a negative balance. Please ensure that sufficient funds are available on your child's account to ensure their ability to purchase lunch.

A la carte items may also be available for purchase. It is the parent's responsibility to discuss what items their children may purchase, staff is unable to monitor parent preferences of student purchases.

**Lunches** - Will need to be provided by the family daily for the students. There will be NO LUNCH SERVICE provided this school year.

**Snacks** - Students should bring small, healthy snacks that can be consumed in a couple of minutes. Examples include cheese crackers, animal crackers, nutri-grain bars, granola bars, pretzels, grapes, etc. No snack should require the use of a utensil. Students attending after school care will need to bring a snack for after school.

\*Food and drink (except bottled water with lids) are not permitted in the classrooms. There are multiple water fountains available on the campus. During seasons of very hot weather, students are encouraged to bring clear plastic water bottles to school. They may refill them from any of the drinking fountains on campus. As a precaution against sickness, students should not share or drink from the same bottles.

Students may not bring food and drink into the school, beyond their snack/lunch or water bottles. Students arriving with drinks or snacks (Starbucks, Dutch Bros, Smoothies, etc.) will need to finish their item prior to leaving the lobby and entering the school. Tardies will apply to students who are late due to finishing food/drinks/snacks before entering the classroom.

\*Visitors are not able to come to school and have lunch and eat lunch with students

### **BIRTHDAY CELEBRATIONS AT SCHOOL**

Parents may send or bring store-bought treats for their children's birthdays. Birthday treats will be shared during the child's scheduled lunch period. Parents must notify their child's teacher and obtain approval a week prior to the birthday celebration. For families with children that have summer birthdays, please check with teachers for a designated day to celebrate. No invitations to parties may be given out in a class unless all students are invited, or all girls or all boys are invited.

Treats should be sent in single-sized portions that do not require the teacher to divide and serve; for example, a cake requires cutting and serving, not to mention a knife to cut, plates and forks to serve. Cupcakes and a napkin are easier to serve. If a parent wishes to serve a large birthday cookie, it must be cut before it is sent to class. Parents should make sure to provide napkins and any other utensils that may be required.

Lunch may not be provided for birthday celebrations for the class.

Gift bags/goodie bags or party favors are not allowed at school. Parents should not send any items to be distributed to students with the exception of the approved treats meeting guidelines above.

### **CLASS CELEBRATIONS**

Throughout the school year, holiday or academic celebrations will be held in the classroom. Teachers are responsible to plan these events, with assistance from their room parents and/or grade level team. Parties are limited to 2x per year for general celebrations and an additional 2x per year for academic celebrations.

Valentine's Day at FCA Ft. Worth is viewed as an opportunity to cultivate a heart of service and gratitude. There are no class parties or exchange of Valentine cards, candy or gifts. Instead, each class will participate in a service learning project on this day.

### **LOST ITEMS AT SCHOOL**

Please make sure your child's first and last name are on items he or she wears or brings to school, including lunch boxes and containers inside the lunchboxes. This will help us identify the items when they are misplaced. Check with office staff before searching for missing items in our Lost and Found areas.

## **OTHER POLICIES AND REQUIREMENTS**

This handbook is not comprehensive. It is expected that parents and students will operate in a spirit of cooperation and reasonableness. Refer to the ResponsiveEd Student-Parent Handbook, official campus documents, and classroom syllabi for detailed academic and student discipline policies and requirements not found in this document.

### **FOUNDERS CLASSICAL ACADEMY of Ft. Worth 2025-2026 CAMPUS HANDBOOK Acknowledgement Form**

The Founders Classical Academy Handbook outlines the policies and procedures put into place to promote an academic, safe, and orderly school environment. Parental and guardian support in cooperation with school faculty and staff will help provide the best possible learning environment for students.

It is important for all students to be aware of the expectations the school has for them and that each parent encourages his or her student to follow the academic and behavioral standards outlined in the campus handbook.

Your signature is requested to acknowledge receipt of the campus handbook and your commitment to abide by the provisions contained herein.

MY SIGNATURE INDICATES I HAVE RECEIVED AND AGREE TO ABIDE BY THE POLICIES OUTLINED IN THE FOUNDERS CLASSICAL ACADEMY HANDBOOK AND THE RESPONSIVE ED PARENT-STUDENT HANDBOOK.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please sign this page and return it to the school office.**

