

Parent / Family / Student Policies



First Odessa Christian Academy  
709 N. Lee Street  
Odessa, TX 79763  
432-339-0770  
Kindergarten – 11th Grade

**“THE RIGHTEOUS ARE AS BOLD AS A LION.”**

**Proverbs 28:1**

First Odessa Christian Academy makes no distinction concerning an individual’s race, color, or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all we can reach if we are to carry out our Lord’s Great Commission (Matthew 28:18). First Odessa Christian Academy neither supports nor endorses the World or National Council of Churches, or any world, national, regional, or local organizations which give Christian recognition to non-believers or advocate a multi-faith union. First Odessa Christian Academy does not discriminate on the basis of race, color, or ethnic background in the enrollment of students.

First Odessa Christian Academy is a ministry of First Baptist Church of Odessa, offering a program of quality education for children from Kindergarten through Tenth Grade. It began in March of 2019 under the vision and leadership of Dr. Byron McWilliams, Pastor of First Baptist Church. First Odessa Christian Academy is accountable to the Board of Trustees made up of First Baptist Church members approved by Dr. McWilliams.

### **Mission Statement**

The Mission of The First Odessa Christian Academy is to boldly teach Biblical Truth, Christian character, and rigorous academic curriculum in a safe and nurturing learning environment.

### **Vision Statement**

The Vision of First Odessa Christian Academy is to produce academically excellent students with a sound Biblical worldview to impact their community for Christ.

### **Core Values**

- Belief in Jesus Christ
- Academic Excellence
- Honorable Conduct
- Servant Leadership

### **Christian Education Philosophy**

Christian education is not simply having Bible classes or prayer. Education in and of itself will do nothing to change the heart of society or children. It is out of the heart that sin of man flows and only God changes hearts. We must base Christian education on the conviction that everything is taught, all classes, from a God-centered perspective.

We believe all of one's life should bring glory to God, and we are committed to pursuing excellence.

### **Accreditation**

The Accreditation Commission of the Texas Association of Baptist Schools accredits First Odessa Christian Academy under an agreement with the Texas Education Agency.

### **Affiliations**

FOCA maintains memberships with:

Texas Association of Baptist Schools  
Association of Christian Schools International (ACSI)  
Texas Private Schools Association  
Southern Baptist Association of Christian Schools (charter member)  
Texas Association of Private and Parochial Schools (TAPPS)

Welcome to First Odessa Christian Academy School!

We trust that God brought us together.

It really does take a partnership to educate a child. When school, home, and community work together, we do our best job of preparing students to be lifelong learners and to have productive and fulfilling lives. We know that children do better in school, and improve their achievement, when there is a positive relationship and strong lines of communication between parents/guardians and school staff.

This school handbook contains important information pertaining to the school as well as various policies and procedures. Please understand that no set of rules or guidelines can cover every situation that might arise at school. The rules, policies, and procedures are intended to apply under normal circumstances. There may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of FOCA to deviate from the normal rules and procedures to deal with individual circumstances as they arise in the manner deemed most appropriate by the school regarding the best interests of FOCA, faculty, students, families, and community. Policies may be revised periodically, and families will be advised of any changes that are made.

Included in this handbook is our school code of behavior. Please read it over carefully with your child/children. Help your child understand the policies and the Lion commitment to our PROWL (Prepared, Responsible, Obedient, Witness, Leaders). Scan the QR code below to complete show your agreement and support for policies of FOCA. This is required for all FOCA families.

We have a very active group of volunteers and encourage parents, guardians, and members of the community to become involved in our parent-teacher organization (PTO) where you'll meet like-minded families and enjoy hours of fellowship with brothers and sisters in Christ.

We look forward to working with students, families, and our community supporters throughout the school year in our pursuit of excellence and success for all students.

PARENTS/GUARDIANS - SCAN THIS QR CODE WITH YOUR CAMERA FOR  
ACKNOWLEDGEMENT. If you need help, please contact the school office.

In Him,

The School Board of First Odessa Christian Academy and Administration

*First Odessa Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the school. FOCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs or athletic and other school administered programs/events.*

## **FOCA BRANDING/LOGOS**

All First Odessa Christian Academy logos and brands are property of FOCA. Written permission is required from the Head of School to use the brand and logos for merchandise, printed materials, advertisements, etc. Failure to receive written permission will result in infringement of trademark.

### **School Colors:**

- Navy Blue
- Columbia Blue

### **Mascot:**

- Lions

## **FOCA HIGHLIGHTS**

### **CLASS SIZE**

- School board guidelines for class size and core subjects: Student: Teacher ratio for Kindergarten is 18:1, and for all other grades is 20:1.

### **LUNCH**

- Lunch with parents—Two adults per home due to limited space. There is a designated area of the cafeteria to enjoy lunch with your child. An outside lunch is allowed for your student(s) only.

### **ACTIVITIES**

- Multiple activities from sports, PTO, boosters, and student led organizations throughout the school year.

### **COMMUNICATION**

- FOCA phone app—easier communication between teachers, parents and school.
- FACTS—ability to track student grades, communicate with teachers, see attendance, etc.

### **TAPPS**

- Member of Texas Association of Private and Parochial Schools
  - Academic, Arts, and Athletic program
  - serves to organize, stimulate, encourage and promote the academic, athletic and fine arts programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship and wholesome competition for boys and girls (TAPPS By-Laws).

### **BIBLICAL WORLDVIEW**

- Curriculum from BJU offers a Biblical Worldview: *Creation, Fall, Redemption* uses a “Bible First” approach to reveal the role faith plays in every worldview, even secularism, postmodernism, and scientific naturalism.

## SCHOOL SCHEDULE

Arrival Time: Doors open at 7:20 and lock 7:45 at the student FOCA entrance (Lee Street).

Morning Assembly: 7:45-7:55

\*All students who arrive after 7:55 will check into the FOCA Office (7th Street). Anyone arriving at 8:00 or after is considered tardy and will receive a tardy slip to enter class.

After School Dismissal: 4:00

\*There will be a 15-minute grace period for all families. After the 15 minutes, all remaining students will go to after school care and parents will be charged the \$75 for the week.

Extended Day: 4:15-5:30

\*Available to parents needing a later pick-up time than 4:15. The cost of extended day is \$75 a week. Every 15-minute increment past 5:30 will be an additional \$75. For example, 5:30-5:45 will be charged \$75 and so forth.

### Chapel

Middle School and High School Chapel is held on Wednesdays from 8:00-8:30. Grades K-5 Chapel is held in on Wednesdays from 8:30-8:55. Chapel clothing is required for all students every Wednesday in full uniform and tie/scarf. Families are welcome to attend chapel anytime.

### Lunch

**Students must bring lunch with them to school daily. Parents may not bring lunch bags to the office any later than 8:30. Students without a lunch will be provided with a charged meal.**

You must order lunch for your child two weeks before your child is eating. Chick-fil-A is a separate vendor and have their own ordering system.

**\*Please be advised that vendors make mistakes with lunches. If a vendor makes an error with lunches, lunch will be provided to your child at no cost. We highly encourage parents to pack a snack lunch on the days that students order from the set menu.**

### Lunch Schedule

Grade	Time
Kindergarten	11:00-11:30
1 <sup>st</sup>	11:05-11:35
2 <sup>nd</sup>	11:10-11:40
3 <sup>rd</sup>	11:25-11:55
4 <sup>th</sup>	11:30-12:00
5 <sup>th</sup>	11:35-12:05
MS/HS	12:15-12:45

\*Subject to change depending upon master scheduling for the school year and altered schedules for specific events.

## Lunch Visitors

If visiting for lunch,

- Enter through FOCA Office doors (7<sup>th</sup> Street)
- All visitors must have a driver's license to receive a visitor's badge and sign in at the office.
- Parents will exit the building when their student's class is dismissed from lunch through the 7<sup>th</sup> street doors.
- Parents may bring an outside lunch with them to share with their student.
- Parents may not take students out to lunch due to such a short lunch schedule.
- Parents are not allowed to go to student classrooms.

## ATTENDANCE

In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year or they run the risk of NOT receiving credit or promotion. THIS IS A STATE REQUIREMENT. FOCA and its accreditation agency align with the TEC requirements.

Student attendance directly affects student achievement and families are expected to make attendance a priority.

### Absences

*Note: We believe that the loss of instruction during the absences affects success. Simply doing make-up work is NOT instruction and DOES NOT provide opportunities students need for adequate growth and development academically, emotionally, and spiritually.*

Teachers will maintain accurate records of attendance, tardiness, and leave earlies to ensure compliance with the Texas Education Code. Records will be used to satisfy auditing and accreditation requirements. Attendance records will also be reported on the student report card and will become part of the students' educational record.

- Parents/Guardians must phone or email the school office before 9:00 am at [attendance@focacademy.org](mailto:attendance@focacademy.org) to report any absence for that day. The attendance clerk will document the phone call/email in FACTS.
- If a student is not present for 75% of the school day, he or she will be documented as absent.
- When a student is absent, make up work will be given to the student on the first day of his/her return to school. The student has the same number of days to complete make up work as days excused. For instance, if the student was excused from school for two days, then he/she has two days to complete the work and the work is due on the third day. NOTE: The longer a student waits to complete make up work, the further he/she can get behind.
- Only 6 absences per semester are allowed. All absences over 6 will be considered "excessive" and will be brought before the attendance committee and students will begin an attendance contract and/or may not receive credit for the semester. Excessive absences may result in dismissal from FOCA.

- Family trips will be unexcused absences. Since the pace of instruction is set by the class and not an individual student's need, teachers are not required to give work before an absence. All make-up work is to be completed three days after the student returns. Late work will receive a 25-point deduction daily thereafter.

#### **Kindergarten Attendance**

- FOCA believes that a high-level academic Kindergarten program is NOT daycare. Our teachers are instructional leaders who prepare rigorous lessons for a strong foundation leading to academic success. We believe our Kindergarten teachers teach at a higher level than traditional Kindergarten programs. We desire to set a strong foundation for years of success; therefore, students will have the same attendance expectations as all other grade levels.

#### **Tardies and Leave Earlyies**

- Students arriving to class after 8:00 am will be documented as TARDY.
- Students will be marked "absent" if he/she is not present 75% of the school day which is by 9:00 AM.
- Students who arrive late to class cause a disruption to that class and miss valuable instruction.
- A combination of the first three tardies/leave earlyies per semester will be extended grace. These will be documented on student's record but will be forgiven. Following tardies/leave earlyies will be tracked. Three tardies and or leave earlyies will equal an absence and parents will be notified.
- Tardies are considered excused that are accompanied by a note from a dental or medical office. The note must be received in the office within 48 hours of the tardy.

#### **Extracurricular Activities**

Please note that for students to attend practice, compete in interscholastic or extracurricular events, or participate in music or theater performances, they must have attended 75% of that school day. Excessive absences will result in an attendance contract and the student may be removed from extracurricular activities for the remainder of the school year.

#### **HEALTH AND SAFETY**

##### **Immunizations**

Immunization records must be kept up to date. Complete shot records must be received within thirty days of the first day of school, or it will be necessary to exclude the student from attendance. If your child is unable to receive an immunization, a written statement from the child's physician stating the reason is required. Students must be vaccinated as required by the State of Texas or provide the appropriate vaccine exemption document(s) or doctor's note exempting student from vaccinations.

Immunizations requirements can be found online here: [https://dshs.texas.gov/immunize/school/pdf/6-14-2022-2023-MinReq\\_K-12.pdf](https://dshs.texas.gov/immunize/school/pdf/6-14-2022-2023-MinReq_K-12.pdf) or by requesting a copy of the document from the FOCA Office.

##### **Medical Emergencies**

- A Student Emergency form is required every year for every student at the time of enrollment or re-enrollment.

- All major changes in your child's health and/or medication or medical procedures, or any changes in phone numbers must be kept current by the parent/guardian.
- In the event of an accident or emergency, 9-1-1 will be called if deemed necessary by the school nurse or Head of Schools.
- In the event of an accident or emergency, the child's parent/guardian will be notified immediately after the welfare of the child has been attended to.
- In the event that the parent/guardian cannot be reached, the contact person listed on the Student Emergency Form will be called.

### **Medication**

- Any student who requires non-prescription or prescription medication at school must have a completed, physician-signed medication form on file in the school office, including the dosage and time to be given. State law permits school personnel to give medication to students at school only when it is provided by parent/guardian and with written permission from the student's doctor.
- Non-prescription medication (Ibuprofen, Tylenol, etc.) must be in its original container labeled with the student's name and dosage.
- Prescription medication must be in its original container and properly labeled by a registered pharmacist.
- The student must leave the medication with the school office and report to the school office at the proper time.
- Students are to never have medication of any type in their possession including backpack, locker etc.

### **ILLNESS**

- If a student becomes ill during the day the office will call a parent to come pick them up. If the parent has not arrived within a reasonable time, the office will call one of the emergency contacts on the student's SIC card to pick them up. Students are required to stay home if they have had a fever of 100 degrees or more within the last 24 hours, diarrhea, or vomiting. After an illness, children must be free of fever or have been on medication for a 24-hour period before returning. Children may return to school only after symptoms are clear. Children may not return to school after a communicable disease until a physician or the health department releases them. The child must bring a statement from the physician to that effect.

### **COVID-19**

- Students can miss up to 5 days of school from the onset of symptoms. They may return if fever-free for up to 24 hours without medication. There are no current restrictions for COVID. Students only

### **CONTAGIOUS DISEASES**

- We reserve the right to request a doctor's release in writing before the student returns to class. Parent/guardian will be notified of the first diagnosed case in a classroom of the communicable diseases listed below. • Diphtheria Hepatitis A Polio Tuberculosis Encephalitis Hepatitis B Rubella

(German Measles) Typhoid Fever Fifth Disease Meningitis Rubeola (measles) Whooping Cough Hand-Foot-Mouth Disease Mumps Scarlet Fever Chicken Pox: Parent/guardian will be notified if a second physician-diagnosed case of the disease occurs within six weeks of the first diagnosed case.

## **INCLEMENT WEATHER**

In the event of inclement weather such as snow or ice, parents/guardians should tune in to any local TV station for information regarding the closing of school. An announcement will generally be made the morning of the school day between 6:00 and 6:30 am. Our primary concern is for the safety of students, parents/guardians, and teachers. FOCA will send an email or classroom text message communicating the schedule changes for a bad weather day.

## **DRILLS**

We practice three kinds of drills at First Odessa Christian Academy - fire, weather, and intruder.

## **BUILDING EVACUATION**

In case the building must be evacuated because of an emergency and the parent/guardian cannot be reached by the emergency contact phone number, the student will be transported to the other church property at 601 N. Lee Ave.

## **DRESS CODE**

### **GENERAL SCRIPTURAL GUIDELINES REGARDING DRESS**

Modesty--(I Timothy 2:9, II Timothy 2:22)

Identification with the Lord and not with the world--(I Timothy 4:12, Romans 12:1-2, I John 2:15-16)

Serving others in a spirit of Christ-like humility and love--(Romans 12:10, Ephesians. 5:21, Philippians 2:3)

- The coordinated dress, uniform, and attire at First Odessa Christian Academy is considered a means to identify students as a part of a school family who stand together with pride, as a body of Christ followers.
- The school colors and logo should be represented with integrity, dignity, and honor.
- Student clothing should be a background feature, not a cause for distraction or attention.
- Above all, we want to accurately reflect our Savior in every way before one another and in our community.

ALL CLOTHING MUST BE MODEST, NEAT, AND APPROPRIATE FOR THE BUSINESS OF A SCHOOL DAY. MODESTY EXPECTATIONS WILL BE ENFORCED DURING ANY FOCA ACTIVITIES BEFORE, DURING, AND AFTER SCHOOL HOURS INCLUDING ALL EVENTS, COMPETITIONS, REHEARSALS, PERFORMANCES, ETC.

ADMINISTRATION RESERVES THE RIGHT TO MAKE A FINAL DECISION REGARDING ANY CONFUSION OR DISAGREEMENTS WITH DRESS CODE. ANY CLOTHING THAT CAUSES THE SCHOOL/HOME RELATIONSHIP TO BE IN CONFLICT WILL NOT BE ALLOWED.

A violation of the Dress Code observed by any staff member shall be dealt with at that time with the student. The student will be given an opportunity to contact parents to bring them a change of clothing. Parents must bring a change of clothing within the hour of being contacted. Issues of immodesty or repeated violations of the dress code may result in further disciplinary action.

### **Daily Coordinated Dress Requirements**

Uniforms are required to be worn daily, unless otherwise notified or on a special designated day.

- Sweater vest with monogram
- Short or long sleeve Oxford button down shirt
- Shorts, pants, skirts, skorts, or jumper in khaki or navy blue
- Skirts or jumpers purchased through French Toast will have a plaid pattern.
- Colored or printed leggings worn only under shorts/skirts. Please do not wear leggings as pants.
- All jackets/sweaters with FOCA monogram may be worn inside the building.

Wednesdays – Chapel Day

- Uniform with tie/scarf

Fridays

- FOCA shirts of any color
- Uniform bottoms

Free Dress Days

- Designated and approved free dress days will be addressed by the administration.

Everyday Reminders:

- (K-5) Tennis shoes are required for school due to safety.
- All jackets/sweaters with FOCA monogram may be worn inside the building.

**\*\*Note:** To support the growth and development of our youngest lions please send a change of clothes in your child's backpack. We are all in this together!

### **PANTS THAT ARE ALLOWED:**

- Straight-Leg, wide-leg; bootcut, flare, or skinny khakis can be worn if they are not too tight or revealing but must be khaki or navy solid colored.

### **PANTS THAT ARE NOT ALLOWED:**

- No pants are allowed that are tight enough to see through the color or fabric. No pants with holes, fringe, cuts, or pants with frayed or worn appearances No jeans or pants that include more than one color per pair or patchwork colors No jeggings or leggings worn solely as pants.

- No sweatpants, yoga pants, or athletic bottoms during school hours, as well as pajama bottoms.
- No extreme fabrics including but not limited to velvet, leather, silk, or wind suit materials No camo or pants that are too casual for a school setting.
- No cargo pants.

**SKIRTS, JUMPERS AND SHORTS THAT ARE ALLOWED:**

- Must measure no higher than a horizontal 3x5 notecard from the knee.
- Khaki, navy and French Toast plaid

\* To ensure modesty tights/spandex shorts may be worn under a dress code length skirt or dress.

**SKIRTS, JUMPERS AND SHORTS THAT ARE NOT ALLOWED:**

- Any skirt that appears to be immodest. Too tight, or inappropriate in length will not be allowed. No split skirts.
- Shorts may not be athletic in nature and must be khaki and navy.

**Additional Guidelines:**

- No Hoodies
- No Sleeveless
- No jumpers without a blue Oxford
- No visible undergarments (or tightness of top that reveals outline of underwear)
- No low cut tops
- No athletic uniforms will be worn during the school day
- No midriff or cropped shirts

**Accessories/Grooming:**

- No visible permanent or temporary tattoo markings
- No visible facial piercings allowed or gauges
- No extreme hairstyles (including coloring) or makeup
- Hairstyles must not cover eyes.
- No hats or toboggans/beanies
- No student is to wear clothing that bears the name or logo of another high school.
- Facial hair must be clean, neatly groomed and closely trimmed.
- (Boys) No nail polish or makeup

**SHOES THAT ARE NOT ALLOWED:**

- Slippers/Bedtime shoes
- Shoes with wheels

**TECHNOLOGY**

In this digital age, it is with love and determination that the School Board, Faculty, and Staff of FOCA commit to engage students with a Biblical Worldview. It is our promise to FOCA families that all decisions, including those regarding technology, promote opportunities for growth in the relationships

with Jesus Christ. Thank you, parents, for partnering with us to walk alongside students as they discover their place in God's story, amidst the worldly distractions.

Each student will be required to sign a user agreement before receiving a device.

### **CELL PHONES, SMART WATCHES, EARBUDS/EARPHONES**

Away for the Day – All cell phones, headphones, smart watches, and other devices as selected by FOCA administration are required to be turned off and put away in the backpack for the entirety of the school day, prior to entering the buildings. Cell phones may NOT be kept on their person. Any student with a cell phone or other prohibited technology, outside the backpack while inside the school building will forfeit the device to a teacher or staff member immediately. The parent/guardian must be present to pick up the device(s) at the end of the school day.

\$25 for the first offense.

\$50 for each offense thereafter.

On the third offense, the student may be placed on a Technology Contract between home & school. Failure to follow the contract may result in withdrawal from FOCA if the behavior continues.

**\*\*PHONES IN PANTS POCKETS, JACKETS, OR CARRIED BY HAND ARE NOT CONSIDERED TO BE AWAY.**

If students need to use the phone to call a parent, they may use the phone in the school office or classroom after asking teacher permission.

### **COMMUNICATION**

Parents may leave a message in the school office for a student and the message will be given to the student at the staff's earliest convenience. At no time will a phone call be transferred to a classroom to speak to a student. Parents need to refrain from communicating with students. This includes calling, texting, or any social media platform during school hours.

### **EMAIL/COMMUNICATION PLATFORM**

Faculty and staff may be reached via email or FOCA app and families should expect a response on school days within 24 hours in most cases. Staff are not required to respond to emails during weekends or non-school days until the following school day.

### **STAFF PERSONAL CELL PHONES**

Faculty and staff are discouraged from sharing their cell phone numbers with families. Parents, please be respectful of personal and professional boundaries including their availability times.

### **SOCIAL MEDIA PRIVACY**

First Odessa Christian Academy uses a variety of social media platforms. At times, student pictures are displayed on our online pages; however, if you prefer your child's picture not be used you must sign an image release agreement in the FOCA Office.

### **SOCIAL MEDIA CONDUCT**

FOCA serves to protect the Christian dignity of every student, staff member, and family from the damaging effects of negative social media posts.

- Please make complaints and resolve conflict by following Matthew 18 and working with an administrator if needed.
- Bring any social media concerns to school officials.
- Responding and/or encouraging negative communication is divisive.
- FOCA is not responsible for social media issues between students and/or families.
- Negative posts will be deleted from the school-owned social media accounts.
- PTO/Boosters are accountable for maintaining and monitoring the same standards.

\*Misuse of social media directed toward FOCA may result in dismissal of your family.

### **STAFF MAILBOXES**

FOCA follows the policy that teacher mailboxes are not “public forums” but are instead “limited forums under school control.” FOCA is often asked by non-religious organizations to distribute pamphlets, letters, calendars, etc. to our teachers, students, and families. FOCA Administration reserves the right to determine what information is distributed. It is the desire not to discriminate but to select communication that aligns with our mission, vision, and statement of faith. Should FOCA families want to distribute personal material to staff or students, please contact administration for approval.

### **PARENT/TEACHER CONFERENCES**

Parents and teachers are encouraged to set up conferences as needed. The Principal or Head of Schools requests that all parents contact teachers or coaches for any matter concerning their student prior to contacting administration.

### **CONFLICT RESOLUTION**

As we relate to one another in the business of activities of a school, situations will inevitably arise that challenge our patience, possibly producing anger and personal conflict. It is vital to the health of our school that we handle these situations in a Godly, Biblical manner. Matthew 18 and other scriptures set forth principles that guide us through such times. We expect our school staff and our families to follow the guidelines when faced with a conflict in the school setting.

Matthew 18 15 [b] [c]

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’[d] 17 If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. 18 [e] [f]

“Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. 19

“Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. 20 For where two or three gather in my name, there am I with them.”

## School Matters

Staff and FOCA Families are expected to act in a biblical manner when trying to resolve conflict. If the desire is not to resolve conflict this way, the staff or family should re-evaluate whether a partnership can be reached. If not, withdrawal and/or resignation may be inevitable.

1. Visit one-on-one, in private, with the staff member or family with whom you have grievance.
2. If still unresolved, contact an administrator to help resolve the conflict.
  - All matters should be covered in prayer.
  - All matters should end in forgiveness and respect regardless of the outcome.
  - At no time is social media the place for grievances, slander, or disrespect.
  - If administration is contacted regarding conflict or concern, it will be expected that the family has visited privately with the other person. If that has not happened, administration will direct the conflict back to step 1.

EXCEPTION: Safety/Security concerns. Any situation that puts students, families, staff, or community in harm's way should be reported IMMEDIATELY to the Principal/Head of Schools. The principal will discuss all safety matters with the Head of Schools and Safety Team.

## STUDENT BEHAVIOR

Train up a child in the way he should go and when he is old, he will not depart from it - Proverbs 22:6

First Odessa Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christlike life. It is the responsibility of the teacher to define behavioral boundaries consistent with Biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. It is the responsibility of FOCA families to partner with FOCA staff in order to support a positive learning environment.

In all cases, the administrative team reserves the right to make the final decision for any disciplinary action. Our school code of conduct and discipline applies to Extended Day.

### Rules of Conduct

- Policies apply on trips and school-sponsored events on school campus and away from campus.
- Scholastic honesty and integrity. Prohibited: dishonesty, which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work. (see cheating section)
- Prohibited: Knives, firearms, or any other tools that are designed, intended, or deemed able to be used as weapons as prohibited from all FOCA buildings, events, and activities. Possession may result in student suspension, expulsion, and/or criminal prosecution.
- Prohibited: Use and/or possession of tobacco, electronic cigarettes, intoxicants, drugs, drug paraphernalia, vape devices, vape paraphernalia. The use and/or possession of any of these will result in a drug test at the school's preferred testing center at the student's expense and possible suspension or dismissal from school.

- Technology use must be in compliance with the FOCA Acceptable Use Policy (see technology section). We have been advised by the Odessa Police Department that all incidents of sexting and similar behaviors including all social media must be reported to our security team and in some cases is considered child pornography and may carry serious consequences with outside law enforcement.
- Prohibited: Inappropriate or indecent exposure of a student's body parts in any form including electronic images. This constitutes immediate dismissal from FOCA and Odessa Police Department will be contacted.
- Obscene language, gestures, profanity, or vulgarity is prohibited. This includes spoken and written forms such as school email accounts.
- Behavior that is not Christlike outside of school may result in disciplinary action if it causes a disruption to the educational process, interferes with the work of the school, impinges on the rights of students, employees, or other members of the FBC/FOCA community, or has a direct/immediate impact on the general welfare of the school, even if the conduct takes place off campus. Some examples include violation of the law, use of alcohol/controlled substances, or misuse of technology which could impact the welfare or reputation of the school community.
- Harassment, hazing, threats are prohibited. This includes unwanted physical, verbal, or written advances, implicit or explicit threats against one's safety or security, unsolicited gestures, or comments. Instances of harassment are not limited to in-person interactions but include digital and written communications.
- Maintain a safe environment. A student who talks about, writes about or in any way communicates harm to self or another may be withdrawn or be referred for counseling until an evaluation by a certified professional can be obtained declaring that the professional believes the student is mentally and emotionally stable and may attend school. If the problem persists, the student will be asked to withdraw. FOCA Administration has the right to determine continued enrollment based on the safety of all students and staff.
- Support and follow biblical conflict resolution: Matthew 18.

## **CLASSROOM MANAGEMENT**

*Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. - Hebrews 13:17*

Every classroom is unique in its personality, subject area, and physical layout; therefore, specific principles and policies create consistency and provides equal opportunities for success. It is the goal of FOCA that we provide a culture of kindness, respect, love, integrity, healthy attitude, and hard work, just to name a few. We take the responsibility of spiritual, behavioral, and academic education seriously and our expectations should reflect that.

## **DISCIPLINE**

The faculty and staff at First Odessa Christian Academy will lead to integration of Christian beliefs and principles into all areas of life and train students to base their conduct on faith and God. Listing all examples of misconduct that may result in student disciplinary action is impossible. Many of the

behaviors listed below have never occurred at FOCA, but the experiences of other schools (particularly area public schools) make these warnings necessary.

The disciplinary actions are examples and may be modified at the discretion of the teachers, administrators for specific situations.

The best kind of discipline in a school setting is self-discipline. Our desire is to develop such in our students. To that end, corrective measures are sometimes required. These measures are intended to be developmental and not humiliating nor merely punitive. They include (but are not limited to) lunch detention, after-school detention, in-school or out-of-school suspension, and expulsion.

## **LEVEL OF OFFENSES**

### **Level 1 Offenses (Classroom Issues)**

- Not Displaying hallway behavior
- Littering on campus or in buildings
- Chewing gum; eating or drinking in class (with the exception of water)
- Excessive talking, disrupting class or Chapel
- Failure to bring materials to class -textbook, paper, pen, etc.
- Horseplay
- Any other offense that which FOCA administration of the school may deem sufficiently detrimental or offense such that it would reasonably fall in this section of misconduct.

NOTE: Teachers should attempt to resolve Level 1 behaviors when appropriate before referral to the principal/Head of Schools for official disciplinary action. A series of discipline reports for these offenses may lead to suspension or dismissal from FOCA.

### **Level 1 Disciplinary Actions**

- Teacher/Student Conference
- Parent/teacher communication and/or teacher discipline

If the student continues their behavior more than three times the discipline moves to the Level Two offense.

### **Level 2 Offenses**

- Repeated Level One offenses (using teacher discretion)
- Disrespect during Chapel
- Disrespect for teachers
- Dishonesty/Deceit
- Use of abusive or obscene language (written, spoken, or gestures)
- Cheating/plagiarism (homework or minor assignments) \*\*Teachers will give a zero on assignment
- Horseplay with injury (with no intent)
- Inappropriate public display of affection
- Destruction of or damage to property of others
- Failure to follow the instructions of school adults

- Minor occurrences of teasing and taunting
- Out of class or leaving without permission
- Any other offense that which FOCA administration of the school may deem sufficiently detrimental or offense such that it would reasonably fall in this section of misconduct.

### **Level 2 Disciplinary Actions**

- First Offense- Lunch D-Hall
- Change of Environment either office or classroom
- Third and subsequent offenses become a Level 3 offense

### **Level 3 Offenses**

- Repeated Level 2 offenses
- Major classroom disruption or disrespect
- Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated.
- Use of abusive or obscene language (written, spoken, or gestures)
- Cheating/plagiarism (tests or other major assignments) \*\*Teachers will give a zero on assignment
- Vandalism or defacing school property
- Improper conduct of sexual nature that does not fall into the category of sexual harassment or sexual misconduct as outlined in Level 2 and Level 4
- Significant misuse or abuse of technology
- Significant occurrences of bullying or cyber-bullying
- Any other offense which the principal or Head of Schools of FOCA may deem sufficiently detrimental or offensive such that it would reasonably fall in this section of misconduct.
- Possession of prohibited items

*Examples of prohibited items (this is not an exhaustive list):*

- Tobacco/Vapes/Electronic Cigarettes
- Obscene literature
- Laser pointers
- Electronic games
- Pocketknife

### **Level 3 Disciplinary Actions**

- First Offense- Suspension up to 3 days
- Second Offense- Offenses will be reviewed by the Disciplinary Committee and recommended consequences (additional suspension or dismissal)
- Third Offense- Offenses will be reviewed by the Disciplinary Committee for dismissal

### **Level 4 Offenses**

- Misuse, abuse, or distribution of medicine or substances:  
**Drug Use/Substance Abuse:** The possession, use, or distribution of illegal drugs, controlled substances, or alcohol and/or misuse of over-the-counter or prescription

drugs are prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to dismissal. Students in the presence of these substances may be disciplined as well. Violation of this rule will be dealt with whether on or off-campus. FOCA is considered a drug/alcohol-free zone and therefore practices a zero-tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs or controlled substances on its campus.

- Prohibited items:

**Weapons:** The possession, use, threat of use, distribution, or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapons such as firearms, knives, switchblades, pepper spray, mace, tear gas, bullets, fireworks and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.

**Tobacco:** The possession, use, or distribution of tobacco or tobacco/nicotine products such as but not limited to electronic cigarettes, cigars, chewing tobacco, etc., is prohibited. FOCA is considered a tobacco/nicotine-free zone.

- Sexual Misconduct (including but not limited to lewd and obscene behavior; intercourse; or homosexual behavior)
- Sexual Harassment or Abusive Comments (including but not limited to sexual harassment or abusive comments)
- Physical assault or threats of physical assault
- Disorderly conduct

#### **Violation of Fire Safety Regulations:**

- Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses.

Any other offense which the principal or Head of Schools may deem sufficiently detrimental or offensive such that it would reasonably fall under this section of misconduct.

NOTE: These are the most serious offenses and pertain to behavior anytime and anyplace.

#### **Level 4 Disciplinary Actions**

Level four disciplinary offenses are immediately reviewed by the Disciplinary Review Committee for dismissal.

#### **OUT-OF-SCHOOL SUSPENSION**

An administrator has the authority at any time to suspend a student for any violation of a school rule. The length of suspension will be one to three days as determined by the administrator. A student will be

suspended from school following parent/guardian communication. Specific changes in attitudes and actions will be expected prior to readmission. If there is a third suspension, the student and parent/guardian must meet with the Review Committee before returning to class.

### **IN-SCHOOL SUSPENSION**

If at any time, an administrator determines that a student will serve an in-school suspension, the cost of the proctor/supervisor will be at the expense of the student's family. The cost of ISS is \$85 per day.

### **OVERNIGHT SUSPENSION**

If at any time an administrator is unable to reach a parent or guardian regarding any disciplinary actions of a student, an overnight suspension may be enacted. The student will not be able to return to school until the parent or guardian meets with the principal, Head of Schools, teacher or discipline committee.

### **DISMISSAL**

Attendance at First Odessa Christian Academy is a privilege. Any student whose conduct, in or out of school, that shows him/her to be in opposition to the basic principles and purposes of First Odessa Christian Academy will be required to withdraw from the school.

Dismissal will be required if it becomes apparent that the school will not be able to meet the needs of a student or that the student's behavior is preventing classroom instruction. When the Review Committee recommends dismissal, the date of withdrawal from the school will be set and the withdrawal procedure followed.

### **SEARCH AND SEIZURE**

School personnel may conduct a reasonable search of a student, his/her backpack, desk, locker, and/or belongings when they have probable suspicion to believe that the student has an item in his/her possession that may constitute a criminal offense under the laws of this state or other items prohibited by school rules.

### **PEER-TO-PEER RELATIONSHIPS**

*"Friendships are important and parent guidance and monitoring of activities are needed for your child to be safe and successful. As children grow, friendships take on new meaning." –American Academy of Pediatrics and Healthy Children*

First Odessa Christian Academy takes the safety of its students very seriously. Students have the right to feel safe and secure while at school. Bullying and/or cyber-bullying may be punishable by detention, suspension, or expulsion. Both bullying and cyber-bullying are intentional, hurtful acts, words, or other behavior such as but not limited to, name-calling, threatening or hurtful letters or emails, text or instant messaging, telephone communications, internet blogs, internet chat rooms, internet postings, and hostile and/or defamatory personal web sites. Although cyber-bullying will most likely occur off-campus, the effects of it are definitely felt on campus. Therefore, FOCA will take the appropriate steps necessary to stop the act and restore the safe atmosphere of our campus.

When resolving conflict, the following will be considered:

Is it Rude, Mean or Bullying?

Rude = Inadvertently saying or doing something that hurts someone else.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Note: As always FOCA will expect families to follow Matthew 18 when resolving conflict between peers. Staff, guardians, and students may be invited to meet to discuss these matters biblically and respectfully.

## **CONFLICT RESOLUTION**

As we relate to one another in the business of activities of a school, situations will inevitably arise that challenge our patience, possibly producing anger and personal conflict. It is vital to the health of our school that we handle these situations in a Godly, Biblical manner. Matthew 18 and other scriptures set forth principles that guide us through such times. We expect our school staff and our families to follow the guidelines when faced with a conflict in the school setting.

Matthew 18:15

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’[d] 17 If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. 18 “Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. 19 “Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. 20 For where two or three gather in my name, there am I with them.”

## **Secondary Students**

- Junior and Senior High School students may leave campus for lunch. If students leave out of a class early or come back from lunch late, then consequences will be given.
  - Underclassmen (9<sup>th</sup> and 10<sup>th</sup> grade) are not to leave campus for lunch with an upperclassman.
- Parents may leave those items in the school office and students will be given the items at the staff’s earliest convenience.
- For safety reasons, student drivers are NOT allowed to visit his/her vehicle during the school day.

## **SNACK TIME**

A designated snack time is only allowed for K-2 grade levels during the final 25 minutes of school. Older students may receive a reward from teachers, but that is used sparingly and should not be a daily or every class period thing.

## **CLASSROOM PARTIES**

Christmas and End of Year parties have been approved by the administrative team. Participating classrooms will be notified by the classroom teacher prior to the celebration.

### **BIRTHDAYS**

A student's birthday is very special. There will be no classroom birthday parties. This is a special event to be celebrated with family at home.

For birthday parties outside of school, please adhere to the following guideline:

- Invitations may not be distributed in school unless the entire class is invited.
- If they are distributed in school, they may be distributed only at a designated time approved by the teacher.

### **FIELD TRIPS, OFF CAMPUS LEARNING, FORMATIVE LEARNING EXPERIENCES**

In recognition of the educational value, students may be given the opportunity to participate in off-campus learning.

Parents will receive the following in advance:

- Purpose of the trip
- Mode of transportation
- Itinerary
- Name(s) of approved supervisors and chaperones
- Consent form

Parent/Chaperone Responsibility:

- A consent form for short walking distances and transportation between campuses is obtained upon enrollment for the entire year.
- The Field Trip Release/Emergency Medical Form, which is part of the enrollment packet, releases the school from any liability.
- Any parent/guardian who wishes to participate as a teacher-assigned chaperone must have a completed Driver/Chaperone Agreement Form & a driving record background check, including copies of a current driver's license and current vehicle insurance information.
- You will also need a current background check on file with FOCA. If you are driving your own child and are not chaperoning others, you do not need a background check, etc.
- THE BACKGROUND CHECKS TAKE TIME SO PLEASE DO NOT DELAY IN GETTING SIGNED UP TO CHAPERONE OR DRIVE.

Field Trip Guidelines:

- FOCA activities are for current FOCA students only. No other students are allowed to attend. Siblings are not allowed to attend.
- Any student on disciplinary probation may be excluded from the field trip.
- School rules, regulations, and policies are in effect on all field trips on or off campus.
- If parents/guardians choose not to allow their child to participate in a scheduled field trip, parents/guardians should make other arrangements with the administrator.

- Some field trips require an additional fee.

### **ASSESSMENT, EVALUATION AND REPORTING**

Teachers employ a variety of strategies to assess student learning on a continuous basis. These strategies include: observation of students as they work, conversations with students about what they are learning and doing, analysis of student products and performances, and the administration of quizzes and tests.

Teachers collect data for two main purposes:

- Assessment for learning – to give feedback that will help students improve their learning; to provide feedback for teachers that will help them plan upcoming instruction to meet the needs of students.
- Assessment of learning – to be compiled into a formal evaluation of a student’s achievement and work habits.

### **MAPS**

Students will participate in MAPS assessments in August/September, January/February, and April/May. These assessments will be used to measure growth in Math, English Language Arts, and Reading. Grades 3-12 will also include science.

- Grade level promotion is not determined based on the MAPS. Instead, students are measured in terms of growth from the beginning of the year to the end of the year and measured against the “norm” in the country.
- Scores are measured in percentiles and if a student scores below the 40th percentile, teacher may consider intervention.
- Parents are encouraged to focus on the growth progress rather than the individual score at the time of testing.

### **GRADE REPORTS**

One copy of the report is placed in the student's permanent file in the school office.

- The teacher will assess students on their progress toward mastery of assignments, exams, and other classwork.
- Report Cards are sent to the parents at the end of each 9-week period.
- Parents can see current grades and assignments through their FACTS account.
- Progress reports are sent home at the end of the 3rd week and 6th week of each quarter.
- Teachers will update grades in FACTS at least once each week. Parents can view the assignment and the grades for each subject through the parent portal in FACTS.

### **Grade Requirements**

Elementary teachers will take at least 9 grades per subject each grading period. Only one daily grade may be dropped during the quarter, per subject.

Secondary teachers will take at least two grades per subject weekly.

### **Grading Scale for First grade through High School**

### Number Grading Scale

<b>A</b>	<b>100-90</b>
<b>B</b>	<b>89-80</b>
<b>C</b>	<b>79-70</b>
<b>F</b>	<b>69 &amp; below</b>

### Kindergarten

<b>E</b>	<b>100</b>
<b>S+</b>	<b>95-98</b>
<b>S</b>	<b>90-94</b>
<b>S-</b>	<b>80</b>
<b>N</b>	<b>70</b>
<b>U</b>	<b>60</b>

### Grade Point Average (GPA) Scale

<b>A+</b>	<b>97-100</b>	<b>4.0</b>
<b>A</b>	<b>93-96</b>	<b>4.0</b>
<b>A-</b>	<b>90-92</b>	<b>3.7</b>
<b>B+</b>	<b>87-89</b>	<b>3.3</b>
<b>B</b>	<b>83-86</b>	<b>3.0</b>
<b>B-</b>	<b>80-82</b>	<b>2.7</b>
<b>C+</b>	<b>77-79</b>	<b>2.3</b>
<b>C</b>	<b>73-76</b>	<b>2.0</b>
<b>C-</b>	<b>70-72</b>	<b>1.7</b>
<b>F</b>	<b>67-69</b>	<b>1.3</b>
<b>F</b>	<b>65-66</b>	<b>1.0</b>
<b>F</b>	<b>64 &amp; below</b>	<b>0</b>

### CORRECTIONS

Students may correct failed classwork assignments. If a student decides to make corrections on classwork, up to a 70 may be earned. Students will have three days to complete corrections upon receiving the assignment from the teacher. After the three-day period is over corrections for that assignment will not be accepted. \*Allowable corrections are based on teacher discretion.

If the student fails the corrections, the higher of the two grades will be taken.

Students will be allowed only one opportunity to redo the work.

### MISSED/LATE WORK POLICY

1. Twenty-five points will be taken off an assignment for the first day that it is late and each day following.
2. After three days, a zero will be given on the assignment.

### CHEATING

Any student caught cheating on an assignment, test, or exam will receive a zero on the assignment. A second offense of cheating will result in In-School Suspension the following day. The fee for the ISS teacher will be at the expense of the parent/guardian (\$85).

Cheating is defined as using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others and includes the following:

- Copying homework from another student without specific approval from the teacher.
- Working with others on any assignment that was given as an independent assignment.
- Using workbooks and notebooks from a previous year with answers already completed.
- Having notes or textbooks visible during a test.
- Giving or receiving information about a test, quiz, or other assignment prior to receiving the assignment or using any technology to send or receive testing information.
- Glancing at someone else's test or quiz or allowing someone to look at your paper during a test or quiz.
- Reading condensed or Cliff's note/Spark notes, etc. version of a book and representing that you read the entire book.
- Not accurately giving correct information to a teacher about grades and completed work.
- All forms of cheating will result in disciplinary action from the administration and academic credit will not be given for the work. Repeated offenses could result in expulsion.

**Plagiarism:** defined as literary theft, misrepresentation, and falsification and includes the following:

- To copy directly, paraphrase, or summarize without clearly marking the source of the information, thoughts or ideas (including electronic based documents, i.e. PowerPoint presentations).
- Plagiarism is prevented when the proper form of documentation is followed. Items that must be documented are facts, quotations, paraphrases, and summaries. Writing that expresses one's own thoughts, experiences, or interpretation and is stated in one's own words does not require documentation. Inadvertent documentation that allows another's words and ideas to be mistaken as one's own is plagiarism.
- Students should ask for assistance from the teacher when a question of documentation arises.
- Plagiarism will result in receiving a zero or failing grade on the assignment depending on the extent of the plagiarism. Repeated violations could result in expulsion.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

Students must be enrolled FULL TIME at FOCA to compete in any TAPPS competition.

FOCA students are responsible for maintaining passing grades in all classes. Extracurricular activities, including athletics, fine arts, etc., are intended to be a complement to the academic program and should never take priority over academics.

- Teachers will give a Failure Report to the athletic director and team coach administrators on Monday of each week to assess progress.
- Beginning with the third Monday (3 weeks) in each quarter, the following will be enforced:

- Students who are failing (69 or below) in one or more subjects/classes will be required to come to school at 7:00 am with the athletic director or team coach to focus on the failed subject/work. He/She may attend practice and games after school. This includes all games, in and out of town.
- Students who are failing (69 or below) on the failure report, in TWO or more subjects/classes, will be ineligible to compete for one full week. Students will come to school at 7:00 am with the athletic director or team coach.
- Athletic coaches are considered to be a "need-to-know" staff member. Athletic Coaches will support academic responsibilities.
- If determined ineligible based on grades, the student:
  - Will not be allowed to participate in competitions.
  - Will be required to attend practices and will be limited to observation only.
  - Will not be allowed to leave school early for competitions or practices.
  - Will not be allowed to travel to competitions with the school, local or regional. Students may travel on their own, not during school hours, and will only be allowed to observe.
- Any student who is ineligible for 50% of the season for that sport will be removed from the program, as well as on academic probation pending possibly dismissal.
- Student conduct may affect eligibility and/or suspension from school programs.

#### **END OF QUARTER GRADES**

- If a student has a grade of 69 or below on a report card, he/she will follow the above rules for three weeks until the failure report is printed on the third Monday of each quarter.

#### **STUDENT ASSIGNMENTS**

Parents/Guardians are encouraged to review assignments daily and discuss with the teacher if you have questions about schedules or assignments. It is the responsibility of the student and family to monitor the online gradebook to carefully review what has been accomplished, assignments not turned in, and to monitor progress BEFORE the end of the quarter.

#### **HOMEWORK**

The purpose for homework is to develop responsibility, accountability, and to enhance student learning. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student gets older. The time spent on homework depends on the student's organization and use of time at school and at home. The homework environment at home, after-school activities, and parent support also affects student success.

Homework may be given for:

- Skill practice
- Incomplete classroom assignments
- Projects

#### **EXTRA CREDIT**

Extra credit is often requested by a student and/or guardian in order to improve a student's grade. If a student is communicating often with the teacher and completing his/her assignments in a timely manner, extra credit is not needed.

### **PROMOTION**

All elementary students meeting attendance requirements and with passing grades will be promoted unless the parents, teachers, and administrators feel retention is necessary for the benefit of the student.

Middle School and High students meeting attendance requirements and with passing grades will be promoted unless the parents, teachers, and administrators feel retention is necessary for the benefit of the student. If retention is an option, it will be on an individual core content basis.

### **FINANCIAL COMMITMENTS**

Thank you for your interest in First Odessa Christian Academy. FOCA is excited about the opportunity to partner with you in the education of your child. FOCA depends on your support in our efforts to provide the highest quality education for your child and remain committed to our mission.

First Odessa's goal is to provide students with quality teachers and staff. We are thankful for the commitment and service FOCA teachers provide to SCS students. FOCA strives to keep expenses and tuition down. SCS takes tuition rates seriously and considers the impact it has on families.

First Odessa Christian Academy requires all families to sign an annual fee and tuition agreement.

### **FIRST ODESSA CHRISTIAN ACADEMY TUITION & FEES**

#### **Tuition:**

Grade	Tuition	10-month Payment Plan (July-April)
Kindergarten	7,356	\$735.60
1st-2nd	7,642	\$764.20
3rd-5th	7,855	\$785.50
Middle Sch	8,702	\$870.20
High Sch	9,763	\$976.30

#### **Application and Enrollment:**

- Application Fee: \$150 non-refundable
- Enrollment Fee: \$150 non-refundable (applied to tuition)

**Extended Day:** \$75 per week (from 4:15-5:30 pm) for K-5<sup>th</sup> grade students.

- Available to parents needing a later pick-up time than 4:15. The cost of extended day is \$75 a week. Every 15-minute increment past 5:30 will be an additional \$75. For example, 5:30-5:45 will be charged \$75 and so forth.

## DISCOUNTS

- Sibling Discount – 5% discount of tuition for 2nd, 3rd, and subsequent siblings in one family unless there is a discount already reducing tuition.
- Full Payment Discount – 5% reduction of tuition if paid in full by July 31 of each year.
- Tuition discounts cannot be combined. The highest single, eligible discount will be awarded to each student who qualifies.
- Students receiving financial assistance awards are not eligible for additional discounts.

## REFUNDS OF TUITION PAID

FOCA has commitments to teachers and staff for the entire school year and because of this commitment to our staff, we do not refund any tuition when a student leaves the school.

\*Students withdrawing from FOCA voluntarily, and/or if a student is dismissed because of behavioral or academic reasons, will automatically forfeit any previously awarded discount. Tuition balances due upon withdrawing is still owed to the school and are subject to collection.

## FEES

- Application Fee \$150 (One time, non-refundable)
- Registration Fee \$150 (One-time, non-refundable—goes toward tuition)
- Supply Fee \$750 (One time, non-refundable)
- **Late Fee**--A late fee (\$50) will be assessed for accounts not paid on the date selected for tuition payment. (Also applies to after school care).
- **Lunch charges**— Students without a lunch will be provided with a charged meal.
- **Extended Day**--\$75 per week (from 4:15-5:30 pm). Every 15-minute increment past 5:30 will be an additional \$75. For example, 5:30-5:45 will be charged \$75 and so forth.
- **NSF Fee** of \$30 fee will be assessed for all insufficient fund/returned checks/ACH Payments
- A \$50.00 fee will be assessed for all **late payments**.
- **ISS Fee**--If In-School Suspension is utilized there will be an \$85 charge per day to pay for a proctor.
- **High School Parking Permit**--\$25.00 (subject to change on allowances for yearly purchased parking spots to Seniors & lot painting).

\***Athletic Fees**--Varies by sport (3rd-12th). See Athletic information included.

\***Miscellaneous Fees**--There are additional fees when applicable during the school year field trips, student clubs, additional materials for dual-credit classes, school pictures, yearbook purchases, etc. This is not a comprehensive list of possible fees.

*\*All fees and tuition paid to First Odessa Christian Academy are NON-REFUNDABLE.*

### **FACTS TUITION PAYMENT**

All tuition and fees are paid through FACTS. FACTS is a tuition management company used by First Odessa Christian Academy to allow families various payment options. Your enrollment is not completed until your FACTS application is completed.

For any questions regarding FACTS or payments, call or email the main office. Call the FOCA Office for any questions at 432-339-0770.

### **FIRST ODESSA CHRISTIAN ACADEMY TUITION AND FEES POLICY**

1. The total annual tuition and fees are paid out over a 10-month payment plan, by the semester or before school yearly. Monthly payment plans begin on July 1-April 1. Payments are made through FACTS. (factsmgt.com)
2. Tuition accounts are due on the 2nd, 16th, or 23rd of each month, and deemed delinquent after the designated date selected in your payment plan. A \$50 late fee is charged to all accounts not paid by the due date. This late fee also pertains to After School Care.
3. Tuition accounts must be kept current. Students whose accounts remain delinquent may be suspended from the classroom, according to the Annual Tuition & Fee Agreement.

### **STUDENT WITHDRAWAL PROCESS**

To withdraw a student, follow the guidelines listed below:

1. Notify the school office in writing and complete a withdrawal form.
2. Return all textbooks and school-purchased materials to the office.
3. No records will be released until all forms are completed, textbooks and school-purchased materials are returned, and financial matters are cleared.
4. If any student is asked to withdraw or is expelled by the administration, that student will not be allowed on campus during school hours or for sporting events on campus.

***\*\*\*Note: All families signed the enrollment agreement and the obligation to pay for the full year is unconditional, without reduction or remission of book fees or any other fees as a result of absences, withdrawal or dismissal of a student. Even though the tuition and fees may be paid in installments, this does not constitute a fractional contract.***

### **NON-DISCRIMINATION**

First Odessa Christian Academy makes no distinction concerning an individual's race, color, or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all we can reach if we are to carry out our Lord's Great Commission (Matthew 28:18). First Odessa Christian Academy neither supports nor endorses the World or National Council of Churches, or any world, national, regional, or local organizations which give Christian recognition to non-believers or advocate a multi-faith union.

First Odessa Christian Academy does not discriminate on the basis of race, color, or ethnic background in the enrollment of students.

Education is not just about preparing for a fulfilling future; it is about living and learning fully now. We believe that students learn best when they:

- Feel safe
- Value their work and see that it is valued by others
- Apply their learning in meaningful contexts
- See that their efforts make a difference to themselves and to others
- Use meaningful feedback to improve
- See the important people in their lives working together for their good
- Have opportunities to help others and be of service

We recognize that students learn and demonstrate learning in different ways. Some students are strong with the spoken word while others prefer to write. Some see the world through the eyes of an artist while others may be more technical. Some prefer to learn by themselves while others like to work in groups. We provide a variety of learning opportunities so that students can work in different ways using their strengths.

We believe all students can learn and experience success.