



## Fredonia Hill Baptist Academy Family Handbook

### **MISSION STATEMENT**

The mission of Fredonia Hill Baptist Academy is to glorify God through excellence in education. This is achieved through an accelerated Biblically-based curriculum and daily Bible studies to understand the Christian view and develop God-given talents and abilities within the plan God has for us.

### **PHILOSOPHY**

Our goal is to prepare each child to reach his own potential for success in school and life. Christian studies, doctrine, and faith help us to motivate the children in their achievement, behavior, and work habits.

Academically, we work to build a solid foundation of fundamental skills in Language and Mathematics for our students, adding on a priority basis, all other areas of instruction and creative experience which will bring the knowledge and understanding they need. We prepare complete, organized coverage of all subject matter appropriate for each grade level upon which the parents can depend.

Our aim is to develop students who:

- \* Appreciate and value themselves as a creation of God
- \* Enjoys school and respects teachers
- \* Look upon school as their present daily occupation
- \* Strive to do their best
- \* Exhibit self-control
- \* Are prepared for what we know is their next step in life
- \* Have an opportunity to advance beyond their grade level
- \* Can read and write their language

Our methods are generally teacher-centered with whole-group instruction because, for all appropriate subjects this method simply accomplishes more in less time toward scholastic achievement. We do individualize and give opportunity for individual acceleration. We maintain structure and routine for a better learning atmosphere.

We are recognized by the local public schools for transfer purposes, on the basis of reliable, annual testing and student performance.

### **SCHOOL HOURS AND ATTENDANCE POLICY**

**Attendance:** Classes begin at 8:00 A.M. for all students. Students are expected to attend each designated school day. Students who are late will be marked tardy. The State of Texas requires students to have a 90% attendance rate in order to be eligible for promotion. Students that have accumulated more than the allowed number of absences may present a written appeal to the Principal. This request will then be taken to the school board for consideration.

Excused absences are given for personal illness, death, family illness, or an emergency within the family. A note must be submitted to the office upon the student's return with an explanation. Students are expected to assume full responsibility for all class work missed.

Parents are required to contact the office when children are absent or need to be dismissed during school hours for doctors' appointments, or for any other reason. Parents must meet students in the school office. If someone other than the parent picks up students for an appointment or after school, the school office and the classroom teacher must receive notification from the parent in writing or by phone. If the teacher does not know the person picking up a student, the person must show some type of identification and the teacher or an office staff member must call the parent before allowing the student to leave with a person who is a stranger to the faculty and staff of the school.

Students should not arrive on campus before 7:30 A.M. The school will not assume responsibility for any student arriving before 7:30 A.M. since no staff member will be available to monitor students until 7:30 A.M.

If a parent is repeatedly late picking up a child a late fee will be charged.

Dismissal for Inclement Weather or Emergency:

Fredonia Hill Baptist Academy follows the decisions made by the Nacogdoches Independent School District. For information regarding inclement weather school closures or delayed starts, parents/guardians are encouraged to listen to news media announcements. Do not assume schools are closed or dismissed early unless a specific notification is made to that effect. In case of early dismissal because of hazardous weather or school closure or delayed start, FHBA will notify parents by email, Facebook, or by a text. Please watch local news and follow NISD guidelines.

### **AGE AND MATURITY REQUIREMENTS FOR ENROLLMENT**

To be in line with public schools, a September 1 birth date is set as a cutoff time.

To register for PK-3 a child must be 3 years old before September 1.

To register for PK-4 a child must be 4 years old before September 1.

To register for Kindergarten a child must be 5 years old before September 1.

To register for First Grade a child must be 6 years old before September 1.

**A copy of the student's birth certificate is required to be on file in the office.**

### Pre-School Guidelines

Children entering PK-3, PK-4, and Kindergarten must be of sufficient maturity and intelligence to derive benefit from the program. Other criteria for pre-school admission include the ability to communicate effectively, to use the restroom independently, and to manage clothing independently.

### Class Size

Maximum enrollment for PK-3 is 8 students.

Maximum enrollment for PK-4 is 14 students.

Maximum enrollment for Kindergarten and First Grade is 16 students.

Maximum enrollment for 2<sup>nd</sup> - Eighth Grade is 18 students.

### **FEES AND TUITION CONTRACT**

The tuition and fee schedules are to be set by the school board on an annual basis and are as follows:

At the time of registration, there is a \$125 non-refundable & non-transferable registration fee per child with a family max of \$250 along with 1/2 months tuition that will be applied to August 2018. The registration fee and tuition deposit are non-refundable & non-transferable.

**Tuition Rates are based on a 10-month schedule and are as follows:**

### **Pre-K 3 & Pre-K 4:**

Option 1 (8-11:30) \$355

Option 2 (8-3:00) \$385

Option 3 (8-5:30) \$550 (includes the EDGE-afterschool program)

### **Kindergarten thru 6<sup>th</sup> Grade:**

Option 2 (8-3:00) \$385

Option 3 (8-5:30) \$550 (includes the EDGE-afterschool program)

### **Seventh & Eighth Grades:**

Option 2 (8-3:00) \$435

Option 3 (8-5:30) \$600 (includes the EDGE-afterschool program)

**Tuition Rates are based on a 12-month schedule and are as follows:**  
**(Payment must begin in May 2018)**

**Pre-K 3 & Pre-K 4:**

Option 1 (8-11:30) \$295.83

Option 2 (8-3:00) \$320.83

Option 3 (8-5:30) \$458.33 (includes the EDGE-afterschool program)

**Kindergarten thru 6<sup>th</sup> Grade:**

Option 2 (8-3:00) \$320.83

Option 3 (8-5:30) \$458.33 (includes the EDGE-afterschool program)

**Seventh & Eighth Grades:**

Option 2 (8-3:00) \$362.50

Option 3 (8-5:30) \$500.00 (includes the EDGE-afterschool program)

**Tuition Payment Options: Each family will select one.**

**Option A:** Pay the entire year of tuition (Receive a 5% Discount). Payment can be made in cash, check or money order. Must be received by September 1, 2018.

**Option B:** Pay the entire fall tuition amount by September 1, 2018. Then, pay the entire spring tuition amount by January 5, 2018. (Receive a 2% Discount). Payment can be made in cash, check or money order.

**Option C:** Authorize FHBA to set up ACH Direct Payment through a checking or savings account on a monthly basis for each student enrolled.

Students in grades 3<sup>rd</sup> – 8<sup>th</sup> may arrive no earlier than 7:30. However, students in Pre-K 3 – Second Grade may not arrive before 7:50 unless they are enrolled in the Early Birds program.

**Early Birds:** If your child is in Pre-K 3 – Second Grade, and needs to arrive at school before 7:50 and no earlier than 7:30, they may participate in the Early Birds Program. This is an extra fee of \$180 per year or \$5 for a drop in.

**DELINQUENT ACCOUNTS**

There is a two-month limit on arrears. After one month delinquency, a warning letter will be sent stating that the child will not be allowed to remain in the school beyond the second month of non-payment of tuition and fees. Families may appear before the School Board for special consideration, or they may make satisfactory arrangements for the account payment with the Principal. All accounts must be paid in full before any students records will be released to another school. All monthly payments will be drafted on the 5<sup>th</sup> and the 16<sup>th</sup> of each month. A \$30 late fee will be charged for any delinquent accounts paid 10 days after due date.

**STUDENT ABSENCES**

Students who are absent from classes due to illnesses will continue to receive services from the school in the form of homework assignments and faculty contact. In light of these services, no refund in cash or credit is given for such absences.

**WITHDRAWAL**

If a student withdraws during the school year, we will follow the registration contract that parents signed at the time of registration. The contract is submitted with the understanding that it is for the full school term, with the total term payment obligated by the undersigned. Release from payment due to withdrawal will be subject to Board action. All accounts must be paid in full before any students records will be released to another school. FHBA reserves the right to terminate this contract at any time by waiver of the remaining tuition due.

**TRANSFER OF NEW STUDENTS**

When a child transfers to Fredonia Hill Baptist Academy from another school, arrangements must be made to have test scores and other records forwarded from the previous school before admission to Fredonia Hill Baptist Academy is finalized. A form for this purpose is available in the school office. Original copies shall be provided for students transferring from the school or graduating from the school.

## **TESTING INFORMATION**

Incoming Kindergarten students and above must participate in a screening evaluation administered by the school's principal. Fredonia Hill Baptist Academy provides a somewhat more advanced curriculum than is typically obtained in the public sector. Parents must also provide report cards and achievement test scores from previous years. All children in grades Kindergarten and above will be given the Stanford Achievement Test in the spring. Test results are helpful to the teachers in planning the instructional program for the following school year. These test results are discussed with the parents during spring conferences.

## **STUDENT PROMOTION GUIDELINES**

Parents will be notified any time during the year if their child is not progressing socially or academically. There will be four reporting periods at approximately nine-week intervals for students in Pre K 4-8<sup>th</sup> grade. Decisions regarding retainment and promotions will be made based upon student performance, maturity level of child, input from the child's teacher and consultation with the Principal. If a recommendation is made to retain a child, the parent then has the option to either adhere to that decision in order for their child to remain enrolled or their child's enrollment will be terminated.

## **SCHOOL'S RIGHTS FOR PLACEMENT AND STUDENT DISMISSAL**

The right is reserved, because of limited space and the purpose and philosophy of the school, to choose from among applicants who are most likely to profit from the school's advanced curriculum. The school shall have the absolute right in its discretion to require the withdrawal of a student if that child does not meet the school standards and requirements of conduct, behavior, and academic achievement. When more than one section of a grade or age level exists, the administration reserves the right to arrange classes which seem to be beneficial to the nature and ability of the individuals.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization is designed to facilitate better participation of parents and better communication among parents, teachers, and administration. The PTO President of the organization calls meetings. The group assists the school in many ways including fund-raising and holding special events. All extra-curricular activities sponsored by the PTO which involve parents and students will be attended on a voluntary basis. All such activities must be coordinated with the Principal. The president of the PTO will provide a monthly report of activities to the Academy Board.

## **PARENT TEACHER CONFERENCES**

Parent-Teacher Conferences are held each semester and at other times when necessary. At the fall semester conference, the topic of discussion concerns the direction that social or academic progress may take given the performance of the child early in the school year. Plans to help the child perform well throughout the rest of the year are made during this conference. A spring conference is scheduled at the conclusion of the Stanford Achievement Tests, and all parents are invited to schedule a time to conference with their child's teacher. Additional conferences are scheduled as needed. The principal may attend any conference if requested by either teacher, or parent, or if the principal judges it necessary. The teacher, principal or parent may request a conference at any time. Parents are requested not to interrupt any teaching situation or to expect teachers to interrupt their normal teaching routine for conferences. Parents are requested to phone the school office to leave a message for the teacher to call back to arrange an appointment time. Children attend conferences only if requested by the parent, teacher or principal. The parking lot, hallway, or lunch room are not appropriate places to hold conferences. Teachers are instructed to hold conferences in a private area. Therefore, it is highly likely that a teacher may decline to comment when a parent spontaneously solicits information in a non-private area. When a teacher requests a private area to conference, this request is made in the best interest of the parent and of the child. Such a request is in keeping with school policy.

Telephone Conferences: Phone conferences are acceptable according to the guidelines set down by individual teachers. If a call is made at a time that is inconvenient for the teacher, the teacher is expected to note that fact and to arrange for a more convenient time. As a matter of school policy, the teacher is not obligated to speak to parents about classroom difficulties at times when full attention cannot be given to the problem or at times when the privacy of the parent or child may be compromised.

## **GRIEVANCE PROCEDURES**

In the event of a grievance, the grieved party is to follow these steps and maintain a Christ-like attitude during the process.

1. The grievance should begin with the individual(s) with the grievance scheduling an appointment to meet with the teacher or staff member involved. The grieved party should meet with the teacher or staff member first to calmly discuss the matter. In almost every instance, polite dialogue can bring a solution. If a teacher is confronted by a parent in a rude manner, the parent will receive a warning from the principal.

2. If the grievance is not satisfactorily resolved at that level, the grieved party should schedule an appointment with the principal to calmly discuss the matter. At this point the grieved party should not have further contact with the teacher individually about the matter and work to resolve the matter with the principal.
3. If the grievance is not satisfactorily resolved at that level, the grieved party should schedule an appointment through the school board president and meet with the grievance committee of the school board. The FHBA school board grievance committee will listen to all parties involved in the grievance and vote on a course of action. Testimony may be presented in both written and oral form by the parties involved with the grievance. The grievance committee decision will be final.

The board reserves the right to ban a parent, guardian, or relative from the school campus due to disruptive behavior.

#### **FHBA School Board Grievance Committee**

The FHBA school board president and two school board members will comprise the grievance committee. The committee will be activated when a grievance has not been satisfactorily resolved at the teacher/staff level and the principal level but not before such levels have been used to try to resolve the grievance. The committee will hear testimony from the relevant parties involved with the grievance (i.e. parents, students, and principal) either in writing or oral form in order to vote on a decision to resolve the matter.

### **DRESS CODE FOR ALL GRADES**

#### **Pre K Students:**

Clothing worn by preschoolers should be easy to manipulate by child. Students should have a change of clothes at school in case of an accident.

#### **Girls**

- \*Leggings may be worn
- \*Shorts must be worn under dresses or skirts
- \*No overalls
- \*Closed toe shoes – no sandals or flip flops
- \*Belts may be worn only if they are able to unbuckle them EASILY by themselves

#### **Boys**

- \*T-shirts, shorts, pants, jeans, sweatpants are allowed
- \*Shirts must have sleeves
- \*No caps are allowed
- \*No overalls
- \*Closed toe shoes – no sandals or flip flops
- \*Belts may be worn only if they are able to unbuckle them EASILY by themselves

#### **Kindergarten – 8<sup>th</sup> Grade:**

#### **GIRLS**

- \*Straps on shirts, dresses, or blouses must be three fingers width
- \*No strapless or one shoulder dresses or blouses are permitted
- \*No halter tops
- \*No clothing that is see-through or reveals the midsection is allowed
- \*Skirts, dresses, and shorts must be finger-tip length
- \*Shorts and pants must be made of cotton, cotton polyester, khaki, or blue jean material. Shorts and pants made of spandex, Lycra, nylon, satin, etc. are not allowed unless worn with a dress that is fingertip length
- \*Appropriate undergarments should be worn, depending on the physical maturity of the student (Students in Kindergarten and first grade must wear shorts under their dresses or skirts)
- \*No caps will be worn inside the school

#### **BOYS**

- \*T-shirts, shorts, jeans, pants, sweatpants are allowed
- \*Boys' shirts must have sleeves
- \*No caps will be worn inside the school

## **Chapel Dress Code**

Chapel is on Tuesday

### **Pre K Students:**

Girls

\*Dress or skirt should be worn with shorts underneath

Boys

\*Pants and a shirt with a collar. Shirt must be tucked in.

### **Kindergarten – 8<sup>th</sup> Grade:**

**GIRLS**

\*Fingertip length dress or skirt

**BOYS**

\*Long pants & a shirt with a collar. The shirt must be tucked in.

Tennis shoes **MUST** be worn during physical education.

The principal has the authority to make final decisions for questionable attire.

## **MEDICAL POLICY / MEDICATION AND IMMUNIZATIONS / ACCIDENT POLICY**

1. Any severe allergies should be reported to the office and to the teacher.
2. Immunizations must include a complete series of state required immunizations. **A copy of the immunization record or an exemption for immunizations must be on file in the office.**
3. It is a state law that all students have a complete visual exam prior to first grade.
4. All students will be expected to have a local physician with that physician's name on file with the school.
5. In the event of an emergency the following procedure will be followed:
  - a. The parent or designated contact person will be notified.
  - b. If the parent cannot be contacted, the student's local physician will be notified.
  - c. If the local physician cannot be reached, the child will be taken to the emergency room of the nearest hospital.
6. Students with communicable diseases may not return to school until released by a physician with a written release presented to the school administration.
7. In order for a student to receive medication at school, the following Texas Department of Health/Texas Education Agency guidelines must be followed:
  - a. The medication must be in its original container with the student's name clearly written on the label.
  - b. There must be a current written consent form from the parent or legal guardian stating the dose, the time, and any other pertinent information regarding administration of the medicine.
  - c. Authorized school personnel will dispense all medication given at school. Students will not be allowed to self-administer medication.
  - d. Parents are always welcome to come to the school to administer their child's medication.
8. The only treatment of scratches, cuts, bruises or other minor injuries is soap and water, antiseptic wash, antibiotic ointment, a Band-Aid and/or an ice pack. If the injury is considered serious, the parent will be notified immediately. In case of severe injury or illness, the child will be taken to the emergency room of the local hospital or to the family physician designated by the parent.
9. In the event of an accident, the following measures will be taken:
  - a. **Minor Injury:** Depending on the nature of the minor injury, parents may be notified by phone.
  - b. **Serious Injury:** Parents will be called and appropriate emergency measures taken. The appropriate measures taken will depend upon the nature of the injury and on the information provided on the child's Enrollment Form on file in the main office.
  - c. All injuries occurring in the satellite buildings and on the playground must be reported to the main office immediately.
  - d. Accidents occurring during the EDGE Program, after the main office is closed, must be reported to the office the next day.
  - e. When a supervising adult is in doubt concerning the seriousness of the injury, the parents will be called.

## **ILLNESS**

Students who are ill belong at home. Please use the following guidelines to determine if your child is well enough to attend school:

1. Your child has been free of fever **WITHOUT MEDICATION** for twenty-four hours. (a temperature of 100 or higher is considered a fever)
2. Your child does not have a green or yellow nasal discharge.
3. Your child has not had vomiting or diarrhea for twenty-four hours.
4. Your child does not exhibit other behavior that might indicate illness.

If you send your child to school with any of these symptoms, we will call you to come and pick up your child. If your child becomes ill during the day, we will isolate him/her from the other children to the best of our ability and then notify you. Please keep the school office informed of changes in phone numbers or of changes in your daytime location so that our information will always be current. In the case of an extreme emergency or illness, we will immediately call 911.

## **Live Lice & Nit Prevention, Control & Treatment**

All students with live lice or nits closer than ¼ inch to the scalp will be sent home from school. When a student returns after twenty-four hours post treatment, he/she needs to be accompanied by a parent. A school staff member will check the student with the parent present.

## **DISCIPLINE POLICY**

Appropriate discipline is the responsibility of the home and school working together with the ultimate goal of self-discipline. To develop effective discipline teachers must:

1. Develop an atmosphere that encourages students to perceive Fredonia Hill Baptist Academy as a good place to be.
2. Make sure that rules and requirements seem reasonable and that students know what is expected of them academically and behaviorally.
3. Acknowledge and emphasize what children do that is right and good.
4. Clearly understand the consequences when a rule is broken.
5. Maintain consistency in discipline.

## **Student Expectations:**

1. Accept responsibility for their behavior.
2. Perform to the best of their abilities in all areas.
3. Be obedient to all rules.
4. Be honest and trustworthy.
5. Respect the property of others as well as their own.
6. Willingly abide by all policies: conduct, dress, and classroom rules.
7. Use acceptable language.
8. Show respect and courtesy to fellow students, teachers, and other adults.
9. Conduct themselves in a manner which will promote their own health and safety as well as that of others.

## **Discipline Process**

When an alleged offense occurs, the following procedure will be followed:

1. The student will be informed of the conduct involved and the nature of the offence, and will be given the opportunity to present his/her view of the incident.
2. If disciplinary action is required, the student will be informed of what action will occur and the reason it is being administered, and the discipline will be administered as stated. Parents will be notified.
3. When a suspension or stronger discipline is to be administered, the student's parents will be notified as soon as possible.

The following are some of the student behaviors that warrant discipline, suspension, or dismissal from the school:

- The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)
- Insolence, disrespect, or insubordination
- Fighting
- Vulgar/inappropriate language
- Inappropriate displays of affection
- Rowdy behavior, such as running, pushing, shoving, yelling, etc.
- Leaving a classroom or school campus without permission
- Threatening, intimidating, or causing bodily harm to any person

Factors for determining consequences:

- Age, development, and maturity levels of parties involved
- Surrounding circumstances
- Incidences of past or continuing pattern(s) of behavior
- Nature and severity of the behavior(s)
- Degree of harm (physical and/or emotional distress)

### **Bullying or Harassment**

Bullying or harassment may involve but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyberstalking
6. Cyberbullying
7. Physical violence
8. Theft
9. Sexual, religious or racial harassment
10. Public humiliation
11. Destruction of school or personal property
12. Social exclusion, including incitement and/or coercion
13. Rumor or spreading of falsehoods

Consequences for bullying and/or harassment may include but are not limited to:

- Office visit/ parents contacted
- Suspension
- Dismissal from FHBA

### **ITEMS NOT PERMITTED ON SCHOOL PREMISES**

The following items are forbidden at school: guns, illegal drugs, alcoholic beverages, sharp instruments, knives, matches, lighters, handcuffs, toy guns, and real or toy swords. Toys of any kind, electronic games, skateboards, roller blades, and roller skates are not permitted except by special permission. Children may not use microwaves to heat lunches. Because of supervision and time issues, faculty or staff is not permitted to heat lunches for students.

For special events or any school event, all movies must be approved ahead of time.

### **CHAPEL ATTENDANCE**

All students of FHBA are required to attend chapel. Part-time faculty is encouraged to attend chapel when they are on campus.

### **NOMINATION AND ELECTION OF SCHOOL BOARD TRUSTEES**

The School Board shall consist of six members nominated by the Church Nominating Committee and elected by the Church. Each member shall serve for three years and rotate off or be chosen to serve further terms.

### **HOMEWORK**

**Homework Defined:** Homework consists of practice of skills presented in class, study for tests, and reading for practice and for pleasure. Learning new skills is not given as homework.

**Length of Assignments:** Teachers attempt to give assignments that are of reasonable length for the grade level of the students. Students may have additional working time at home, if classroom assignments need to be completed at home. At times, special projects may require additional time. It is difficult to place exact time limits on homework and maintain an effective and flexible learning experience. Learning often takes hard work.

**Excessive Homework:** Various factors affect the amount of time children spend on homework. These factors may include but are not limited to: the amount of unfinished class work that must be completed at home, the speed at which children work, the motivational level of children, and the number of self-imposed interruptions or outside interruptions that occur while children work on homework assignments. What appears to be excessive homework is often due to the work habits of children. If children are truly experiencing difficulties understanding concepts, the teacher may individualize homework for a child. Parents should conference with their child's teacher if difficulties arise. A plan to help the child can be made.



### General Guidelines:

1. It is the student's responsibility to complete all homework.
2. Parents should check their student's folder daily to see if they have homework.

### **GRADING POLICY**

Late Work: Points will be deducted for assignments turned in late.

Tests: Test retakes are generally not permitted. If students are experiencing difficulties with particular concepts, the teacher will establish an individual plan of action with the child.

Folder Checks: Teachers send home graded work regularly throughout each grading period. Parents are encouraged to look carefully at the work contained in these folders.

Enrichment Classes: Technology, Music, P.E., and Spanish are integral parts of the curriculum. Student performance will be evaluated and graded with as much seriousness as the core academic subjects. Each individual enrichment teacher will determine the manner of evaluation and grading.

### **REPORT CARDS**

Frequent communication with parents concerning academic progress and conduct is important. Four reporting periods are planned, at intervals of approximately nine weeks, for students in pre-kindergarten and above. Three-week progress reports are sent to parents in intermediate grades in the middle of a grading period. Parents, however, may be notified in writing at any time during the year if a child is not progressing adequately academically or socially.

### **EMERGENCY DRILLS AND OTHER SAFETY ISSUES**

As required by state law, the Fire Marshall inspects buildings annually. Periodically, emergency drills are held. Children are instructed in the proper procedures to use in case of any type of emergency. The guidelines used are those recently established by the Federal Emergency Management Agency (FEMA).

All visitors, including parents, are required to check in at the school office before visiting any area of the school.

### **STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM**

You are being given access to the School's electronic communications system(s). Through this system(s), you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services.

With this educational opportunity comes responsibility. It is important that you read the school policy, administration regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the school has a technology protection measure in place, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

### **RULES FOR APPROPRIATE USE**

Students in grades PreK-8 may be assigned individual accounts. If you are assigned an individual account, you are:

- Responsible for not sharing the user name and password for that account with others.
- The account is to be used for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the school may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

### **INAPPROPRIATE USES**

- Using the system(s) for any illegal purpose.
- Using someone's account without written permission from the teacher.
- Any changes in hardware or software configuration.
- Posting personal information about yourself or others.
- Downloading, installing or using copyrighted information without written permission from the copyright holder and the school teacher.

- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system(s).
- Any attempt to gain unauthorized access to restricted information or resources.
- Purposefully misrepresenting yourself or others.

#### **CONSEQUENCES FOR INAPPROPRIATE USE**

- Suspension of access to the system(s);
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the school's policies and applicable laws.

This student agreement will remain in effect for the duration of student's enrollment in Fredonia Hill. If the student and parent/guardian wish to rescind this agreement they may do so at any time with written notice.

I understand that my computer use is not private and that the school will monitor my activity on the computer system.

I have read the school's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the school's electronic communications system(s) and in consideration for having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system(s), including, without limitation, the type of damages identified in the district's policy and administrative regulations.

#### **Field Trips**

The following applies to any parents participating as a chaperone for a field trip:

- **All adults must have a current background check on file with the office.**
- Siblings are not allowed on field trips unless previously arranged with teacher.
- Full attention should be given to students you are supervising on the field trips.
- Stay with your group at all times and do head counts often.
- Please refrain from purchasing food/gifts for adults or students, unless doing so is part of the scheduled trip.
- Your attire should be consistent with the school's dress code.
- Cussing, inappropriate language or inappropriate discussions are not allowed on field trips.
- The possession or use of alcohol, tobacco, controlled substances and firearms are prohibited when serving as a chaperone.
- Failure to follow any of the above guidelines may result in parent being removed from chaperone list.