

# Fallbrook Community Development Center

## Student/Parent Handbook



**"Preparing our Students to be Leaders of Tomorrow"**

12512 Walters Road

Houston, TX 77014

Phone: 281-444-6198

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[www.fallbrookacademy.com](http://www.fallbrookacademy.com)

Operational hours: Monday - Friday

6:30am - 6:30pm

## STUDENT/PARENT HANDBOOK

The purpose of this handbook is to provide students and their parents/guardians with a summary of the policies and administrative procedures that relate directly to the student.

Fallbrook Community Development Center provides daily experiences that enrich and foster each child's spiritual, cognitive, social, emotional, and physical development. Policies, regulations, and procedures are necessary so that the students understand the behavioral expectations, the offenses that are subject to discipline, and the possible consequences or penalties.

Parents, to give your child the greatest opportunity toward the realization of his or her capabilities through the best possible guidance, full cooperation between the home and the school will be required. You may assist in the following ways:

- Know your child's teacher and establish a good rapport.
- Require regular and punctual attendance.
- Ask for and study your child's progress report and report card.
- Report correct contact information to the school promptly as updated.
- Read the handbook and understand as fully as possible the operations of the school.
- Keep an open line of communication with faculty and staff.

Please use this handbook as a reference and a guide to help you and your child have a positive and successful year. We are an organization that works hard to encourage the development of the whole child intellectually, emotionally, physically and morally. Fallbrook Christian Academy is a family-oriented school. It is important to us that everyone feels known, valued and welcomed at the school and that everyone has a role in making the year successful. This handbook cannot cover every situation that may arise. However, a full understanding of the general policies and procedures as set forth will be of assistance to all. It is important that every student, parent, and teacher read this handbook carefully.

## **Educational Goals**

Fallbrook Community Development Center will provide all children with experiences that are designed to meet the needs of the whole child. Each child's life will be enriched and support their need for the academic, spiritual, cognitive, social-emotional, physical, and creative development.

Each teacher will meet the following goals during their tenure at Fallbrook Community Development Center:

1. To teach Biblical Studies throughout the curriculum as a guide and tool for students to apply to their daily lives.
2. To teach the Christian-based comprehensive curriculum which promotes academic excellence in Mathematics, Reading, Language Arts, Science, Social Studies, Foreign Language, Health and Bible.
3. To provide students multiple opportunities to experience the various areas of the arts and to encourage them to play leading roles in our future.
4. To nurture and cultivate healthy self-esteem among all students and a true respect for the rights of others.
5. To encourage students to exhibit the qualities of good citizenship based on a combination of love and respect for all.
6. To develop self-discipline habits so that students will assume responsibility for their own actions.
7. To clearly communicate concerns and needs to all parents regarding their student's academic, physical and behavioral growth and development.
8. To build a stronger character and to connect home, school and community.
9. To prepare all students to academically compete with themselves, cooperate with their fellow students, and collaborate with other students globally.

## **Admissions**

Admissions are contingent on space, abilities of the student and willingness of the family to participate within the school guidelines. All entering students must be 18 months of age before he/she can enroll in Fallbrook Community Development Center.

The admissions process involves submitting an application along with the following:

- ✓ **\$180 enrollment fee (nonrefundable)**
  - **\$50 registration**
  - **\$110 books & supplies**
  - **\$20 mandatory school backpack**
- ✓ **Good Health Statement**
- ✓ **Current Immunization Record**
- ✓ **Vision and Hearing Screening**
- ✓ **Divorce Decree (if applicable)**

Fallbrook Community Development Center is regulated by the Texas Department of Protective and Regulatory Services. The Licensing Inspection Report will be posted on the Fallbrook CDC bulletin board.

## **Tuition**

***Tuition is due on Mondays. Tuition is considered late effective Tuesday @ 6:30am. There is a \$10 per day penalty for all late payments received.*** Parents, please make sure you fill out the tuition envelope. Failure to put the student's name on the envelope will result in your account not being credited. ***Please write in blue or black ink only!***

## **NCI parents**

The Workforce Solutions is requiring all parents to use the attendance card provided for swiping in and out. This must be done daily in order for Fallbrook to receive payment and for your child to attend. Failure to swipe in and out will result in services not being provided by Fallbrook and the Workforce Solutions terminating childcare services.

If you receive assistance from 3<sup>rd</sup> party sources (NCI), please make sure that your parent fee is ***paid by the 20<sup>th</sup>***. See Mr. Cotton if you have any questions.

### **Arrival/Departure**

*According to Section 746.631 of the minimum standards for licensed child-care centers, all parents **MUST** sign students in and out. Children are not allowed to clock themselves in or out. No student is permitted to enter or exit the building without proper signage! With the click of a few buttons (4 digit code and enter), you are in and out in no time. If you do not have a code, please see someone at the front desk and they will assist you. Please **DO NOT PARK IN THE SCHOOL ZONE/CROSSING LANE!!!** Please park your car in a parking space.*

### **Authorization Policy**

Students will be released only to people listed on the pick-up authorization form. If someone other than the individuals listed on the application is to pick up your child, please ask them to bring a picture identification and let us know as soon as possible by:

- Email management the designee name
- Fax a copy of Driver License of parent and name of designee to the facility

In the event of an emergency, you may call the facility and speak with a member of management. You will be asked a series of questions to verify your identity. Once verification is completed, parent will give facility the designee information.

You can also come in and add additional names to the application at any time. All of these policies help us to ensure your child's safety.

### **Late Arrival**

For our students' safety, the main entrance doors will be locked from 8:30am to 3:00pm. All students must be dropped off & picked up at the receptionist area located on the north side of the building.

### **Late pick-up**

All children not picked up by 6:30pm will be charged a late fee upon arrival. The fee is assessed by the minute as of 6:31pm. **The cost is \$1 per minute per student.** We ask that you call the office when you will not be able to pick your child up by 6:30pm. **We reserve the right to raise this fee for anyone who is consistently late.** We greatly appreciate punctuality on your part.

## **Attendance**

Regular attendance and punctuality are required of every student. Students who have good attendance tend to achieve higher grades, seek an active involvement in activities on campus and learn the skills necessary to attain success. Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction. The instructional program designed by each teacher is a progressive and sequential experience. Classes begin at 8:00am.

## **Absences**

Students are expected to be present and on time daily. In order to receive the full benefit of the education experience, a student must attend class. Excused and unexcused absences are counted equally when assessing total days absent.

When a student returns to school after an absence, a written note from the parent must show the dates and reason for the absence in order to be excused. If a note is not provided, the absences will be unexcused. Any absence that is not cleared within 24 hours will remain unexcused.

Parents are asked to notify the office in writing should it become necessary for your child to be absent for more than five (5) days. Students will be excused from school because of personal illness, family illness, and emergency or for circumstances deemed appropriate by the Director of Fallbrook Community Development Center.

Students who are absent because of illness or injury and require medical attention must submit a doctor's excuse to the front office when they return to school. If a medical or dental appointment is scheduled during school hours, the student is required to bring a note from the attending physician upon returning to school that same day or the following day.

## **Vacation/Holidays**

FCDC will be closed on the holidays listed below:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving & the day after
- Christmas & the day after

## **Uniform**

Fallbrook Christian Academy's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. All students are expected to exemplify proper dress attire and grooming standards in a manner that portrays an appropriate image for the student, the school and God. All students will be required to wear school uniforms on a daily basis.

Wearing a uniform helps to erase economic differences among students, sets a tone for serious study, facilitates school pride, and improves attendance. Uniforms also enhance students' self-concepts, classroom behavior, and academic performance.

### ***General Guidelines***

The following expectations for student dress have been established to promote a safe and optimum learning environment. Apparel or appearance which tends to draw attention to an individual rather than a learning situation must be avoided.

- Uniform pants must be worn at the waist. No sagging is allowed.
- Shirts must be tucked in, loose fitting and completely cover the abdomen.
- Skirts, dresses, and skorts must fall at knee length.
- Belts must be worn with shorts and pants at all times.
- Shoes must be closed toe. No flip flops, sandal, or clogs!

#### **Boys attire:**

- Uniform shirt
- Khaki shorts or pants

#### **Girls attire:**

- Uniform shirt
- Khaki shorts, capris, pants or skorts

### ***Spirit Friday/Field Trip***

Every Friday will be Spirit Day. Students will be allowed to wear Fallbrook t-shirts and khaki bottoms with closed-toe shoes.

## **Breakfast/Lunch/Snack**

Breakfast is served each morning from 6:30am until 7:30am.

Lunch is provided from 10:30am until 12:00pm.

Snack is served from 2:30pm until 3:30pm

## **Classroom Instruction Time**

Classroom instruction begins promptly at 8:00am. Students who arrive after 8:00am will be considered tardy for school.

The daily opening exercises at Fallbrook Christian Academy will include the following:

- **Morning Prayer**
- **Christian Flag** - "I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty for all who believe."
- **Bible** - "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."
- **Texas Flag** - "Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."
- **United States of America** - "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands one nation, under God, indivisible, with liberty and justice for all."

## **Class Work**

Class work is all work related to daily classroom assignments. It also refers to subjective areas such as oral participation in class activities and discussions. Teachers may objectively log/record students' responses to questions, collaborative/cooperative activities and written responses. This data may then be used to determine a portion of the class work grade. The class work grade shall not be used to evaluate class conduct, tardiness or other areas related to discipline.

## **Home Work**

Homework reinforces the essential knowledge and skills covered in the classroom activities.

Homework assignments are expected to be completed outside the regular classroom setting.

Homework should always be reviewed with students. **Homework will not be given on Wednesdays and Fridays.**



## **Report Cards**

Report cards will be issued at six (6) week intervals.

The report card will be issued according to the following schedule:

- Students will receive a progress report after three weeks of each grading period.
- A report card will be sent home with the student at the completion of each grading period.
- The final report card will be mailed after all financial records are clear.

## **Academics**

The following scale represents the grading policy for Pre-K3 and Pre-K4 students:

### **Electives**

Excellent	E
Satisfactory	S
Needs Improvement	N

### **Core Subjects**

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - below	F

## ***Honor Roll***

Teachers will use the following criteria for determining Honor Roll students.

- *A Honor Roll* - students who have a 90 and above average for each class for the entire grading period.
- *A - B Honor Roll* - students who have an 80 and above average for each class for the entire grading period.

Students at all grade levels will receive Honor Roll recognition at the Promotional Ceremony.

## **Safe Sleep Policy**

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

## **Illness**

Fallbrook strives to provide a safe and secure environment for all employees and students. Please do not send your child to school with a communicable illness. Sick children should be kept home to rest and help prevent infecting other children. If the child has been ill, he/she must be symptom-free for 24 hours before he/she may return.

For the health and safety of our students and staff, Fallbrook reserves the right to send home any student exhibiting signs of illness including, but not limited to: coughing, running nose, diarrhea, fever and vomiting. If a child becomes ill during school, a member of management will contact the parent or guardian named on the Registration Form to pick-up your child. The child may be kept isolated from others until picked up as deemed appropriate by management. This is to protect other students and staff from possible contagious illnesses. If the sick child is isolate, the child will remain under the observation of a staff member. The child must be picked up within a reasonable amount of time from the time of notification, and may not stay on campus.

If your child suffers frequent headaches, or has other minor chronic ailments, you may keep a signed note on file with instructions for treatment so that we do not have to contact you each time.

## **Medication**

If your child has medication that must be taken during the day, please make sure you give it to him/her before their arrival. ***FCDC will not administer medicine to students which includes insect repellent and sunscreen!*** We understand that some medications, such as asthma inhalers or Epi-pens, must be kept readily available to the camper. Please make a note of this when you turn in your application and we will make sure it is kept with your child's teacher at all times, and that they are properly instructed as to its administration.

## **Accidents/Emergencies**

Safety is our number one concern and we do everything possible to minimize accidents. In the event of an injury, we will provide first aid. An accident/incident report will be completed and ready for your signature upon arrival. If the injury requires medical attention, we will contact you and transport the child to the nearest hospital.

## **Lost and Found**

All articles left on campus will be deposited in the Lost and Found containers located in the foyer. Please mark all articles belonging to your child and check for any lost item as soon as it is missing. Missing articles should be reported to the office immediately upon discovery that the item is missing. Unclaimed articles will be donated to Good Will at the end of the month.

## **Inclement Weather**

Should weather conditions require schools to be closed or open late, FCDC will send an automated message by phone, email and post the notice online at [www.fallbrookacademy.com](http://www.fallbrookacademy.com). In addition, the message will be broadcast over local media outlets. Please access these communications tools rather than calling the school for information. Weather-related decisions are usually made shortly before 6 a.m. since conditions that make roads hazardous may moderate overnight. *If Spring Independent School District is closed, Fallbrook Community Development Center will be closed as well.*

## **Communication with Faculty and Staff**

Fallbrook Community Development Center believes that open and clear communication is essential for maintaining an effective community. For such communication to take place there must be an atmosphere of mutual trust and respect. It is our goal to establish a strong bond between your family and our staff. If the need arises for you to address a concern that involves a staff member, please be sure to go through a member of management to do so. Please do not directly confront a staff member in the unlikely event that a grievance arises. It is also necessary to go through a member of management to address any concern you have about a student who is not your child, or if you have a dispute with another student's parent. Please do not confront students or student's parents with a grievance. Doing so is considered grounds for immediate, nonrefundable nullification of your registration and tuition. These policies exist for your own protection, so that we may ensure that disputes are witnessed, mediated, and properly documented and resolved.

***Contacting Faculty/Staff Members*** – Fallbrook Community Development Center teachers may be contacted by:

- **Telephone** – Call the school at 281-444-6198 to leave a message for your child's teacher. Teachers cannot be contacted by phone during instructional hours. You may reach any teacher via phone from 1:00 – 2:00pm which is the planning period for all teachers.
- **Conference** – All teachers planning period is 1:00- 2:00pm daily. If you would like to schedule a conference, please submit your request at least 2 days in advance.

Newsletters are available weekly listing the activities, events and any special news for the month. We will also post reminders on the display board and in the computer. In addition, our website ([www.fallbrookacademy.com](http://www.fallbrookacademy.com)) serves as a means of communication. Here you will be able to find general school information as well as information about additional FCDC programs.

## **Parent Conference and Visits**

The school encourages all parents to visit their child's class. Fallbrook Community Development Center has an open door policy.

If you need to arrange a conference, please make an appointment. Arrival and dismissal times are not good times to conference with a teacher, and "dropping in" to talk when students are in class means the teacher cannot devote his/her attention to your concerns. Interruptions by parents during the class day are also distracting to the students, so please contact the office if you need your child for any reason.

We encourage parent-teacher conference at a time when students do not command the full attention of the teacher. Two formal conferences per year are scheduled by the classroom teacher, one at the beginning of the year and another at the end of the year. Other conferences may be scheduled as needed.

## **Field Trips and Transportation**

To ensure the safety of all children on field trips or excursions and during any transportation provided by the Fallbrook Community Development Center, the school will have:

- Signed permission from the parent including permission to transport the child and media release
- Emergency Medical Consent Forms and Emergency Contact Information Forms for each child on the field trip
- A first-aid kit immediately available on field trips
- Each child wearing a Fallbrook spirit shirt listing the name of the school, address and telephone number.
- CPR and First Aid Trained staff present on each trip
- A copy of the enrollment application on the vehicle
- A fire extinguisher on the vehicle
- A list of all children being transported and a copy left in the main office.
- Communication devices for staff

All parents who are interested in volunteering on any field trips must undergo a background check.

## **Water Activities**

Fallbrook Community Development Center will not provide any activities with the use of water.

## **Animals**

Pets are prohibited at Fallbrook Community Development Center.

## **Toys**

No personal toys should be brought to school unless otherwise directed by administration. Toys such as radios, CD players, iPods, iPads, electronic games, stuffed animals, dolls, cards and other such items will not be permitted. The school provides ample selections of balls, jump ropes, and other items for recess and playground use as well as appropriate games in the classrooms.

## **Dismissal**

Fallbrook Community Development Center attempts to meet the individual needs of each child, as well as the needs of the group. If we cannot meet your child's needs, we will not be able to care for your child. Children will be dismissed for the program in the following situations:

- When the child has medical and/or psychological needs we cannot meet
- When the child endangers other children or staff
- When the child continues to have discipline problems
- When the child destroys equipment /property.

## **Financial Suspension**

It is Fallbrook policy that all tuition be current. If an account falls more than one week past due, a parent will receive a financial notice from the Finance Department. If the account is not brought current within 3 days from the date of the financial noticed received from Fallbrook Community Development Center, the student(s) will be suspended from school until the account is current.

## **Non-Discrimination Policy Regarding Students, Staff, and Volunteers**

The Fallbrook Community Development Center, in all of its activities, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs

The Fallbrook Community Development Center, also has similar policies with regard to hiring and management practices. It is its policy to comply with all federal and state laws and regulations regarding equal opportunity. It is committed to maintaining a work environment that is free of unlawful discrimination or harassment. It will not tolerate unlawful discrimination against or harassment of any employees, volunteers, or other individuals at our facilities.

## **Fallbrook Community Development Center Discipline Management Plan**

The primary responsibility for Discipline Management lies with the individual classroom Teacher. The Teacher will be supported and assisted by the Director and Administrators. In order to provide our students with a consistent, harmonious and orderly educational climate, all Teachers and staff will follow the FCDC Discipline Plan. This plan will be in effect at all times. Each teacher's individual classroom Discipline Plan should reflect the same principles and procedures as the School's Plan. Classroom discipline plans should be posted in every classroom. Plans should include Rules, Rewards, and Consequences.

The Quiet Zones (hallways) must be "noise free" at all times. Teachers are responsible for maintaining a "noise free" hallway. Rewards and Consequences may also apply concerning this area.

Based on the FCDC Discipline Plan, students will be sent to the Director or Administrator when there is a severe disruption, or repeated infractions. Before a student is referred to the Director's office for repeated infractions, at least one personal parent/teacher conference must be documented, and at least one conference with an Administrator.

When students are referred to the Director's office, the teacher will exercise the appropriate disciplinary procedures as follows:

### **PROCEDURES**

1. Intervention by the Teacher in the classroom should be accomplished first.
2. A record of infractions and disciplinary actions should be maintained by the Teacher on the appropriate form.
3. Implement classroom discipline plan.
4. The Teacher should discuss the misbehavior with parents and administrators.
5. Level I behavior violations and discipline actions are not limited to those listed. Serious and/or repeated violations shall result in a more severe action and/or referral to Level II.

Discipline shall be administered when necessary to protect students, school employees, or property. Discipline is also necessary to maintain essential order.

Students shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. The following must be considered:

- a. Student's age
- b. Seriousness of the infraction
- c. Frequency of misconduct
- d. Potential effect of the infraction on the school's environment

## **LEVELS OF STUDENT MISCONDUCT**

The Acts of Misconduct are categorized into the following three levels of infractions:

**Level I** - Teacher Intervention: Infractions which can be corrected by the teacher

**Level II** – Director/Administrator Intervention: Infractions which are more serious in nature and a continuance of repeat violations of Level I Infractions.

**Level III** –Suspension or Withdrawal from FCDC:  
Repeat violations of Level I and Level II. Level III Acts of Misconduct seriously disrupt the educational process in the classroom and the school.

**The following outline will define Level I, II, and III Acts of Misconduct:**

**Level I - Teacher Intervention/Acts of Misconduct Include:**

1. Violations of rules and/or procedures established by the teacher
2. Failure to bring regular classroom materials/assigned work to class
3. Arguing with the teacher
4. Refusal to participate in classroom activities
5. Unexcused tardiness to class
6. Making negative comments to classmates or Teacher
7. Profanity, vulgar language, obscene gestures
8. General misbehavior such as eating in class (except snack time), excessive noise, and horseplay
9. Stealing
10. Any act which impedes or interrupts the orderly operation of the classroom

**Disciplinary Action:**

1. Verbal Corrections
2. Teacher-Student Conference
3. Contact Parent by Note or Telephone Call
4. Administrator -Student Conference
5. Director -Student Conference
6. Other Appropriate in-Class Disciplinary Actions (Director's Approval Needed)



## **Level II – Director Intervention/Acts of Misconduct Include:**

1. Repeated/continuation of Level I infractions
2. Leaving the classroom without permission
3. Inappropriate display of affection
4. Cafeteria disturbance
5. Failure to abide by rules and regulations on field trips
6. Graffiti/defacing of property (writing on walls)
7. Disruptive behavior on FCDC school bus/van
8. Any other acts which interfere with the orderly educational process in the classroom and/or FCDC

## **Disciplinary Action:**

1. Parental Contact by Phone/Letter
2. Required Director/Student Conference
3. Parental Conference
4. Exclusion from extracurricular activities such as fieldtrips
5. Any other appropriate disciplinary actions determined by Administration

## **Level III - Suspension or Withdrawal from FCDC**

Repeat violations of Level I and Level II. Level III Infractions seriously disrupts the educational process in the classroom and the school. This infraction usually includes hitting or biting and puts at risk the physical safety of the offender and others. This Level of Misconduct will not be tolerated.

FCDC personnel will use their professional judgment in determining which disciplinary action will be most effective in dealing with specific acts of student misconduct. If the student or his/her parent feel that any disciplinary action taken is unwarranted, they have the right to appeal to Executive Administration.

In order to implement and maintain a sound and effective discipline management program, it is imperative that FCDC Staff is committed to carrying out their responsibilities in a spirit of cooperation and teamwork. This cooperation and teamwork will ensure a successful program that will provide the foundation for a safe and orderly environment that is conducive to learning and developing a new generation of leaders.

# **Fallbrook Community Development Center**

## **Rules**

### **General**

1. Follow directions from all teachers and staff
2. Walk quietly and orderly at all times
3. Respect school property and private property
4. Observe FCDC restroom, Quiet Zones, Cafeteria, and Classroom rules at all times

### **Classroom Rules**

1. Raise your hand to speak
2. Listen and follow directions
3. Sit in your assigned seat
4. Walk and do not run
5. No name calling
6. Keep your hands, feet, and objects to yourself
7. Respect your teacher

### **Quiet Zones Rules**

1. Walk quietly
2. Silent Lips
3. Control hands and feet

### **Cafeteria Rules**

1. Walk quietly
2. Speak softly
3. Be courteous
4. Handle food correctly
5. Keep your space clean

### **Restroom Rules**

1. Walk quietly
2. Speak softly
3. Flush toilets/urinals
4. Wash hands
5. Place used paper towels in trash can

# Fallbrook Community Development Center



"Preparing our students to be Leaders of tomorrow"

As the parent/guardian of \_\_\_\_\_,

I hereby confirm that I have received a copy of the Fallbrook Community Development Center Handbook and Student Code of Conduct and that:

- I understand the policies, procedures, rules, regulations, expectations and practices as stated in this manual.
- I accept the consequences should my child fail to abide by these provisions.
- I have read and understand there is a "holding fee" for holiday breaks if students do not attend.

I, \_\_\_\_\_ have received, read and understand the policies, procedures, rules, expectations, and practices as stated in this manual. It is my responsibility to follow and abide by the policies established for Fallbrook Community Development Center.

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

