



**Founders Classical  
Academy Online  
Family Handbook  
2025-2026**

## **MISSION STATEMENT**

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

## **PROGRAM OVERVIEW**

Founders Classical Academy Online provides the most time-tested methods of educating students, and at the same time, delivers the most cutting-edge education in America. At Founders, today's students receive a "classical" education. The entire curriculum at Founders is based in the Classical Liberal Arts and Sciences with a strong emphasis on civic education. A classical education aims to recover lost tools of learning in order to cultivate wise and virtuous men and women who will be able to live as responsible citizens of our republic.

### **Program Distinctives:**

1. Virtues, as well as principles in self-government and civility, are identified and clearly taught in a seamless manner through course content.
2. Emphasis is placed on minds-on learning and on fostering a spirit of inquiry in students; standardized tests, while important, do not drive curriculum and instruction.
3. The curriculum is knowledge-rich and built around the principle of increasing cultural literacy, or a common body of essential knowledge that promotes academic success, citizenship, and the centrality of the Western Tradition.
4. Literacy is taught through explicit phonics and grammar, and rational thought and expression are acquired through logic and rhetoric.
5. Greek and Latin constitute the foundational foreign language instruction for training in grammar, vocabulary, and critical thinking and as a bridge to the study of seminal texts of the Western Tradition and to other languages.
6. Classic works of history, literature, and philosophy, i.e. Great Books, constitute the texts students read, examine, and discuss with depth and seriousness.
7. Mathematical and scientific knowledge are pursued for their own sakes, not merely for their practical applications; both aim at human excellence.
8. Instruction in the fine and performing arts are essential to the curriculum and include instruction in theory, history, and performance.
9. Students are trained in study skills, planning and organization, close reading of text, and note taking.

10. Importance is placed on bodily fitness and physical education in concert with fit minds.
11. Co-curricular and extra-curricular academic and athletics activities are offered and encouraged to promote a well-ordered and well-rounded experience for students.
12. The education of children is viewed as a collaborative and essential partnership between parents and professional educators.

## **ACADEMIC PROGRAM**

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

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

### **Grammar School Subjects, K-5:**

- Core Knowledge English-Language Arts (Spelling, Writing, Reading, Greek & Latin Roots)
- Core Knowledge Literature (Poetry, Classic Children's Stories & Novels)
- Core Knowledge History and Geography (American, Texas, and World)
- Core Knowledge Science
- Illustrative Mathematics
- Fine Arts (Music and Visual Art)
- Physical Education

### **Upper School Subjects, Grades 6-9:**

- Core Knowledge English-Language Arts
- Core Knowledge Literature
- Core Knowledge History and Geography
- Core Knowledge Science
- Illustrative Mathematics

- Fine Arts (Music and Visual Art)
- Physical Education
- Latin
- Logic

### **Blended Program**

Founders Classical Academy Online is a blended program of synchronous and asynchronous learning. All instruction is delivered through Canvas, where students interact with teachers and peers to share ideas, solve problems, and grow in community. While this is not an in-person class, it shares many similarities with a traditional classroom, and so we uphold similar expectations as they pertain to behavior, peer-to-teacher and peer-to-peer interaction. We expect civility, decorum, and respect in all interactions.

All asynchronous work (school work done independently with no live component) is to be completed as assigned. Asynchronous periods vary from grade to grade, but it is important to note that asynchronous time is part of the official school day and must be considered as critical to student progress as the synchronous periods. Teachers and administrators may assign mandatory tutoring, office hours, or other meetings during asynchronous periods and will account for attendance. We require attendance for these just as we do for synchronous classes.

Mondays are designated as an asynchronous day for the entire campus. There is additional asynchronous time scheduled within normal school hours Tuesday through Friday. FCA Online holds a 5-day school week, so parents must ensure their students are attending synchronous lessons as well as maintaining their asynchronous work. We ask that families schedule all non-curricular or extracurricular activities outside of the school day and not just live classes as faculty may assign mandatory tutoring, small-groups, or other activities during asynchronous times.

### **Academic Textbooks and Supplies**

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

## **PLEDGE OF ALLEGIANCE/MINUTE OF SILENCE**

As required by state law, each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the Administration to excuse their students from reciting the pledges. One minute of silence will follow recitation of the pledges. During the one-minute period, each student may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract others. State law does not allow students to be excused from participation in the required minute of silence.

## **RELIGIOUS EXPRESSION**

### Student Religious Expression

- Expression of Beliefs: Students may express religious views on any subject where personal expression is allowed, just as they may express secular or other viewpoints. The school will not discriminate based on religious content.
- Class Assignments: Students may include religious beliefs in homework, art, or presentations. Work will be graded using standard academic criteria, not on the presence or absence of religious content.
- Prayer: Students may pray or meditate silently and voluntarily, as long as it does not disrupt school activities. The school will not require or discourage participation.

Respect for All: Our school values diversity and respect. Harassment based on religion, race, gender, disability, or other personal characteristics is not tolerated. All students and staff are expected to treat others with kindness and respect.

## **STATE TESTING**

### *Mandatory State Testing Per TxVSN Policy 70.1023*

All public school students, to include charter, are **REQUIRED** to take the State of Texas Assessments of Academy Readiness (STAAR) exams. These tests are administered **in person** at a monitored test site as set out in the Texas Education Code chapter 39 and 19 Texas Administrative Code chapter 101. The Texas Education Agency (TEA) publishes detailed information on their STAAR assessment website. There is no "virtual" option for the Texas assessment program. Founders Classical Academy Online adheres to the standards set forth by the Texas Education Agency, therefore all enrolled students must attend mandatory state testing assignments. There is no option to permit your child to opt-out of state mandated testing. Parents are responsible for transportation to and from all in-person testing, regardless of distance, at their own expense. This includes State of Texas Assessments of Academic

Readiness (STAAR) and End-of-Course Exams for Grades 3-12 and the Texas English Language Proficiency Assessment System (TELPAS) for Emergent Bilingual Learners.

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

Parents may use any of the following means of communicating with administrators, faculty, and staff:

- Canvas Parent Dashboard
- Email,
- a phone call, or
- Virtual face-to-face meetings scheduled in advance using one of the methods above.

### **Parent Contact Information on File**

If for some reason any of your contact information changes during the school year, such as your home, cell, or work phone numbers, please contact the office immediately to update the information in your child's records. It is extremely important that school officials have current contact information at all times in order to reach you during the school day.

### **Guidelines Regarding Return Communication**

- School Administrators – due to the large volume of day-to-day responsibilities facing them, they will have to prioritize requests; parents should expect to be contacted within 3 business days.
- Faculty – they will make every effort to respond within 1 full business day, and no more than 2 full business days.
- Office Staff – they will provide a response within 2 full business days.

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

### **Order of Communication and Parent Grievances**

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

1. The Teacher: Parents should always schedule a meeting with the teacher outlining the nature of the meeting in advance. Depending on the seriousness of the issue, a school administrator may be present. Under no circumstances is it

acceptable for a parent to confront a teacher about an issue with students present during a virtual Meet, including his or her own.

2. Head of School: If the grievance cannot be resolved with the teacher and the dean, the parent should schedule a meeting with the program director, dean, and teacher.
3. The Superintendent: If the grievance cannot be resolved after meeting with the program director, then a parent should communicate with the Founders District Superintendent.

Please consult the Responsive Ed Parent/Student Handbook for additional information on grievances.

### **Parent/Teacher Conferences**

A parent/teacher conference may be scheduled at a time the parent or the teacher believes one is necessary. To schedule a conference with a teacher, please make the request by email.

### **SCHOOL ENGAGEMENT AND PARTNERSHIP**

FCA Online students are assigned a grade level classroom teacher(s) who provides instruction, monitors course progress, and provides content support. Parents/Guardians play a vital role in the FCA Online learning environment. The role of the parent/guardian is to act as a student accountability partner. An accountability partner should be someone who:

- Have a valid email to receive and check class updates daily,
- Can check in with the student daily and monitor assignment completion,
- Can communicate with school staff during school hours as needed,
- Prepare a designated work space conducive to learning (i.e. a quiet place, non-social environment, and not in the car),
- Checks student's grades and progress, AND
- Ensure students attend live classes with the appropriate supplies and technological setup.

Your partnership as this accountability partner will ensure FCA Online students achieve success in each course and prepare to become a citizen of the world.

## **LEARNING ENVIRONMENT**

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

- The virtual environment is an alternative to the traditional classroom setting, and students are exposed to comparable curriculum and development as their brick-and-mortar peers.
- Positive student-parent-teacher relationships are fostered.
- The faculty consists of a collaborative group of professionals focused on student achievement and character development.
- Success in our rigorous academic program is dependent upon consistent student effort and completion of assignments.
- Students must maintain high standards of behavior in order to remain in good standing at FCA.

## **CHARACTER EDUCATION: PROMOTING VIRTUE**

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

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

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

## **STANDARD CLASS RULES**

1. Listen when others are talking.
2. Speak to others civilly and courteously.
3. Follow directions.
4. Keep cameras on (unless directed otherwise by the teacher).
5. Keep microphones off (unless directed otherwise by the teacher).
6. Work quietly and do not disturb others.
7. Show respect for school and personal property.
8. Maintain a learning environment conducive to learning, free of distractions, outside noise, and non-pertinent technology and material.
9. Use any learning platforms and their extra functions appropriately i.e. chat, emojis, etc.

## **Classroom Interruptions**

Parents are not permitted to interrupt or participate in synchronous instructional sessions during the school day. While limited assistance may be necessary for younger students learning to navigate technology and software, students are expected to engage in learning independently and without external distractions or interference. Additionally, parents and others in the home must be mindful of active live cameras and should refrain from walking into view or appearing on screen during instructional time.

## **ATTENDANCE**

At FCA Online, attendance is determined by participation in live sessions and active work during asynchronous periods through completion of daily tasks and lessons. Students must log in for all live classes, engage with course content during asynchronous time, and submit graded assignments on time to be considered actively participating. Asynchronous periods are a formal part of the school day and not free time.

Regular school attendance is essential for a student to make the most of his or her education—to benefit from lessons, to build each day’s learning on that of the previous day, and to grow as an individual. In short, there is no substitute for time on task. Absences from class may result in a serious disruption of a student’s mastery of the instructional content; therefore, the student and parent should make every effort to avoid unnecessary absences. Absences due to family vacations are not excused for official attendance purposes (see the Founders/Responsive Ed district handbook). For unplanned absences (e.g. illness) parents must report absences through the school absence form by 9 AM the morning their children are absent from school.

\*Students must attend all live classes at the scheduled time. Teachers will annotate attendance at the beginning of each class period. Repeated tardiness from students will result in emails to parents and meetings between parents and administration. For asynchronous work, we manage attendance through Active Participation.

\*Tardiness is defined as logging in to the scheduled live class session after 2 minutes. Given our blend of synchronous and asynchronous, it is critical that students are punctual. We understand there may be other considerations, so please communicate with the teacher or office staff if those occur.

## **Active Participation**

At Founders Classical Academy Online, we define Active Participation as:

- Attending virtual classes with cameras on, student visible and responsive,  
AND
- the completion of assignments on or before the due date.

In the event that students are no longer actively participating (not logging in or submitting coursework) in the program for longer than 5 school days across all courses, they can be administratively withdrawn from the program. Students who are withdrawn for no longer actively participating or for whereabouts unknown will not be permitted to re-enroll in our program until the next school year and will be placed on Academic Probation.

## **Start Times and Tardies**

Students are expected to be at their work area, logged on, and ready for their first class by 7:45am. All material should be prepared and organized for the school day prior to the first class. There will be breaks throughout the day (we do not have passing periods), so those are the best times for taking care of tasks unrelated to class. Students are expected to attend the entirety of the synchronous class period(s).

## **Student Illness**

If a student is sick, parents/guardians must inform the school. If the student sees a doctor, please provide a note promptly. For absences over two consecutive days due to illness, a physician's or clinic's statement is required to classify the absence as excused.

A valid medical note should include the appointment date and time, along with the specific dates the student must be absent. For students returning with activity restrictions, the medical note must state the start and end dates of the restrictions and list any limitations. If a student has a pattern of frequent absences, the administration may require a doctor's note for any future absence, even if only for one day, in order to be excused.

## **CANCELLATION OF ENROLLMENT**

The approved start date for students is considered as their first day of school. Students will need to complete the onboarding course that has been coordinated by their assigned classroom teacher and actively participate in the program on day one. In order for students to be considered as actively participating in school, they must be logged on for meets and completing gradable assignments in all of their assigned courses on or before their due date. Students must actively engage in all of their courses from the first day of school in order to be considered as

officially enrolled in our program. Parents and students will receive a warning letter on the third school day in the event that this requirement has not been met. If the student does not engage in the program by the fifth school day, we will consider the student as not actively participating in the program and cancel enrollment. Students will not be eligible to re-enroll until the following school year.

## **SCHOOL DRESS CODE**

Founders Classical Academy Online requires students to wear uniforms to help promote an academic school culture and esprit de corps, as well as to reduce distractions. Our uniform policy is part of a larger effort to maintain high academic and ethical standards.

### **Uniform**

- Students are required to wear either a white, navy, or maroon polo shirt.
- Students do not attend classes in pajama bottoms; bottoms are required.
  - For in-person STAAR testing days, students are required to wear khaki, navy, or black bottoms. No jeans, no leggings, and no activewear.

### **Outerwear**

- Students may wear plain colored (maroon, navy, black, grey, or white) outerwear with no designs for added warmth. Blankets are not permitted during online classes.

### **Grooming, Hygiene, and Accessory Guidelines**

To support a positive and distraction-free learning environment, we ask that students come to school neat, clean, and modestly dressed.

- Hair should be clean, well-groomed, and in natural colors only (no bright dyes or streaks). Hairstyles that are distracting to the learning environment are not allowed.
- Boys' hair should be above the collar and out of the eyes. Boys must be clean-shaven.
- Clothing or grooming meant to attract attention or distract others (including fads) is not permitted.
- Students may wear head coverings only for religious or medical reasons.
- Jewelry and accessories should be modest and simple.

Enforcement Policies: If a student's dress or grooming violates the guidelines, staff will ask for immediate correction. If not corrected, parents will be contacted. Continued refusal may result in disciplinary action, including removal from school until the student complies. All dress code decisions made by administration are final.

## **ACADEMIC STANDARDS**

Founders Classical Academy Online upholds high academic standards for all students regardless of background, socio-economic status, and ability. The curriculum is content-rich, following a classical, traditional education model, with provisions to challenge all students to achieve academic excellence.

- Promotion requirements meet or exceed state requirements.
- Students experience the defined curriculum and must earn promotion.
- All students are given the opportunity to acquire mastery of study skills, which makes learning possible and encourages self-motivation.
- Students are assessed formatively and summatively through class-work, regular assignments, research projects, and periodic tests, the levels of which will be measured against district, state, and national norms.
- Interventions are provided for students struggling to acquire essential knowledge and skills.

### **Grading Scales**

K-1

- E - Exceeds Grade Level Expectations
- M - Meets Grade Level Expectations
- PR - Progressing Towards Grade Level
- N - Not Meeting Grade Level

2-9th Grade

- 10% – Participation
- 20% – Homework/Classwork
- 30% – Quizzes
- 40% – Tests

### **Daily Grades Reporting and Progress Reports**

Parents can view grades online via Canvas. Usernames and passwords will be communicated to students and families at the start of school. Grades are updated weekly.

Progress Reports will be sent home mid-way through each marking period for all students. Parents, however, are expected to regularly monitor student planners, notebooks, and grades. Generally speaking, Progress Report grades should not come as a surprise to parents.

## **Make-Up Work or Late Work**

It is the responsibility of the student to make up missed classwork and homework after any absence, planned or due to illness, in a timely manner. A student, or parent in the case of young children, may contact the teacher, and check for assignments online. It is the student's responsibility to seek the guidance of teachers regarding missed work as soon as he or she returns so as to be ready for upcoming assessments.

Missed work due to an excused absence must be made up within the same number of days missed, not to exceed 5 days (no incurred penalty). For example, if a student is absent one day, then he or she has one school day in which to make up the work before it is considered late. An absence on the due date of a major assignment (essay, lab report, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make-up the exam on the day of his or her return. Absences during the preparation time of a major assignment may not extend the due date.

Regular school attendance is essential to a student's academic success and personal growth. Vacations and other unexcused absences that cause a student to miss school often result in disruption of that student's mastery of the instructional materials. For these reasons, students are not entitled to make up work missed during an unexcused absence. There will be an automatic "0" put in for these assignments without an opportunity to make it up.

\*Assignments will not be accepted for credit after the 5 school day mark, whether from an excused absence or late work. Any missing assignment from an excused absence or failure to turn in will incur a grade penalty: 10% for one day, 20% for two days, and 50% for 3 days and after. This does not pertain to unexcused absences where missed work cannot be made up.

\*We will abide by the committee's agreed upon accommodations for those served through 504 and/or special education.

\*Make-up work policies refer to "excused" absences such as illness, verified with a parent or doctor's note or other excused absences as described in the Responsive Ed handbook. Family vacations do not excuse absences, however, arrangements can be made for make-up work in exceptional cases; if you know your child will miss school, please notify teachers at least one week in advance of the absence.

## **PROMOTION REQUIREMENTS, GRADING POLICY, AND SUMMER SCHOOL**

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

In order to earn promotion from one grade level to the next, students shall earn an overall average of 70 or above in all four core subjects (Math, ELA, Science and History). In addition, students must receive at least an “Approaches” score on the State Assessment for their grade levels (STAAR for grades three and up, and other assessments for K-2). If both of these criteria are not met, a committee led by the Head of School, consisting of the parent and teachers, will determine if summer school and/or retention is required. In the earliest grades, academic trajectory, social readiness and student maturity will be factors used for consideration. If a parent does not attend the committee, a decision will be made without their input.

### **Academic Honesty**

Students are responsible for their academic conduct and must complete their own work at all times. Academic dishonesty—including cheating, plagiarism, and use of AI tools like ChatGPT—is strictly prohibited and subject to disciplinary and grade penalties. Violations are judged by the teacher and school administration, based on evidence and student reports.

Cheating includes gaining unfair advantage on any assignment, homework, or assessment through dishonest means such as copying, using unauthorized aids, or inappropriate communication during tests.

Plagiarism is using someone else’s words or ideas without proper credit. This includes copying outlines, sentences, entire papers, or even pre-writing content from another student.

Rephrasing without citation is also plagiarism. Failing to clarify group work rules or citing sources due to disorganization can still be considered plagiarism.

### **Consequences:**

**First offense:** Zero on the assignment and a formal discipline record.

**Second offense:** Suspension and a zero.

**Third offense:** Expulsion process begins.

All infractions are documented in the student's file. In a virtual learning environment, academic integrity is essential. We aim to cultivate a culture of virtuous learning grounded in Truth, Beauty, and Goodness. Parents are key partners in reinforcing these values.

## **VIRTUES AND STUDENT DISCIPLINE**

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

**School Motto:** *Scientia, Virtus, et Libertas* (Knowledge, Virtue, and Liberty)

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

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

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

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

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

1. Teachers have the authority to set their specific classroom rules and procedures within the parameters of the FCA District Handbook and this FCA Online Campus Handbook. Students will be expected to abide by these rules. Students must be engaged in the learning process at all times, and may not prohibit or interfere with the ability of teachers to teach and other students to learn.
2. Students should uphold the same behaviors as would be expected at the Founders brick and mortar campuses. As we do not maintain a physical campus or physical classrooms, we expect the same level of decorum and proper behavior. Whether an email, chat, or classroom interactions, FCA Online students are expected to grow in virtue and respect the virtual environment. Students are expected to maintain a tidy home learning environment, free from distractions. This includes having a clean, organized space that encourages focus and productivity.

3. Social interaction is a vital part of the learning culture. Students are expected to treat each other with civility at all times. Cruelty to others, including physical, verbal, or written (Email, Chat, text), as well as other forms of dishonorable behavior, will not be tolerated. Indeed, the expectation at Founders Classical Academy is that students will move beyond these actions and become active in behavior that exhibits a concern for others and pride in themselves as positive members of the school community.

## **Discipline**

Maintaining a well-disciplined virtual classroom and campus is essential to student success. All disciplinary actions will be documented to ensure transparency with students and families. Violations of school rules—including those outlined in the FCA District Parent/Student Handbook—such as dress code infractions, tardiness, lack of preparation, noncompliance with teacher instructions, or general misconduct, will be addressed according to school policy.

**Responsiveness in class:** It is a requirement that students remain *actively engaged* during synchronous class time. A teacher may remove a student from the meeting during synchronous class if they are unresponsive and multiple attempts have been made to get a student's attention. If your student has been removed from class, they must join back up immediately to restart their meeting timeline. A message from the teacher will go to parents in that event.

## **TECHNOLOGY**

Below is a list of technology requirements for families to remain in Founders Classical Academy Online:

- Computer/Chromebook with camera and microphone
- High Speed Wifi/internet
- Printer and ink
- Scanner or Scanner App

As an online program, we understand that there are circumstances when technology fails and a student is unable to attend a Meet, turn in work, or participate fully.

Issues and solutions:

- In the event the internet is not working at its capacity and a meet is dropped or a student cannot log in at all, we require an email from the parents showing this to be the issue.

- We require the student's camera to be on at all times during synchronous classes. If the camera does not turn on or fails to work, we require a note from the parents showing this to be the issue.
- In the event a printer stops working, breaks, or runs out of ink, we require an email from parents showing that to be the issue. Further, the issue must be resolved within the week to not postpone learning.

\*The most important aspect of this is communication. The more communication parents have with staff, as well as staff have with parents, ensures transparency.

## **GUIDING PRINCIPLES FOR TECHNOLOGY USE**

Our policy is founded on the virtues we aim to instill in our students: respect, responsibility, integrity, and prudence. By adhering to these principles, students will use technology in a way that supports their education and personal growth.

### **Acceptable Use Policy for Students**

As a school that values classical education and virtue-based learning, we believe that the responsible and ethical use of technology is crucial for academic success and personal development. This Acceptable Use Policy (AUP) outlines the guidelines for students using school-provided computers and technology at home.

#### **Respect**

1. Respect for Self: Use technology to further your education and personal growth. Avoid content and activities that are harmful or inappropriate.
2. Respect for Others: Treat all individuals with respect in your online communications. Avoid cyberbullying, harassment, and any form of disrespectful behavior.
3. Respect for Property: Handle school-provided technology with care. Do not damage, modify, or tamper with hardware, software, or settings.

#### **Responsibility**

1. Personal Accountability: You are responsible for your actions online. Use technology to complete assignments, conduct research, and engage in educational activities.
2. Supervision and Reporting: If you encounter inappropriate content or behavior online, report it to a teacher or administrator immediately.

## **Integrity**

1. **Honesty in Work:** Ensure all academic work submitted is your own. Do not engage in plagiarism or cheating.
2. **Digital Footprint:** Understand that your online actions contribute to your digital footprint. Strive to maintain a positive and honest online presence.

## **Prudence**

1. **Wise Use of Technology:** Use school-provided technology for educational purposes only. Avoid unnecessary browsing, gaming, or social media during school hours.
2. **Privacy and Security:** Protect your personal information and respect the privacy of others. Do not share passwords or personal details online.
3. **Safety:** Be cautious when interacting with unknown individuals online. Avoid sharing personal information and report any suspicious activity.

## **Prohibited Activities**

1. **Inappropriate Content:** Accessing, creating, or sharing content that is obscene, offensive, or harmful is strictly prohibited.
2. **Cyberbullying:** Engaging in or supporting cyberbullying, harassment, or any form of online cruelty will not be tolerated.
3. **Unauthorized Access:** Attempting to gain unauthorized access to any system, network, or account is prohibited.
4. **Software and Downloads:** Installing or downloading unauthorized software or files onto school-provided devices is not allowed.

## **Consequences**

Failure to adhere to this Acceptable Use Policy may result in disciplinary action, which may include:

1. **Warnings:** Verbal or written warnings from teachers or administrators.
2. **Restricted Access:** Temporary or permanent loss of access to school-provided technology.
3. **Suspension:** Suspension from online classes or other school activities.
4. **Legal Action:** In severe cases, legal action may be taken.

### **Acceptable Use Conclusion**

Founders Classical Academy Online is committed to fostering a safe and virtuous learning environment. By adhering to this Acceptable Use Policy, students will contribute to a positive and productive educational experience. Thank you for your cooperation and commitment to upholding the values of respect, responsibility, integrity, and prudence in your use of technology.

The use of the internet is a privilege. Abusive conduct will lead to revocation of the privilege. While each student's internet use is tied to a home network, the Chromebooks issued and the school's operating system are tied to the Accel Information Systems network.

### **Directory Information**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. The School has designated students names and grade levels as directory information and will use such information in School publications, social media publications, recognition lists, programs and/or student directories. If you do not want the School to disclose any or all of the information designated above as directory information you must notify the school in writing at [records@founderstx.org](mailto:records@founderstx.org).

### **INCLEMENT WEATHER**

Founders Classical Academy Online has students living all over Texas, and when weather hits one area, it may not another. Our calendar has built in bad weather days, but we do not have the same closure procedures as brick and mortar campuses. We will promptly notify families if we have a school closure.

Students who experience temporary Wi-Fi or internet access outages due to inclement weather at their home will be required to complete any missed work. This may require students to work outside of regularly scheduled school hours.

During state testing and other in-person events, we will close, postpone, or cancel the in-person event if the local school district where the event is taking place cancels school activities because of inclement weather.

## **EXTRACURRICULAR ACTIVITIES**

Founders Classical Academy Online partners with nearby Founders campuses to help connect students with extracurricular opportunities. If you're aware of an activity at a Founders campus that interests your child, feel free to let us know. We're happy to explore inclusion options.

## **OTHER POLICIES AND REQUIREMENTS**

Refer to the Responsive Ed Student-Parent Handbook, other official campus documents, and classroom syllabi for detailed academic and student discipline policies and requirements not found in this document.

