

2023-2024

**PARENT/STUDENT
HANDBOOK**



Faith Academy

Discover...Develop...Deploy!

www.myfaithacademy.com

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Home of the Champion Cougars

Dear Parents and Students:

Welcome to Faith Academy! We are delighted to partner with you in offering a quality Christian education in a safe, loving environment. For Christians to be a transforming force in our society, we need to develop a generation of young people who know how to think Christianity, look at life from God's perspective, and put into practice Biblical principles. As our young people embrace their destiny in Christ, they will become the "salt and light" that God intends them to be in every area of their lives.

Christian education is more than a place; it is a process. At Faith Academy, we are dedicated to supplementing what is already occurring in the home and church as parents exercise their God-given responsibility to train their children. Faith Academy endeavors to provide a quality Christian educational program that develops the whole person so that students may:

DISCOVER who God is, His purposes, His plans and His promises.

DEVELOP a Biblical worldview, Christ-like character, and essential knowledge and skills.

DEPLOY their gifts and talents for Christian service and witness all for the glory of God.

This handbook has been prepared to assist you in knowing school policies and procedures. Parents and students should read and become familiar with the information contained in this handbook.

We look forward to a great year of both academic and spiritual success. Please feel free to contact the school office if we can assist you in any way.

Shaping Hearts and Minds,

Mr. Larry Long, M.Ed.
Superintendent

GENERAL INFORMATION

Mailing address: P.O. Box 4824
Victoria, TX 77903

Elementary Campus

Physical address: 2002 Mockingbird Lane
Victoria, TX 77904
Telephone #: (361) 573-2484
Fax number: (361) 573-5058

Secondary Campus

Physical Address: 539 Waco Circle
Victoria, TX 77904
Telephone #: (361) 572-4568
Fax number: (361) 573-5058

School mascot: Cougar
School colors: Navy and White

Faith Academy is dually accredited through the International Christian Accrediting Association (ICAA) and Cognia for preschool - 12th grade and is recognized by the Texas Private School Accreditation Committee (TEPSAC). Additional affiliations include the Association of Christian Schools International (ACSI), Texas Association of Private and Parochial Schools (TAPPS) and Oral Roberts University Educational Fellowship (ORUEF).

PERSONNELAdministration:

SuperintendentLarry Long, M.Ed.
Secondary Principal..... Larry Long, M.Ed.
Secondary Asst. Principal.....Jacob Kabela, M.Ed.
Elementary Principal Terry Neinast, M.Ed.
Athletic Director.....Randy Reed

ADVISORY COUNCIL

The Advisory Council acts as a parent liaison to work with the Administration and Faith Family Church leadership in accomplishing the goals and purposes of the school. The Council provides input relating to budget, staffing, school policies, as well as discipline appeals. The Advisory Council consists of 9 members: Six (6) Faith Family Church members and three (3) non-Faith Family Church members from the community that have a child(ren) within the school.

The Advisory Council is composed of these current voting members:

1. Pastor Tamara Graff (FFC Leadership)
2. Pastor Larry Helms (FFC Leadership)
3. CJ Thornton, Member (FFC)
4. Justin Garrett, Member (FFC)
5. Carrie Aguayo, Member (FFC)
6. Rosel Cloud, Member (FFC)
7. Ashley Strevel, Member (FFC)
8. Lindsay Girt, Member (Non-FFC)
9. Amy Erdelt, Member (Non-FFC)

SCHOOL HISTORY

Since 1981, Faith Academy (FA) has partnered with families, community leaders, teachers, and staff, to provide quality educational experience in a safe, Christian environment. Located in Victoria, Texas, FA is fully accredited through the International Christian Accrediting Association (ICAA) and Cognia for preschool through 12th grade. Additional affiliations include the Association of Christian Schools International (ACSI), Texas Association of Private and Parochial Schools (TAPPS) and Oral Roberts University Educational Fellowship (ORUEF).

The elementary school shares a 20.5-acre campus with Faith Family Church. The secondary school campus has a multi-purpose facility complete with gymnasium, weight room, and chapel gym. As a private Christian school, Faith Academy embraces a student populous that is both culturally and spiritually diverse.

STATEMENT OF FAITH

- God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. *Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14*
- Man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called "sin." This attitude separates man from God. *Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2*
- Man was created to exist forever. He will either exist eternally separated from God by sin or in union with God, through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence. *John 3:16; I John 2:25 & 5:11-13; Romans 6:23; Revelation 20:15*
- Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless life and offered himself as the perfect sacrifice for the sins of men by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings and Lord of Lords. *Matthew 1:22-23; Isaiah 9:6; John 1:1-5 & 14:10-30; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; I Timothy 6:14-15; Titus 2:13*
- Salvation is a gift from God to all mankind. Man can never make up for his sin by self-improvement of good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from the sin's penalty. Eternal life begins the moment one receives Christ into his life by faith. *Romans 6:23; Ephesians 2:8-9; John 14:6 & 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*
- Because God gives man eternal life through Jesus Christ, the believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives this security. *John 10:29; II Timothy 1:12; Hebrews 7:25 & 10:10-14; I Peter 1:3-5*
- The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily. *II Corinthians 3:17; John 16:7-13 & 14:16-17; Acts 1:8; I Corinthians 2:12 & 3:16; Ephesians 1:13 & 5:18; Galatians 5:25*

- The Bible is God’s word to all mankind. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error. // *Timothy 1:13 & 3:16; II Peter 1:20-21; Psalm 119:105, 160 & 12:6; Proverbs 30:5*

SCHOOL PHILOSOPHY

Mission Statement

Faith Academy endeavors to provide a quality Christian educational program that develops the whole person so that students may

DISCOVER who God is, His purpose, His plans, and His promises.

DEVELOP a Biblical worldview, Christ-like character, and essential knowledge and skills.

DEPLOY their gifts and talents for Christian witness and service all for the glory of God.

Vision Statement

Faith Academy seeks to provide an educational experience where young people are disciplined, prepared, and equipped to take the life-changing ministry of Jesus Christ into their homes, communities, churches, and future careers. We are committed to educating the whole person—body, mind, and spirit—with excellence and assisting young people to discover who they are in Christ, develop a biblical worldview and Christ-like character, and deploy their gifts and abilities for Christian witness and service.

Core Values

- Commitment to Biblical Authority

Faith Academy is a distinctive educational institution in that it recognizes that all truth comes from God and deems the Bible to be the Word of God, the authoritative textbook on spiritual and moral matters, and the standard for all truth. God’s Word provides the lens through which all academic disciplines are examined.

- Commitment to Evangelism and Discipleship

As a Christ-centered school, Faith Academy’s purpose is to lead every student to a personal decision to surrender control of their lives to the Lord Jesus Christ . . . “in whom are hidden all the treasures of wisdom and knowledge” (Colossians 2:3) and to seek the guidance of the Holy Spirit for direction in making life choices.

- Commitment to Inclusive Ministry

Faith Academy is committed to fostering a Biblical worldview in students of a wide range of ability levels, church affiliations and ethnic or cultural backgrounds.

- Commitment to Impacting the Culture Through Service

Faith Academy strives to equip its students for Christian service by providing opportunities to develop their individual God-given gifts and abilities and inspiring them to impact their world for the cause of Christ.

- Commitment to Christian Excellence

Faith Academy seeks to glorify God through a commitment to quality and excellence in all

facets of its operation (2 Cor. 13:11) and strives to instill this same commitment to Christian excellence in the lives of its students.

Instructional objectives

The following are FA instructional objectives:

Spiritual Goals

1. Students will recognize that the Bible is inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it.
2. Students will confess Jesus Christ as Savior and Lord of their lives and recognize their dependence upon the direction of the Holy Spirit for Christian living.
3. Students will continually develop and exhibit Christ-like character qualities.
4. Students will understand the Christian's responsibility to always be prepared to testify to others concerning their faith in Christ.
5. Students will hide God's Word in their hearts through memorization and meditation.

Academic Goals

1. Students will learn to relate to God's world around them through a general study of speech and language, natural sciences, social sciences, and humanities.
2. Students will acquire the ability to live intelligently and productively as an individual, a member of a family, and in society.
3. Students will develop an appreciation for Biblical moral, aesthetic, and spiritual values.
4. Students will acquire the ability to conduct research and reason logically from a Biblical perspective.
5. Students will learn to think creatively and critically, evaluating all knowledge in light of Biblical truth.

Social Goals

1. Students will understand each Christian's place in the Body of Christ, the church's mission, and be provided opportunities to participate in fulfilling the mission.
2. Students will acquire attitudes of respect for and submission to godly authority.
3. Students will learn to treat everyone with love and respect as unique individuals created in God's image.
4. Students will exhibit good citizenship through an understanding and appreciation for our Christian and American heritages (home, church, and nation).

Physical Goals

1. Students will develop an appreciation for physical fitness, good health habits, and wise care of their body as the temple of the Holy Spirit.

Statement of Non-Discriminatory Policy

In the spirit of Christian unity and the love that Christ shows for all mankind, Faith Academy admits students of any race, gender, national or ethnic origin, or physical disability, to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin, physical disability in administration of its education policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs. However, Faith Academy does reserve the right to use a Selective Admissions Policy for criteria in fulfillment of its stated goals and objectives.

ADMISSIONS AND REGISTRATION

Admission Procedures

Admission to Faith Academy is a privilege and not a right. Admission is open to students of families who wish to obtain exceptional educational opportunities for their children, while placing them in an environment that will complement the Christian training and lifestyle of the home. FA does not discriminate on the basis of race, color, sex, national origin, or ethnic background in the administration of its admissions policies.

The following admission procedures will be followed:

1. New students: The parent completes the online application at www.myfaithacademy.com under the admissions tab. If there are any questions call the school office.
2. The parent submits the following supporting documents:
 - a. Birth Certificate
 - b. Current Immunization Record
 - c. Social Security Card
 - d. Current Transcript
 - e. Withdrawal Grades
 - f. Record Release Form, for K5 thru 12th grades only
3. When the online application and all supporting documents are received the school will contact the parent to schedule an admissions interview and tour of the facility. The admissions interview will attempt to determine:
 - (1) Whether the parents and the school share the same basic educational and spiritual philosophy and are in agreement concerning the school's basic goals and policies.
 - (2) Whether the student has a sincere desire for a Christian education and is willing to submit to the school's standards and policies.
4. After completion of the interview and advisory committee review, parents will be notified of the acceptance or denial of their application.
5. When accepted, registration fee must be paid upon enrollment. (This includes books/book usage fee and registration for Elementary and Secondary; and books/book usage fee, registration, and snack for K3-K4).
6. Monthly Tuition, (if selected) will begin in June, July, or August depending upon your payment plan and will be drafted from a Checking or Savings Account on the 5th or 20th of each month.
 - (1) 10-month Payment Plan – August through May; 11-month Payment Plan – July through May; 12-month Payment Plan—June through May
 - (2) Full Payment upon Enrollment

Transfer students must have paid all financial commitments to previous schools before enrollment can be finalized.

Registration Information

- 1) The \$475 registration fee for enrollment at Faith Academy (FA) is non-refundable, non-transferable.
- 2) All appropriate fees must be paid prior to enrollment. Fees may be paid by cash, money order, or check at the time of registration. Should the registration be complete and the first tuition payment not paid when due, the child may lose the reserved place.
- 3) Due to the limited seats available, current students are prioritized in the enrollment process. Parents may re-enroll their child/children for the following year beginning in January by completing the re-enrollment forms and paying the non-refundable registration and book usage fees. No opening can be reserved for a student who has not filed a re-enrollment form and paid his/her fee. Beginning in February, remaining classroom seats are opened to all students (prospective and returning) on a first come, first serve basis.
- 4) FA has a Selective Admissions Policy. Applications of prospective new students will accumulate for up to one month, unless incomplete. All applications will be assessed, and the remaining classroom seats will be allotted at the FA administration's discretion.
- 5) Factors affecting FA admission include:
 - a) Appropriate match of the student's needs and FA's ability to meet those needs.
 - b) Former enrollment at FA or siblings enrolled at FA.
 - c) Academic performance as indicated on report cards, transcripts and achievement test results.
 - d) The student's conduct as indicated on report cards and transcripts.
 - e) Cooperation, attitude, and effort as indicated on report cards and transcripts.
 - f) Information gleaned from the application and recommendations.
 - g) Information gleaned from interviews with the student and parents.
- 6) A student may be offered admission under one of the three following conditions:
 - a) Unconditional acceptance (no academic or behavioral issues)
 - b) Academic probation (due to low academic performance in the previous year(s).
 - c) Behavioral probation (due to unacceptable conduct or behavior issues).
- 7) The administration reserves the right to refuse admittance to any student it determines to be incompatible with the philosophy, purposes, and/or procedures of the school, or potentially detrimental to other students in the school.
- 8) The registration process begins when all fees, signed paperwork, report cards, birth certificate, and achievement test results are received in the Registrar's office. Administration will review the entire file to assess how well FA may be able to meet the applicant's needs. Students in grades K3 through 12 and their parents are required to interview with their respective Principal before admission is granted.
- 9) Students who transfer to Faith Academy must meet all registration requirements, including current report card and withdrawal forms from their previous school. High School students must include a copy of their transcript. Students applying for high School will be accepted for the current school year through the first semester.

Registration Requirements

- 1) Faith Academy Application/Online Enrollment
- 2) Registration fee paid
- 3) Current Report Card
- 4) Health Record – Should include an immunization record
- 5) County Birth Certificate
- 6) Personal recommendation (3rd-12th grades only)
- 7) Transcript
- 8) Interview

Tuitions and Fees

Acceptance to Faith Academy is granted based on the agreement by parents/guardians to pay their tuition according to the agreed-upon tuition schedule and payment plan. Faith Academy depends upon every family paying their tuition on time so that the educational program of all students can continue as planned.

The purposes of these policies are:

1. To keep those who pay from subsidizing those who do not.
2. To keep the staff from subsidizing (in the form of lower salaries) those families.
3. To keep families from working themselves into financial difficulties that would be virtually impossible to solve.

Because Faith Academy has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student enters after the school year begins, the charges are prorated according to the number of months enrolled.

Tuition deductions will not be made due to absence during the school year, regardless of the cause of such absence. Should the school be closed for any unforeseen reason, tuition deductions will not be made for the following reasons:

- While the school building may be closed, our school is not. Faith Academy staff will be fully engaged in online/distance learning to keep students actively engaged during any disruption of education.
- In order to sustain the quality of the education families have come to expect, Faith Academy must continue to support our teachers, cover all of our non-teaching expenses, and invest in innovative ways to deliver the curriculum for our students.
- There may be hardship needs in our community, and we will do everything we can to help families get through a disruption of education and school closure.

All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when written notice is delivered to the campus administrator. If a student attends one or more days during a month, the parent remains responsible for the complete month's tuition. Tuition will be refunded upon withdrawal only for months paid in advance.

The dual credit program is an opportunity provided by FA for the awarding of high school credit(s) that apply toward graduation; therefore, a reduction in tuition will not be given. The student/parent(s) pays all costs associated with taking the college course(s).

FACTS Tuition Program

Each student who plans to attend Faith Academy must be enrolled in the FACTS tuition program unless payment is made in full. Upon becoming 30 days delinquent in the payment of tuition and/or other school-related fees, the parents will be contacted by the school business office to achieve a reconciliation of the account. If satisfactory arrangements have not been made within one week, the student(s) cannot attend class until the account is made current.

Non-Sufficient Funds (NSF) checks/payments will result in a \$30.00 charge (and an additional late charge if applicable), and require replacement in the form of cash, money order, or cashier's check. After a second returned check, all future payments must be made using cash or money order for all transactions with FA.

If a student's account becomes 30 days delinquent, more than two times in one school year, an administrative review will be conducted to determine if a student may remain at the school.

The students of parents who have an outstanding balance from one school year will be permitted to attend Faith Academy the next school year once the balance is paid in full. ***Official school documents (report cards, standardized test scores, and transcripts) will not be released until all accounts are current.*** As tuition is spread out over 10-12 months, students who withdraw are expected to have their account current and pay the remaining deferred tuition. There will be no exceptions to this policy.

Re-enrollment for the following school year will not be permitted if a balance exists, because all paid fees must first be applied to the outstanding balance.

School Wide Fundraiser- Spring Extravaganza

The school's fundraising efforts are critical to advancing the programs and services offered and keeping tuition affordable. Each K3-12th grade student is expected to raise \$240 (\$340 per family) through our school raffle. Families who prefer not to sell raffle tickets may write a check for \$240 for one student or \$340 for a family of two or more students. Checks are due at the designated time in March. In April, families that have not met their goal amount will have the difference applied to their account balance.

Tuition Discounts

In an effort to make Faith Academy affordable and accessible, the following discounts are available.

- Members of Faith Family Church, who tithe (give 10% of their income to the local church), volunteer consistently within the church, and attend church regularly may apply for a 10% discount. Applications are available in the school office. *Applicants must be giving/serving members of FFC for at least six months prior to applying to qualify.*
- Multiple Child Discount—2nd child \$100 off, 3rd or more child \$200 off

Tuition discounts cannot be stacked (combined). Families will have to choose which discount best serves them. Discounts are not given on book, registration, snack, athletic, graduation, or transportation fees.

Tuition Assistance Program

Faith Academy is committed to providing as many families as possible with the benefits of a Christ-centered education. Realizing that tuition rates may pose a financial barrier to some families, FA provides qualifying families with financial assistance to align the tuition expense paid by the family with the family's financial capability. Tuition assistance is available for K3-12th grade. Our goal as a school is to ensure that a family's financial means will not be the determining factor in their ability to reap the benefits of a Faith Academy education.

Qualification for Tuition Assistance

- 1) In order to qualify for tuition assistance, a family must first apply for admission or re-enrollment, pay all associated fees, and submit the completed Tuition Assistance Form (available in the school office) with all supporting documentation.
- 2) Eligibility for tuition assistance shall be based upon genuinely demonstrated financial need. The Financial Assistance Committee, appointed by the Advisory Council, will review the application and make a recommendation.
- 3) Re-enrolling families must have all outstanding balances paid in full prior to applying for tuition assistance.
- 4) Tuition assistance awards are given on a year-by-year basis. Families must re-apply for tuition assistance each year.
- 5) Academically, students must maintain an overall average of 80 for each academic quarter. Failure to maintain an 80 average may result in loss of tuition assistance.
- 6) Tuition assistance may be revoked if a student fails to meet FA's behavioral and attendance requirements.
- 7) If a student withdraws or is expelled from the school, all unused portions of the tuition assistance award will be retained by FA.

Tuition Assistance Application Process

- 1) Families interested in applying for tuition assistance may obtain and complete an application packet from the school office beginning the first day of the second semester. Items must be returned as a complete packet to the school office in the envelope provided by May 1st. Applications received after this date will be reviewed throughout the school year based on available funds.
- 2) Letters of notification on the award or denial of tuition assistance will be mailed to families within 15 business days of the closure of the application period.
- 3) Families that are denied tuition assistance will be released from the obligation to pay the remaining balance of the annual tuition for the school year for which they are applying for tuition assistance. However, the application and enrollment fees remain nonrefundable.

Refund Policy

- 1) Faith Academy does not refund registration fees.
- 2) Students who attend Faith Academy for any portion of a month will not receive a refund for that month. Students whose annual tuition has been prepaid in full may receive a refund based on prorated percentages, depending on when the withdrawal occurs. Students withdrawing before the beginning of the academic year will be eligible for a full refund of tuition minus any administrative fees (not to exceed \$100). The parent/guardian must notify the school business office in writing within two weeks of student withdrawing. If notification is not given, the parent is liable for tuition until the school receives such notification.
- 3) No portion of the tuition shall be refunded for a student on ACH dismissed by expulsion or for disciplinary reasons. Students whose annual tuition has been prepaid in full may receive a refund based on prorated percentages, administrative fees, and depending on when the dismissal occurs.
- 4) If the parent chooses to remove the child from Faith Academy and enroll in another school, tuition paid to that point is non-refundable.

Referral

A \$100.00 referral payment will be given to any FA family that refers a new student to FA that enrolls. The new student must pay registration, and book usage fees, and be enrolled for at least three months. At the end of the three months, a \$100 credit will be applied to the referring family's tuition account.

Re-enrollment

Re-enrollment in Faith Academy is a privilege and not a right. Due to the limited number of seats available, current students are given priority in the enrollment process. Parents may re-enroll their child/children for the following year beginning in January by completing the re-enrollment process and paying the non-refundable registration and book fees. No opening can be reserved for a student who has not completed the re-enrollment process and paid his/her fee. Beginning February 1st, the remaining classroom seats are opened to all students (prospective and returning) on a first come, first serve basis. The school will not accept a re-enrollment from students who are behind in their tuition payments. All report cards, standardized test scores, and transcripts will also be held.

Age of Attendance

Placement in Kindergarten is determined by the child's age; children must be five years of age on or before September 1st.

Children who are enrolling in pre-kindergarten **must be fully potty-trained** and three years old, on or before September 1st.

Placement/Academic Probation

New students are placed as closely as possible to the grade where they belong. In the case of a student with average or below basic skills, remedial work may be necessary. This will be determined the first two weeks of school by the teacher, administration, and parents to help the student reach his/her maximum potential.

On the secondary level, students applying to FA with prior academic challenges may be admitted on academic probation. Students on probation have a semester to demonstrate that they can perform at the necessary level to be successful at Faith Academy. Students on academic probation must not fail any classes at the end of the probationary semester.

Student Records

Custodial parents are entitled to access to all written records of their child. Parents will need to call the school to set up an appointment with the Administrator to review the file or to request copies of the specified records. There will be a \$5.00 administrative fee plus \$.10 cents charged per page for every copy made. (Not to exceed \$10.00).

Custodial Rights

FA complies with all court-mandated custodial orders. It is the parent's responsibility to provide FA with the latest documentation, which will remain confidential.

Residency

Students must live with a parent or legal guardian. Due to exceptional circumstances, a student may live with another family member as long as the school is provided with documented written approval from the parent/legal guardian. Hereafter, should the word "parent" appear, it refers to parent(s) or legal guardian.

STUDENT BEHAVIOR AND DISCIPLINE GUIDELINES

Students will be expected to embrace and follow the standards of Faith Academy, and to cooperate fully and cheerfully to the glory of God. Those who are consistently negative toward the standards, faculty, or administration will be counseled in Christian love, and appropriate action will be taken by the administration. The school reserves the right to dismiss or refuse to admit any student whose personal conduct and/or attitudes, in the administration's judgment, are inconsistent with the Christian spirit and standards that the school seeks to maintain.

The educational philosophy of Faith Academy is based on a God-centered view of both truth and man as they are presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of education as a means used by the Holy Spirit to bring about certain aims and objectives in a student's life.

The authority for this educational philosophy comes from both God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request, Faith Academy becomes a partner in providing part of their children's education. Parental support of the teachers is essential. When the Administration observes that a set of parents does not consistently give this support, a meeting between Administration and parents will be set to determine a solution.

The administration reserves the right to modify the following guidelines depending upon the particular facts and circumstances of each situation if they believe such modification would be in the best interest of the student and the school.

Care of School Property

The facilities of FA have been provided for the students' education at a significant cost and the sacrifice of many people. It is important to keep the school in the best condition possible.

Willful damage to or destruction of school property will result in disciplinary action. Payment for damages will be required. No signs, banners, plaques, pictures, or other objects may be hung on the walls of the school without permission from the Principal's office. No furniture may be moved from any room without the permission of the Principal. There shall be no tampering with the fire alarm, speakers, electric bells, typewriters, computers, or any equipment in the building. Writing on the walls, books, desks, and lockers shall also be considered destruction of school property.

Students should take pride in the appearance of their school; it is everyone's responsibility to see that the grounds remain clear of rubbish. All students are to place garbage in the containers provided. Garbage containers are placed throughout the grounds for convenience. Remember, visitors judge a school by its appearance.

Use of Telephone

With permission, students are permitted to use the telephone in the school office. ALL OTHER telephones are off-limits to students, including cellular phones. Phone messages from parents should be for emergency situations only. There could be a delay before a student returns a call because of testing, etc. Classes will not be interrupted for messages unless it is an extreme emergency. Incoming calls from one student to another are not permitted.

Campus Life

FA is a Christ-centered community of students, faculty, staff and parents who desire to provide a safe, peaceful and loving environment that promotes learning and develops character.

Christian faith affirms the sacredness of the individual because of his or her relationship to Christ: God created man in His image; God created man as a person; and God Himself became man.

Such a faith recognizes the value of a community such as FA. Each student, teacher and parent in this community is related to the other members. Each is nurtured in the relationships found in this community, and each has a responsibility to God for the other members of the community. As members of the FA community, we all commit to loving God with all our heart, soul, and mind and our neighbors as ourselves.

Discipline Philosophy

Discipline is an integral part of emotional and spiritual development. It occurs in a positive way through instruction, modeling appropriate behavior, rewarding appropriate behavior, praise, and prompts, etc. (Prov. 22:6; Eph. 4:22-24). Usually, these methods build new behaviors, or increase the frequency of desirable behaviors.

Discipline also occurs as a result of an appropriate use of punishment or aversive learning (Heb. 12:5-8). Included in this category are reprimands, detention, social probation, suspension, and expulsion. Generally, when punitive disciplinary processes are used the purpose is to suppress or remove undesirable behaviors.

Any time disciplinary measures are taken, whether in a positive or punitive process, those measures are taken for the express purpose of ministering to (i.e., developing or educating) the individual and/or the whole student body. This involves assisting the student(s) in transferring responsibility and accountability for behavior from parents and teacher/administrators to God who is the ultimate judge and authority (Rom. 14:10; II Cor. 5:10). As this process occurs, the student matures spiritually and emotionally and develops self-control as well as an understanding of accountability to God.

It is the desire of our faculty and administration to maintain a discipline that is firm, consistent, fair, and tempered with love. Teachers work hard to maintain standards of behavior in the classroom through kindness, love, and genuine regard for students. When punishment is administered at FA, mercy and justice are combined in an attempt to assist the student in understanding the offense and the results of the offense. Further, punishment is administered in such a way as to show that love and forgiveness result when a student has appropriately responded to discipline.

Every attempt will be made to instill in each individual an understanding of the necessity of the discipline and the potentially positive outcome. When all methods for helping a student have been exhausted without positive results, or a student (or his/her parents) is not cooperative in carrying out disciplinary procedures, or a behavioral problem is an extremely serious offense, it may become necessary for the student to leave for the greater good of the student body. This is not a desired occurrence and a great deal of effort will be made to prevent it from happening.

Policy Boundaries

The discipline policy applies to students while they are on campus, on FA operated school buses, or at school-related activities. Student behavior at other times or places is the parent's responsibility and not the school's, however, behavior that impairs the testimony of the school cannot be ignored. Students are expected to represent Faith Academy in a positive manner even when they are not on school grounds or attending school functions. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

Responsibilities

PARENT: Parents have been given the responsibility by God for the discipline of their children. As a parent of a FA student, you confer this authority upon teachers and administrators during the school day and in school activities. If a parent has questions or disagreements regarding disciplinary actions, it is his or her responsibility to immediately discuss them with the teacher involved and not to bring the grievance to other parents, faculty or students. For matters not

resolved with the teacher, parents are encouraged to schedule a conference to meet with the Principal and teacher together (Matt. 18).

STUDENT: A FA student is expected to conduct him/herself according to the highest Christian standards of honesty, integrity, responsibility and love. In harmony with the principles of Scripture, the rule by which a young person is to live is the conscious striving for God's approval and the protection of their Christian testimony.

TEACHERS & PRINCIPALS: Campus leaders are responsible to God for the lives placed under their care (James 3:1). They have the authority from the parents to discipline within the limits and guidelines of the discipline policy. It is also their responsibility to work with parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken and being available to parents and students for discussion and counsel.

SUPERINTENDENT: It is the responsibility of the superintendent through personal observation, examination of records and whatever other means are deemed practical, to see that the proper standards of discipline within the guidelines of the discipline policy are being uniformly maintained throughout the school.

Conduct Expectations

Christian Lifestyle: Students are expected to live by a scriptural standard of behavior which is consistent with the principles of conduct encouraged by the Christian community. Students must at all times, while enrolled at FA, refrain from:

1. Damaging school property or others' possessions;
2. The use of illegal drugs, alcoholic beverages, or any form of tobacco;
3. Involvement in immoral activities;
4. Swearing, using abusive or disrespectful language unbecoming a Christian.
5. Fighting;
6. Acts of dishonesty, such as cheating (both giving and receiving unlawful help), lying, and stealing;
7. Insubordination to authority.

In the interest of creating an orderly campus and wholesome atmosphere, the following behavior is not permitted:

1. Displaying on or in one's clothing, locker, or personal property such items as pictures or emblems which promote groups or movements that are contrary to Biblical standards;
2. Bringing or possessing on campus fireworks, matches, lighters or other combustible materials, or weapons of any type;
3. Chewing gum is prohibited at all times in FA facilities (Mints are acceptable);
4. Tampering with or taking items that belong to someone else;
5. Entering faculty lounges, workrooms, or restrooms;
6. Bringing to school or listening to non-Christian music without permission;
7. Participating in public displays of affection (i.e. hand holding, hugging, kissing or arms around each other). The rule is NBC--No Body Contact. The NBC rule applies at all times on campus and at school-related events.

Classroom Environment: In order to maintain a classroom environment that allows for maximum learning, teachers will establish those standards they deem necessary. However, the following are standards for all classes:

1. Students must always demonstrate respect for and cooperation with all school personnel, as well as all parents and visitors. Teachers and administrators will have complete authority at all times during the school day, in or out of the classroom, on the campus and at school functions.
2. Students are not permitted to enter the classroom before 8:05 a.m. unless given

- permission by the classroom teacher;
3. Students will be on time to class and prepared with the necessary materials and mental attitude which indicate a readiness to learn;
 4. Classroom materials, personal belongings, and the student's desk/locker are to be kept clean and organized. Failure to have equipment or supplies required for class is the equivalent of not having an assignment completed on time;
 5. All student possessions should reflect a lifestyle of one committed to the Lord Jesus Christ. No offensive pictures, decorations, or writing shall be on, in, or about a student's desk, backpack, books, binder covers, or locker. Administration reserves the right to deem what is appropriate;
 6. Communication of any kind between students which is disruptive to the teacher or classmates is unacceptable;
 7. Personal grooming is inappropriate during class sessions;
 8. Students leaving class for any reason will be issued a pass which will remain in the student's possession while the student is out of the class;
 9. Students may not be in classrooms, teacher work lounge, or office unless a teacher or staff member is present;
 10. The teacher's desk, briefcase, grade book, or other belongings are personal property and will be treated as such by students;
 11. Students are expected to be in dress code as outlined in the handbook.

Common Usage Areas:

1. Stay within assigned areas and on proper routes unless given special permission to do otherwise.
2. Speak quietly and with respect.
3. Avoid all horseplay – keep hands, feet and objects to yourself.
4. Walk in an orderly fashion – do not run, skip or jump.
5. **At the Secondary Campus:** Snacks may be purchased before school, lunchtime, and after school. Food and drink containers are not allowed to be open and are not permitted to be consumed at any time in hallways, bathrooms, chapel, library/computer lab, or classrooms. Only plain water in a water bottle with a spill-proof lid is permitted in classrooms upon teacher approval. Students are not to keep open containers of food or drink in their lockers.
6. Church offices are not to be visited during school hours (**elementary campus**).
7. Respectfully follow all teacher written and verbal directions.

Personal Electronic Device Policy

To ensure an atmosphere conducive to spiritual growth and academic excellence, electronic device or accessory including but not limited to cell phones, smart watches, tablets, gaming systems, laptops, earbuds, etc. will be subject to the following policy:

- Cell phones, smart watches, wireless earbuds, AirPods, or headphones, and any other personal electronic devices are NOT to be used or worn on campus during the hours of 8:00 a.m. to 3:30 p.m. in classrooms, hallways, gym, chapel gym, or in the restrooms.

A CELL PHONE, SMART WATCH, OR PERSONAL ELECTRONIC DEVICE USED DURING SCHOOL HOURS (8:00 a.m. to 3:30 p.m.) WITHOUT PERMISSION FROM AN AUTHORIZED STAFF MEMBER WILL RESULT IN THE FOLLOWING CONSEQUENCES:

Consequences per semester:

1st Offense: Cell Phone/Smartwatch is confiscated and sent to the school office. Devices may be picked up after school.

2nd Offense: Cell Phone/Smartwatch is confiscated and sent to the school office. Parent/Guardian is notified to pick up the device from the school office.

3rd Offense: Cell Phone/Smartwatch is confiscated and sent to the school office. Parent/Guardian is notified and is required to pay a \$25.00 fee for the device to be

returned to the student. The student will also lose his/her privilege to have a cell phone/smartwatch on campus for the remainder of the semester.

FA strongly encourages all students to keep such items in their car, locker, or book bag. **Faith Academy is not responsible for lost or stolen items.**

Discipline Process

FA students are expected to follow school policies at all times. FA believes that communication between the school and family is essential to maintaining a healthy learning environment and addressing inappropriate behavior. Parents are encouraged to log onto FACTS regularly to monitor their student's progress. Notification will be sent to parents whenever a student receives a verbal teacher warning or student referral. The school will contact parents via phone when student behavior warrants a detention or is of a more significant nature. Any violation of school policies may result in one or more of the following:

1. Verbal Teacher Warning
2. Student Referral
3. Detention
4. Administrative Conference
5. Suspension
6. Expulsion

Referral to Principal/Assistant Principal

When a student is referred to the Principal/Assistant Principal because of a disciplinary issue, he or she will make an appropriate response considering such factors as the seriousness of the matter, the number of offenses and the attitude of the student. This action may include, but is not limited to:

1. **DETENTION:** A student spends time after school in a supervised room. Detentions are served in the afternoon from 3:30 pm - 4:00 pm. Students must bring a signed Detention Notice. Students assigned detention are required to pay \$10 fee to defray cost of supervision. Students arriving after 3:30 pm will not be admitted to detention. Students are required to do schoolwork; they are not allowed to talk or sleep.
2. **PARENT CONFERENCE:** The parent is required to meet with the Principal/Assistant Principal after two detentions have been served.
3. **SUSPENSION:** A student is sent home for a specified period of time and parents may be required to meet with the Principal before the student is allowed to return. Students suspended from school are considered absent and unexcused. They are not to be on school premises during school hours or to participate in/attend extra-curricular events for the duration of the suspension. Work missed during the suspension will receive a maximum of 70% credit. Homework assignments issued during the suspension time are due the day of return. Any test or quiz missed during suspension will receive a maximum of 70%. Arrangements for taking of tests are the responsibility of the student. Should the student or parent believe the discipline to be unfair, they have a right to an administrative review with the Superintendent. All requests for review must be submitted in writing to the Superintendent and include reason(s) for such request within five business days.

In addition to the disciplinary action, a writing assignment may be assigned that relates to the disciplinary action.

4. **EXPULSION:** A student is dismissed from school and not allowed to return. Expulsion is recommended by the Principal to the Superintendent who will review the case and render a decision. A student may be expelled from school for a single serious breach of conduct and/or repeated problems with behavior or academic performance. The student and his/her

parents will be notified in writing by the Principal of the charges against the student and given an opportunity to meet with the Superintendent to present any information which may assist him or her in making a decision. Superintendent will review the case and render a decision. Should the student or parent believe the discipline to be unfair, they have a right to *request* an administrative review with the FA Advisory Council, the school's governing board. All requests for review must be submitted in writing to the Superintendent and include reason(s) for such request within five business days. The Superintendent will forward such request to the Advisory Council. The Advisory Council may or may not choose to hear the appeal. If the Advisory Council chooses not to hear an appeal, the Superintendent's decision shall be final. If the Advisory Council does decide to hear the appeal, their decision will be final.

Summary of Discipline Measures

Listed below are typical offenses with corresponding disciplinary actions including but not limited to:

DETENTION

The following violations within a QUARTER will lead to a detention.

3 Teacher Referrals for classroom, behavior and/or school rule infraction

Some examples of referrals are:

- Food, drink, or candy outside of designated areas
- Excessive talking
- Not having school supplies or school texts
- Running or horseplay in halls or classrooms
- Not following classroom rules
- Failure to follow school policy (multiple dress code violations, hair code, not turning in forms/paperwork, not completing/turning in assignments/homework, etc...)
- Failure to comply with facial hair policy
- Gum chewing

The following violations will result in the **minimum** of an automatic detention:

- Disrespectful behavior toward teachers, substitute teachers, or others
- Insubordination/disobedience toward teachers, staff, substitute teachers, or others
- Inappropriate language
- Cutting up, distracting in chapel or school assemblies
- Leaving campus without permission
- Falsifying written records and signatures (see serious offenses below)
- Arriving late or failure to attend detention
- Lying

PARENT CONFERENCE WILL BE HELD UPON RECEIVING THE SECOND DETENTION IN A QUARTER.

SUSPENSION

- Serious offense
- Aiding or abetting someone in a serious offense

EXPULSION

- Chronic discipline violations
- Serious offense
- Three suspensions in a year may result in expulsion

Serious Offenses

Serious offenses are referred directly to the Principal/Assistant Principal for immediate action. Listed below are some of these serious offenses. Consequences for serious offenses may range from detention to suspension or expulsion.

BULLYING: Bullying behavior is a specific type of harassment defined as the repeated and intentional behavior purposefully done to hurt or harm another person who has a hard time defending himself/herself. The harassment may be in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a school operated vehicle. As the definition suggests, bullying behavior involves three key components which distinguishes it from rough-and-tumble play and real fighting:

1. An intentional, aggressive behavior that results in harm to the student or student's property.
2. A pattern of this behavior over a period of time that creates an intimidating, threatening, or abusive educational environment.
3. An imbalance of power or strength that places a student in reasonable fear of physical harm or of damage to the student's property and if it interferes with a student's education or substantially disrupts the operation of the school.

Any student who perceives they have been subjected to conduct of a harassing or bullying nature or any student who witnesses conduct that is of a harassing or bullying nature should contact a teacher or administrator immediately. All reports of harassment and/or bullying will be investigated by the administration. Failure to report alleged harassment in a timely manner will limit the administration's ability to effectively deal with the issue. Anyone who reports a case of harassment or bullying may request anonymity but must realize that to do so also limits the effective response of administration. All students, faculty, staff, and parents who are subject to, witness, or know of harassing situations are responsible to contact school administrators immediately regarding the situation. A student who aligns himself or herself by their presence with a person who is actively harassing someone is also guilty of harassment. Choosing to be a "silent witness" evidences complicity with harassing behavior.

If the results of an investigation indicate that bullying occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The school administration will also contact the parents of the victim and of the student who was found to have engaged in bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

CHEATING/PLAGIARISM: Students should resist any temptation to copy work from other students or to plagiarize. Cheating involves taking information from one source other than the student's own mind and presenting it as his/her own. Plagiarism is the deliberate attempt to deceive the reader through the appropriation and representation as one's own the work and words of others. Academic plagiarism occurs when a writer repeatedly uses more than four words from a printed source without the use of quotation marks and a precise reference to the original source in a work presented as the author's own research and scholarship. Continuous paraphrasing without serious interaction with another person's views, by way of argument or the addition of new material and insights, is a form of plagiarism in academic work. If it is determined that a student has indeed cheated or plagiarized, the following action will be taken: 1st offense--student will receive a zero for the assignment or test and parents are called; 2nd offense—student will receive a detention; a zero for the assignment and a conference with parents, administrators, and students is held to discuss further action. If a second student is involved by way of supplying information, the second student will receive a zero "0" for the assignment and serve a detention.

FALSIFICATION OF RECORDS/DOCUMENTS: Knowingly falsifying or helping to falsify any

official FA record or document i.e. tests, permission slips, applications, etc.

FIGHTING/VERBAL THREAT: Fighting is not an acceptable Christian way of settling differences. A student who is willingly involved in a fight or who, in the course of defending him/herself, does intentional physical harm will be assigned consequences as warranted. The Principal may take into consideration such factors as bullying or excessive provocation. Threats of violence, both verbal and in electronic form, will not be tolerated.

HAZING: Any form of physical, mental, or emotional abuse including demeaning racial slurs inflicted by a student or group of students on another person.

MAKING FALSE ALARMS OR SERIOUS THREATS OF VIOLENCE: Directly or indirectly reporting a fire, bomb, or other life-threatening situation when said situation does not exist.

PROFANITY, GROSS DISRESPECT: While “discourteous behavior” and “inappropriate language” may generally be handled through the discipline report procedure above, profane language or gross disrespect towards authority may lead to more serious consequences.

SEXUAL MORALITY: Students at Faith Academy are expected to reflect the high standards of Christian morals and principles as found in Scripture so that they can enjoy a blessed life, healthy relationships, and build a firm foundation for their future. Students will honor the Lord, others, and themselves by abstaining from activities that keep them from God’s best. Specifically, students will abstain from sexual immorality (i.e. homosexual activity, pornography, premarital sex, sexual harassment, sexting, etc.). No student will demonstrate a gender identity which deviates from the traditionally accepted roles of masculine or feminine. This includes expressions such as clothing, hairstyles and other personal grooming, participation in activities, and utilization of facilities. The gender identity of all students will be based on the sex (gender) indicated on the individual’s birth certificate.

Our goal is to be both pastoral and preserve the integrity of our school’s values. Students unwilling to support and embrace a biblical view of sexual behavior are encouraged to continue their education elsewhere.

CONCEPTION & PARENTHOOD: Life, both before and after birth, is a gift from God that must be treasured and nourished. Parenthood is one of God’s greatest gifts in life; after conception, a new life has come into the world, and our lives can never be the same. Parenthood is also life’s greatest challenge; it calls for every effort to prepare for fatherhood and motherhood, and for continued self-sacrificial attention in response to its calling. It is not FA’s aim to condone premarital sex, but to minister to those that show repentance for their behavior and to aid them in their educational endeavor. This policy applies to both father and mother enrolled at FA.

1. The parents/students will be encouraged to complete their education at FA, provided that the parents/students demonstrate a repentant attitude and exhibit a commitment to a Christian lifestyle consistent with this privilege. Students who demonstrate a non-repentant attitude will be expelled.
2. The students must live with parent(s) or guardian(s), or in a home approved by parent(s) or guardian(s). The school may deny continued enrollment to a student whose living arrangements are, in the judgment of administration, inconsistent with a Christian lifestyle.
3. Both the male and female student will be allowed to remain in school until the end of the female student’s sixth month of pregnancy at which time both will withdraw from school and continue in a form of home schooling or other type of schooling acceptable to their parents/guardians.

4. The extracurricular activities of the parents/students shall be restricted for the duration of the pregnancy.
5. After the child's birth, both students may return to school to complete their education.
6. Graduation is a privilege, and not a right. If graduation occurs during the pregnancy period, the student must submit in writing a request to participate in the graduation ceremony to the Advisory Council. In rendering a decision, the Council will consider the student's attitude, progress, and successful completion of the disciplinary accountability program.

PORNOGRAPHY: The possession or viewing of any pornographic material is strictly forbidden and may lead to loss of computer privileges on campus and more serious consequences. Efforts will be made to provide pastoral counseling and restoration.

PUBLIC DISPLAYS OF AFFECTION (PDA): Physical contact, i.e., showing feelings of overt affection, at school is not appropriate and will be discouraged. This policy is NOT limited to just those students who are in a dating relationship. Incidences of PDA will be handled on an individual basis. The rule is NBC – No Body Contact. The NBC rule applies at all times on campus and at school-related events.

SEXUAL HARASSMENT & SEXTING: Harassing other students or staff members by means of overt sexual comments or advances or send or post electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another's reputation, or is illegal.

SUBSTANCE ABUSE: The school has a responsibility to maintain a safe campus and will search any locker, vehicle or personal belongings (book bags, lockers, pockets, purses, etc.) if there is a reason to suspect that drugs, alcohol, drug paraphernalia or any other unauthorized items are believed to be on campus. A student who knowingly possesses, uses, or is under the influence of any narcotic substance, alcoholic beverage, controlled drug, sports enhancing drug, or intoxicant of any kind violates the FA policy.

Faith Academy reserves the right to use trained drug detection dogs to search student lockers, backpacks, purses, or automobiles. At no time will a drug dog be allowed to search a student.

Drug and alcohol testing may be required should the school have reasonable suspicion that a student has violated the FA policy. Reasonable suspicion of drug or alcohol use may include but not be limited to a report by students, staff, or parents. Students who refuse to participate in a requested drug or alcohol test may be asked to withdraw from school.

A positive test result will subject the student to disciplinary action, including possible expulsion from school. The student or his parents shall pay all costs of testing for drugs or alcohol beyond that of the randomized testing program.

THEFT: Any act of theft or possession of another person's property without permission.

TOBACCO USE: Possession or use of any tobacco products, including but not limited to cigarettes, tobacco, chewing tobacco, snuff, e-cigarettes, and vapes, is prohibited on school grounds or at school sponsored events.

VANDALISM: Defacing of school/church property will result in the student's family being held responsible to make full restitution for the damage and may result in further disciplinary action. In assessing discipline, motivation of the act of vandalism (whether it was intentional or unintentional) and the severity of the act of vandalism will be considered. Failure to make restitution will result in the student being dismissed from the school.

WEAPONS: The school has a responsibility to maintain a safe campus and will search any locker, vehicle or personal belongings (book bags, lockers, pockets, purses, etc.) if there is a reason to suspect that weapons, or any other unauthorized items are believed to be on campus. Under state and federal law, a student is not allowed to possess or use guns or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having a weapon in a privately owned vehicle that the student has driven to school and parked on school property is also prohibited. A student who possesses a weapon or weapon-related paraphernalia (i.e. knife, bullets, etc.) or causes or attempts to cause physical injury to a school employee or student may be expelled.

ACADEMIC INFORMATION

Each student is held personally responsible for his or her own academic progress. Each student must be fully aware that the faculty and staff will hold him or her responsible for all class work, tests, extra assignments, and homework to be completed.

Students with learning difficulties requiring curriculum modification will be referred to VISD Special Needs Department. It will be the responsibility of the parent to set up an evaluation and inform FA that such needs exist.

Faith Academy will review the findings to determine if we are equipped to service those needs.

Accreditation & Memberships

Faith Academy is dually accredited by the International Christian Accrediting Association (ICAA) and Cognia for preschool to 12th grade. The Texas Education Agency (TEA) and the Texas Private School Accreditation Commission (TEPSAC) recognize the authority of the International Christian Accrediting Association to accredit private schools in the state of Texas.

The purpose of accreditation is to assure all stakeholders that a standard of excellence is preserved in the school and that a continuous plan for improvement is being implemented. As part of the rigorous accreditation process, an external review team evaluates the school based on the standards set by Cognia and ICAA every 5 years. TEPSAC recognition was designed to afford the same credit for courses and credibility for diplomas earned by our students as those earned in public schools.

Faith Academy has been accredited by the TEA and the TEPSAC since 2000.

Additional affiliations include the Association of Christian Schools International (ACSI), Texas Association of Private and Parochial Schools (TAPPS) and Oral Roberts University Educational Fellowship (ORUEF). ORUEF is an international association of schools who hold similar philosophies and purposes. Membership in ORUEF provides many types of assistance, workshops and seminars, and a built-in network of schools to support one another and to ask and answer questions.

Curriculum

The curriculum Faith Academy follows has been chosen to provide the best quality education that allows each student to grow academically and spiritually. Our curriculum includes, but is not limited to aBeka, ACSI, Bob Jones, Summit Ministries and McDougal/Litte. Teaching materials are selected carefully on the basis of Biblical truth and Christian values.

The Scriptures and Christian principles are at the center of all curriculums taught at FA. Bible is taught as a subject as well as the basis for all truth.

The teacher is the “living curriculum” and brings his/her creativity, personality, gift of teaching,

love for the Lord, and love for young people into the classrooms, and uses the textbook as one teaching tool. Other resources include films, tapes, labs, library books, learning centers, group interaction, field trips, report writing, lecture, critical thinking exercises, creative writing, committee work, research and experimentation and evaluation. Many elements comprise curriculum and the teacher is the trained guide through the exciting adventure of learning.

Elementary classes (K3 through 6th grade) are self-contained in the core subjects with special classes in music, physical education, library, and Spanish.

Secondary classes (7th through 12th grade) classes are departmentalized. Secondary school students move to a different classroom for each subject, attending seven classes per day.

Field Trips/Bus Travel

Field trips are taken throughout the school year. Each student must have a field trip permission slip on file in the office in order to participate in field trips. This permission slip is included in the student application form which is submitted when the student is enrolled.

Parents will be notified beforehand as to when the field trips will take place. All students will return by the same transportation unless the parents notify the school office in writing that the parents agree to and accept responsibility for the change in transportation.

Students will be expected to comply with the following rules while traveling in school transportation:

1. Do not stand or move around while the vehicle is in motion.
2. Do not extend parts of your body out of the seat area or the vehicle.
3. Keep your feet on the floor and face the front of the vehicle.
4. Remain seated until the vehicle comes to a complete stop.
5. Always use handrails especially in wet weather.
6. Do not engage in loud conversation or make other loud noises.
7. Do not make remarks to people outside the vehicle.
8. Do not distract the driver in any way. The driver **MUST** be able to see and hear at all times.
9. Do not throw objects within the vehicle or out of the vehicle.
10. Do not deface or destroy seats, sidewalls or roof of the vehicle.
11. Do not bring animals on the vehicle.

Students are to obey the driver promptly and cheerfully. The driver reserves the right to modify any rules or exercise his/her judgment in matters not covered by these rules. Students should realize that the driver has the responsibility for their safety and it is every passenger's responsibility to promote the safe operation of the vehicle.

Repeated violations of the above rules may result in the loss of riding privileges.

Chapel

Students attend chapel once a week. During this time, they will experience opportunities for spiritual growth through praise and worship, Bible teaching, prayer, testimonies, and special speakers.

HEALTH AND SAFETY

Immunization Policy

Each student shall be fully immunized against diphtheria, rubeola (measles), rubella, mumps, tetanus, and poliomyelitis. The Texas Board of Health may modify or delete any of these immunizations or may require immunizations against additional diseases as a requirement for admission to any elementary or secondary school. *Education Code 38.001(a), (b)*

In the event of an outbreak of vaccine-preventable disease, the local health authority may require or recommend additional doses or boosters to provide further protection. *25 TAC 97.72*

All Faith Academy students are required to maintain their program of immunizations consistent with state regulations and policies. (Please refer to Texas Department of Health (TDH) Website at http://www.tdh.state.tx.us/immunize/docs/school/require_k-12.pdf)

Students must have proof of immunizations before being allowed to attend Faith Academy. All health records will be verified by the school. If immunizations are not up to date a grace period of 30 days will be given for the student to obtain needed immunization. At the end of the grace period, any student who fails to comply with state regulations will not be allowed to attend classes until proof of compliance has been received. If you have questions regarding immunizations, please contact your child's physician.

Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from either a physician or the health department to return to school, or be subject to school office approval for re-admittance:

- | | |
|-------------------|--------------|
| 1. Chicken Pox | 7. Scabies |
| 2. Measles | 8. Ringworm |
| 3. Mumps | 9. Impetigo |
| 4. Pneumonia | 10. Pink Eye |
| 5. Whooping cough | 11. Diarrhea |
| 6. Pinworms | |

Medicines

The school office has the medical form parents must complete giving consent and listing each over-the-counter medication, amount to be taken for each medication, and/or time and date medication is to be taken by student. Ideally, all medication should be given at home.

Prescription medicines require a "Physicians Request for the Administration of Medication at School" form to be completed by a physician before FA will administer any medications at school. All prescription medicine, allergy or sinus medicine (including inhalers) must be left in the Student Care Office in its original bottle or container marked with the child's name and proper dosages.

Students are expected to be free from fever and communicable diseases and non-medicated for 24 hours in order to attend school. Parents are required to pick up their children within 30 minutes should the child develop a fever 100° or higher at school or exhibit other symptoms of illness, injury or conditions of a communicable disease (rash, pinkeye, head lice, etc.). If the parent is unable, the approved emergency/contact person may pick up the child. Students exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment has been administered and the condition has improved.

Pursuant to State Law, the school office does not provide cough drops, fever reducing medications such as Tylenol or Ibuprofen, or allergy medications such as Benadryl to students without the written permission from a parent/guardian. Parents should provide the over-the-

counter medication in its original bottle or container marked with the child's name and proper dosage. The school offices are unable to provide these over-the-counter medications.

First Aid Procedures

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
2. Parents will be notified. If they cannot be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken. This information will be on file on "Emergency Cards" for each student in case the parents cannot be reached.
3. A representative of the school faculty will stay with the child until the parent assumes responsibility.
4. Internal medication will be given only by or on the order of a physician.

Emergency Medical Attention

In the event of a medical emergency, the school office will first try to contact the student's parents. In the event that they cannot be reached, the persons listed on the FA medical card will be called next. In extreme emergencies the student's doctor or EMS will be called.

Child Safety

State law requires any adult at FA to report to Child Protective Services any suspected child abuse (neglect, physical, or sexual).

P.E. Excuses

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parent requests for P.E. exemptions (sore throat, nausea, strain, etc.) will only be honored for two days without a doctor's notice.

Staying in at Recess

We discourage keeping elementary children inside at recess. If you feel it is needed, a note to that effect should be sent to the teacher. Teachers will honor a parent's request up to two days, after which a statement from your doctor will be required, if the child is to remain indoors. Elementary students will not remain inside unless they have a note from the parent.

Emergency Policies

As Christians, it is our duty and our privilege to plead the protection of our all powerful, almighty, heavenly Father against all harm. Also, as Christians, we know that our salvation is not an insurance policy against danger (*James 1:2*). Natural disasters, such as tornadoes, and manmade disasters that can result from chemical accidents, falling aircraft, fires, explosions, etc. are potential hazards for which we must be prepared. We must also prepare for crisis situations involving weapons on campus and bomb threats.

All staff, students, parents, and members of the community must be part of creating a safe school environment:

- Everyone has a personal responsibility for reducing the risk of violence;
- Everyone should pray for the Lord's protection over our school (*Ps. 17:7, 1 Peter 3:12-13*).
- Everyone should have an understanding of the early warning signs that help identify students who may be headed for trouble.

- Everyone should be prepared to respond appropriately in a crisis situation.

FA has a Crisis Prevention and Management Plan in place that tells members of the FA community, what to look for:

- Characteristics of a school that is a safe environment that is responsive to children and young people; and the early warning signs that relate to violence and other troubling behaviors.
- The action steps that our school community must take in the event of emergency; and the action steps that will be taken in the aftermath of a crisis situation.

The objective of the plan is to provide the maximum practical protection for students and school personnel in the event of an emergency. A copy of the plan is available in the school office during regular school hours for parent reference.

Emergency Drills

Faith Academy will conduct emergency drills to insure the safety of students and personnel in the event of a disaster (fire, tornado, bomb threat, and chemical spill) or intruder. Emergency drills are held during the school day throughout the academic year at regular intervals. Students are expected to conduct themselves in a manner that reflects an awareness of their responsibility for their own safety and that of others.

Inclement Weather

Inclement weather could force FA to close if seriously unsafe travel conditions exist. This determination will not necessarily be linked to Victoria ISD's decision. FA will use our Parent Alert System via text/email and the Faith Academy Facebook page as well as contact local television channels (KAVU 25) and radio stations (99.9 KXBJ; 104.7 KVIC; 107.9 KIXS) & as soon as possible to announce closings. Parents may keep students home or pick them up from school early if they determine the weather dictates such action.

Security

Faith Academy is a closed campus. All school visitors, including parents, must report to the school office and sign in when entering the building.

School age visitors are restricted to prospective students who may visit with parental and administrative approval.

As an added security measure, all exterior doors at both Faith Academy campuses are locked and all visitors must be buzzed into the building.

Students may not leave the campus during the school day at any time after arriving, except through previous arrangements with the administration and the parent/guardian. Failure to abide by this rule may result in suspension.

In the event a parent or guardian desires to observe their child within the classroom setting, at least 24 hours advance notice and principal approval will be required. A visit of 30 minutes may be granted. Should further visits in the classroom be desired, the parent will be asked to complete a Faith Academy volunteer form and wait approval. This procedure is for the safety of all students within the classroom setting. No classroom visits are permitted during classroom tests, achievement testing, mid-term testing, final exam week, or ACSI competitions.

ATHLETICS

The Faith Academy Athletic Department consists of both a middle school (grades 6-8) and high school (grades 9-12) program. All athletic department policies, procedures, and fees are laid out in the Faith Academy Athletic Handbook.

All students participating in any of FA's athletic programs must be enrolled in the school and must have a yearly medical exam/physical completed by a physician BEFORE they are allowed to participate in any practices or interscholastic competition.

Behavior at Interscholastic Competitions

Because we should honor the Lord in all that we do, it is expected that fans, as well as competitors, will conduct themselves in a courteous fashion. We believe in treating opponents, officials and visiting fans with respect. This attitude eliminates booing and razzing. We believe in maintaining the highest level of conduct and sportsmanship, whether in victory or defeat.

Eligibility

Students who participate in extracurricular activities are responsible to keep up with their school assignments. The following guidelines meet or exceed all TAPPS requirements for extracurricular activity eligibility.

The Faith Academy Athletic Department operates under a "no pass, no play" policy, based on the nine-week report card. On the second quarter report card, the semester grade is used to determine eligibility. Any student failing one course on a nine-week report card will be deemed ineligible for one week beginning at 3:25 pm on the day report cards are issued. Students failing two or more courses at the nine-week grading period are ineligible for two weeks beginning at 3:25 pm on the day report cards are issued. In order to regain eligibility, grades will be checked at 3:25 pm on the day the ineligible period is complete. If at that time the student is no longer failing any classes, he/she will regain their eligibility. If at that time they are still failing one or more class, another period of ineligibility will begin and grades will again be checked at the appropriate time: in one week for one F, and two weeks for two or more F's. This applies to all athletic teams, musical performances, and other extracurricular activities.

Student-athletes are required to continuing practicing with their team during their time of ineligibility. Students who are ineligible will not be permitted to travel with the team for out of town games.

Progress reports have no direct impact on eligibility as progress reports are mainly intended to keep students on course and inform parents of areas that need attention.

Sponsors, teachers, coaches, and parents are encouraged to "keep current" regarding their students' grades so that students will be continually encouraged to make their academics a priority. "Keeping current" will also help sponsors, teachers, and coaches plan for necessary adjustments in their program or team should students become ineligible.

While FA views athletics as an integral and necessary part of a student's overall education, we also feel strongly that it is a privilege earned and maintained by thorough and diligent attention given to respect and responsibility in the academic areas.

In order for a student-athlete to participate on any given day in a team's practice, he/she must be in the classroom for at least four (4) complete periods that day. In order to participate in a game, he/she must be at school by the start of 2nd period and be in attendance the rest of the school day. Exception: A student who has a doctor, dentist, or orthodontist appointment must return to school before 3:00 pm and sign back in at the school office with a doctor's note verifying the appointment. Any other exceptions must have prior approval from the principal.

Insurance Coverage

Faith Academy requires all student-athletes to be covered under a family primary care/major

medical health insurance policy in order to participate in any practices or games. **There is no supplemental insurance available to cover accidents to student-athletes.**

Extra-Curricular Activities

Students who participate in extra-curricular activities such as Student Council, Honor Society, JH gaming club, ACSI competitions, school musical, etc. are responsible to keep up with their school assignments. They must also abide by the same TAPPS academic eligibility standards as those involved in athletics.

STUDENT HARASSMENT POLICY

(employee-student and student-student)

It is the policy of Faith Academy to practice equal opportunity in an educational setting without regard to an individual's race, color, national origin, marital status, sex, physical handicap, medical condition, or age in application of any policy, practice, rule, or regulation. The school is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Functioning as an integral part of Faith Family Church, we can and do discriminate on the basis of religion.

Any form of harassment, including sexual harassment, is absolutely prohibited. Faith Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment:

Sexual Harassment means, "unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting," under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of Sexual Harassment:

Sexual harassment can take two forms, *quid pro quo* and hostile environment.

Quid pro quo sexual harassment occurs when a school employee explicitly or implicitly conditions a student's participation in an educational program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, whether or not the student submits to the conduct.

Hostile environment harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by another student, a school employee, or a third party are sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity or to create a hostile or abusive educational environment. Sexual harassment includes conduct that is also

criminal in nature such as rape, sexual assault, stalking, and similar offenses.

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation; and
8. Physical conduct: inappropriate touching, assault, impeding, or blocking movement.

Employee/adult/student sexual harassment is prohibited. Student/student sexual harassment is prohibited.

What to Do if You Experience or Observe Sexual Harassment

Students who feel that they have been subjected to or have observed conduct of a harassing nature are encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Mr. Larry Long
Superintendent/Secondary Principal
572-4568

Mrs. Terry Neinast
Elementary Principal
573-2484, x50

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Procedure for Investigation and for Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Administrator of the school, or Administrator for Faith Family Church. The matter will be thoroughly investigated. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee, adult or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

STUDENT TABLET/COMPUTER ACCEPTABLE USE POLICY

Student Authorization and Monitored Use

Faith Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to educating, encouraging and equipping them in 21st Century technology. To that end, we provide access to technologies for student, faculty, staff, and administration to use.

Only students who have been authorized by Faith Academy and who are under direct supervision of a designated Faith Academy employee are permitted to use a Faith Academy computer or to access any local network or outside telecommunications resources such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the Faith Academy Student Agreement form acknowledging their *responsibilities* and the *consequences of violation*. Permission slips will be in effect for the current school year and will be maintained by a designated staff member.

This **Acceptable Use Policy** outlines the guidelines and behaviors that students are expected to follow when using school owned computers or personal Tablets on the FA campus.

- The Faith Academy wireless network is intended for educational purposes.
- All activity over the network or using school technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Faith Academy makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Students of the FA network or other technologies are expected to alert school faculty/administration immediately of any concerns for safety or security.

Using your Tablet/Laptop/Internet at School

Tablet/Laptop may be used for educational purposes, i.e. dual credit, independent study, take notes, review FACTS, and conduct research as directed by the teacher.

Screensavers/Background photos

Students are to choose wallpapers for their Tablet/Laptop which are consistent with their commitment to love God and love others.

Photos/Videos

All technologies provided by or used at Faith Academy are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, we expect students to: use technology in a way that is safe, appropriate, careful and kind; make no attempt to get around technological protection measures; use good common sense; and ask questions if they need clarification of any possible areas of potential concern.

Students are NOT PERMITTED to take pictures or videos in class, locker rooms, hallways, restrooms, etc. without teacher permission. Disciplinary action will result if students choose to ignore this rule.

Sound/Music/Recording

On all Tablets/Laptop, sound will be muted at all times, unless permission is obtained from the teacher for instructional purposes.

Appropriate music may be used in class at the discretion of the teacher (i.e. reading time or homework time during class). All musical lyrics should be appropriate and positive. Teachers have the right to listen to determine if music is appropriate. Headphones will not be used during a test.

Gaming

Students are NOT PERMITTED to use gaming apps or websites during school hours unless teachers have given the student permission to access a particular game.

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files or accidental deletion. Tablet/laptop malfunctions are not an acceptable excuse for not submitting work; therefore, students will back up all work. Students are encouraged to create a Google email account that will allow students a cloud storage system for files. Students can also email themselves documents to ensure that a particular document is saved in case of tablet/laptop malfunction.

Network Connectivity

FA makes no guarantee that the school wireless network will be up and running 100% of the time.

Downloading Apps

Teachers may require students to download apps or content that have application to their specific course content. Teachers will email parents and/or discuss with students the required app/content. Middle School parents will be given notice so they can help their student download the app/content. Parents may be comfortable with students downloading their own apps/content.

Installing Software/Configurations

No student, teacher, or staff member is allowed to run or install any unauthorized software on their classroom computer or lab unit. (Unauthorized software is any software that has not been approved in writing by the Principal.) If use of unauthorized software causes damage to a computer the person responsible for the software being used shall be responsible for the cost of fixing or replacing the damaged computer.

Students are not allowed to change settings, configurations, or preferences on the computer units in the classroom or in the lab nor remove school hardware or software from the school premises without the administration's authorization.

Inspection

Teachers reserve the right to inspect a tablet/laptop or ask students to close particular apps or internet sessions. Disciplinary repercussions for violations of this **Acceptable Use Policy** are noted at the end of the document.

Web Access

Faith Academy provides students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing will be monitored and web activity records will be retained indefinitely.

Students will understand and respect that the web filter is in place as a safety precaution, and will not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student will follow FA protocol to alert a school faculty/administration. Parents are encouraged to use the Tablet Settings function to limit or disable specific use of their student's Tablet.

Students will exercise caution and wisdom in NOT sharing personally-identifying information online.

Printing

Students are allowed to print only items that have been approved by a teacher. Printed items should involve only a reasonable amount of ink usage, i.e. students should not be printing pages that are primarily all black or that are multi-colored unless absolutely necessary for the assignment.

Printers should not be used by students to make multiple copies of the same document. Only one copy of a document should be printed on a printer. Additional copies may be made on the photocopier.

Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, alert the Administrator immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Netiquette

Students are expected to use the Internet, network resources, and online sites in a courteous and respectful manner. Students must also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Students will use trusted sources when conducting research via the Internet.

Students should also remember not to post anything online they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there – with the very real potential to be shared and spread in ways never intended or anticipated.

Plagiarism

Students will not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students will not take credit for things they didn't create themselves, nor will they misrepresent themselves as an author or creator of something found online. Research conducted via the Internet will be appropriately cited, with credit given to the original author.

Personal Safety

Students are ***strongly cautioned against sharing any personal information over the internet***, including phone number, address, social security number, birthday, or financial information, without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard their personal information, as well as that of others. Students should never agree to meet someone in person who they meet online, without parent or guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber-bullying

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in immediate disciplinary consequences, and loss of Tablet/laptop/Computer privileges. In some cases, cyber-bullying is considered a crime. Remember: ***your online activities are monitored and retained.***

Parent/Guardian Responsibilities

Talk to your student about values and standards your student should follow when using the Internet just as you would on the use of all media information sources such as television, cell phones, smartwatches, videos, movies and music.

Examples of Acceptable Use

Students will:

- Never leave Tablet/laptops unattended and will know where their Tablet/laptop is at all times. Some form of permanent name identification will be placed on the Tablet/laptop itself to help with Tablet/laptop recovery, should it become lost or misplaced. Students will also provide a case for their Tablet/laptop, with name identification on the Tablet/laptop case also
- Use school technologies ONLY for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert a teacher or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Give appropriate source credit when using online sites and resources for research
- Recognize that use of school technologies is a privilege and treat it as such
- Be cautious to protect their own safety and the safety of others
- Help to protect the security of school resources
- NOT borrow a Tablet/laptop from another student or loan their Tablet/laptop to another student
- NOT remove a borrowed/school-owned Tablet/laptop from the elementary/secondary school building

This is not an exhaustive list. Students should use their own good judgment when using technologies in school. FA staff reserves the right to change the content of the above list at any time.

Examples of Unacceptable Use

- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial/commercial gain
- Participation in credit card fraud, electronic forgery or any other form of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Using another student's Tablet/laptop
- Listening to music with inappropriate lyrics
- Illegal installation or transmission of copyrighted materials

- Any action that violates existing FA policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Gaming during class
- Messaging during class
- Attempting to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, or disrespectful conduct toward others
- Trying to find ways to circumvent the school's safety measures and filtering tools
- Agreeing to a personal meeting with someone who was introduced to them online
- Using school technologies for illegal activities or to pursue information on such activities
- Attempting to hack or access sites, servers, or content that is not intended for student use

This is not an exhaustive list. Students should use their own good judgment when using technologies in school. FA staff reserves the right to change the content of the above list at any time.

Limitation of Liability

Faith Academy is not liable for the inappropriate use of electronic communication resources, violations of copyright laws, user's mistakes, negligence or costs incurred by users. Faith Academy is also not responsible for ensuring the accuracy or usability of any information found on the Internet.

Faith Academy will not be responsible for damage, harm or theft to student-owned Tablet/laptops. While Faith Academy employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Faith Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

FA reserves the right to revise, add, delete and extend any of the policies and procedures pertaining to the Tablet/laptop and its use at any time. Students and their parents will be notified of any of these changes by email.

Violations of Acceptable Use Policy

Violations of this *Acceptable Use Policy* may have disciplinary repercussions, including but not limited to:

- Teacher/Administrator disciplinary counseling and/or consequences
- Suspension of network, technology, Tablet/laptop or computer privileges
- Notification of parents
- Conference with parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

COMMUNICATING WITH PARENTS

The staff of Faith Academy believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to take note of the following information: Teachers will primarily use the FACTS Family Portal, progress reports, and report cards to communicate conduct and class work. Other means of communication may include letters, emails, phone calls, & grade sheets. **Parents are encouraged to check their**

FACTS Family Portal Renweb account on the school website on a regular basis to be aware of student progress, homework, conduct & announcements.

It is important for the parent to schedule additional conferences with a teacher whenever a need or concern is evident. Concerns need to be shared first between the parent and teacher. Many needs can be met through a simple conference between parent and teacher. However, parents should not feel limited to the personal conference. The Principal is interested in all areas concerning students and the school and will be available for conferences following the initial parent-teacher contact.

FACTS Family Portal

Parents can set up their private, secure, SIS (Student Information System) which allows you to monitor attendance, grades, assignments, missing work and communicate with teachers.

Step by step guide:

https://www.nbshubhelp.com/@api/deki/files/16744/FACTS_Family_Portal_Parent_Access_Instructions.pdf?revision=1

Video guide:

<https://vimeo.com/126932181>

Password: Portal

STUDENT RECOGNITION

Honor Roll

At the end of each quarter, two honor rolls will be published for grades 6th through 12th.

"A" Honor Roll:

No major disruptive behavior. Must have an E or S in conduct for 6th grade.
Minimum grade of 90 in all subjects (all A's for a nine-week period).

"A-B" Honor Roll

No major disruptive behavior. Must have an E or S in conduct for 6th grade.
Five A's and two B's (the two B's must be an 85 or above).

Student Awards and Honors

Awards ceremonies are held at the end of the year to honor students' accomplishments.

Note: Valedictorian, Salutatorian, and highest GPA for grades 1st-11th will be decided at the end of the 3rd quarter.

SCHOOL PARTIES

Generally, three parties are conducted each year: A Christmas party, an Easter party and the end-of-school party. All other parties must receive administrative approval. For elementary school, these parties are usually the responsibility of the homeroom parents. For secondary school, these parties are at assigned times.

DRESS CODE

Faith Academy's dress code calls for neatness and good taste at all times. We believe that a dress code is conducive to self-discipline, positive self-esteem, good study habits, and an orderly learning environment. A student's fashion sense should be guided by good grooming and mature discretion. Following the dress code is a measure of the attitude of the heart and submission to authority.

A STUDENT'S APPEARANCE IS THE RESPONSIBILITY OF BOTH THE STUDENT AND THE PARENT. Therefore, any actions taken by FA to enforce the dress code will be primarily directed toward the parents, though such actions will, by necessity, impact the student himself. Each student is responsible for adhering to the regulations regarding dress code and personal appearance outlined in the student handbook.

The administration and teachers of Faith Academy will maintain and enforce the dress code at both school and school-related functions. Violation of the student dress code will result in disciplinary action. Students dressed inappropriately may be asked to leave the school or school-related functions.

The school reserves the right to modify the dress code throughout the year as is deemed necessary.

General Information

1. Any look that is sloppy or disheveled is unacceptable.
2. Immodestly tight clothing is inappropriate. In particular, see-through or low-cut blouses, underwear style shirts, halter tops and crop tops, as well as any top that does not cover the midriff when arms are raised above the head are not permitted.
3. The length of girl's skirts and boy's and girl's shorts must be sufficient to come **no more than three inches above the knee** when holding a straight posture from the knee up.
4. Oxford shirt collars must be buttoned at all times. Only the top two buttons may be left unbuttoned.
5. Belts are not required, but if worn must be in solid colors of black or brown. No decorative attachments will be allowed on belts.
6. Shirts or blouses **must not be** oversized or immodestly undersized. Shirts and blouses **MUST** be tucked in.
7. All pants and shorts must be worn at the waist and not lower. Overalls are NOT permitted. Cargo pants and shorts are NOT permitted.
8. Shoes may be dress or tennis shoes. Sandals, Crocs, slippers/house shoes or shoes with open toes are not permitted. Tennis shoes with non-marking soles are needed for PE if other types of shoes are worn to school.
9. Leggings, yoga pants, and athletic wear are not permitted as pants, solid-color leggings in uniform colors (white, navy, gray, or black) may be worn with shorts and skirts that are within dress code.
10. Hair should be clean and neatly groomed. Boys' haircuts should allow for half of the ear to be showing on the sides. Hair should not touch the collar in the back or fall below the eyebrows. Exotic or faddish haircuts (including unnatural hair colors, i.e., green, purple, etc.

are not permitted). FACIAL HAIR IS NOT PERMITTED. (Students will be required to shave on campus. Upon the second visit to the office for facial hair, a write-up in FACTS will be given.) Sideburns should be no longer than the bottom of the ear.

11. Male students may not wear earrings or piercings to school (no spacers or bandages to cover earrings or piercings are allowed). Earrings are permitted for female students to wear to school. However, ear gauging, nose rings or studs, any kind of spacer, eyebrow piercing, tongue piercing, and any item that can be used to keep a hole meant for a piercing open are not permitted. Earrings or piercings may not be covered with spacers or bandages.
12. Tattoos - FA discourages the acquiring of tattoos as a statement or lifestyle choice. All tattoos must be covered during school hours.
13. All uniform outerwear worn in the classroom (i.e., sweaters, vests, pullover sweatshirts, zipper sweatshirts, and jackets) must be in one of the approved colors: **navy, grey, black, or white**. (Outerwear containing sport logos are permitted (i.e., Nike swoosh) provided they are small (2" by 2"), not flamboyant and do not communicate values contradictory to Faith Academy). FA jackets and FA letter jackets are acceptable, however, no jackets, sweaters, hoodies, etc., with other school names are acceptable. Sweaters or sweatshirts cannot be oversized, sloppy, or worn below hip level. All other outerwear and heavy coats may be worn as weather appropriate, but must not be worn inside the buildings. Blankets are **NOT** outerwear and cannot be used in the classrooms.
14. A student enrolled midyear or during the semester will have no more than five school days to meet dress code requirements. Dress pants (preferably in navy or khaki), skirts, dresses, and collared shirts will be acceptable on those days. Jeans will not be permitted.
15. Hats may not be worn in the building during school hours.
16. Excessive jewelry or gang/drug -related jewelry must not be worn.
17. All students must wear a Faith Academy P.E. uniform during P.E. and athletic periods. Shirts cannot be cut off at the sleeves or altered in any way.

Dress Code Descriptions

BOYS

Tops – Polo shirts in navy, gray, or white. School logo T-shirts may be purchased online.

Bottoms - Slacks & shorts in navy or khaki; No cargo pants or shorts. No excessively loose or sagging pants, flair bottoms, slit or frayed hems, ornamented hems, or low-rise bottoms of any kind (jeans/pants may not be cut or have holes, even if purchased that way). Shorts must be no shorter than 3 inches above the knee. Athletic wear is not permitted unless worn as a team on a game day and directed by the coach/AD.

Chapel Days—regular FA uniform is appropriate.

GIRLS

Tops - Polo shirts in navy, gray, or white. School logo T-Shirts may be purchased online.

Bottoms - Slacks, shorts, capris and skorts, in twill navy or khaki. Flat or pleated fronts. No cargo shorts or pants. No slit or frayed hems, ornamented hems, or low-rise bottoms of any kind (jeans/pants may not be cut or have holes, even if purchased that way). Skirts and shorts must be no shorter than 3 inches above the knee. Athletic wear is not permitted unless worn as a team on a game day and directed by the coach/AD.

Chapel days - regular FA uniform is appropriate.

Additional Dress Code Descriptions

Spirit Dress Out Days – Fridays are designated as Spirit Dress Out Day. Students may wear any Faith Academy spirit clothing with blue denim jeans, blue denim skirts, blue denim shorts, or uniform shorts. Shorts and skirts must be no shorter than three inches above the knee. Jeans must be neat, clean and without holes. Faith Academy spirit clothing may be purchased online. Note: Students with dress code violations will lose Spirit Dress Out privileges for the week in which the violation occurs.

Any questionable attire may be called to the attention of the wearer and referred to the Principal or his/her staff for approval. Any special clothing needs a student might have may be brought to the attention of the administration for consideration.

LOST AND FOUND

With the exception of eye glasses, jewelry and purses, all lost and found articles are placed in the lost and found. Eye glasses, jewelry and purses may be claimed in the school office. FA reserves the right to periodically dispose of items which are not claimed from the lost and found box. It is strongly suggested that all school uniform items and belongings be marked with the child's name or initials.

SOLICITATION

Students are not to bring items from other organizations to sell at the school. This puts undue pressure on the administration, teachers and students to purchase these items.

TRAVEL

1. Faith Academy will make every attempt to provide transportation for school events. However, there may be times qualified parent drivers will be needed to assist in helping transportation needs. If parents do not wish for their child to ride with a designated driver, a written letter to this effect must be submitted to the school office within the first two weeks of school. Parents of transfer students must provide the same within two weeks from their first day of enrollment.
2. All students will return by the same transportation unless the parents notify the school office in writing that the parents agree to and accept responsibility for the change in transportation.
3. All participating students must ride to and from school events with a qualified adult. (See Item# 4 below.)
4. Students cannot ride with other student drivers without the express written permission of parents/guardians. Written permission must be on file in the school office. In certain cases, verbal permission by the parent/guardian may be granted administratively.
5. No one other than team members and sponsors are allowed to ride with the team or organization to the events unless administrative approval has been granted.
6. Students are not to tamper with the bus radio. Inappropriate music is not allowed.
7. Those involved in school-sponsored events (teams, cheerleaders, participants) must help clean the bus areas before they are returned to the school, pending the next school event.
8. There are to be no electronic devices on any extra-curricular events, including sporting events and field trips, without the permission of the coach/sponsor. Any coach/sponsor has permission to review or confiscate inappropriate materials or items.

EXCLUSIVE ELEMENTARY INFORMATION

ARRIVAL/DISMISSAL AND EXTENDED CARE

Arrival

Classes begin at 7:45 a.m. No student may arrive at the school prior to 7:30 a.m.

All students must be dropped off at the entrance of Faith Academy. Parents will not be allowed to walk students into the building and to the classroom as students and teachers will be working as soon as they enter class. Students will be escorted to class as needed.

Parents should screen children before coming to school. A child who has any new or worsening signs or symptoms of illness should not attend classes.

Dismissal

K3 & K4

Classes for ½ day students are over at 11:30 a.m. At 11:45 p.m. any student who has not been picked up will be taken to a designated waiting area where they will remain in Extended Care.

For K-3 thru K-4 Faith Academy offers Extended Care from 11:45 p.m. to 3:15 p.m. Faith Academy does offer a yearly tuition for extended care.

At 3:30 p.m. any full-day student who has not been picked up will be taken to After School Care. An After School Care fee of \$4.50 per hour will be assessed when students are taken to after school care. If students remain past 6:00 p.m. the fee will be \$5.00 per minute.

Elementary

Classes are dismissed at 3:15 p.m. All students will be accompanied by their teacher to a designated exit door. The teacher will remain with the students until they are picked up. At 3:30 p.m. any student who has not been picked up will be taken to after school care. An after school care fee of \$4.50 per hour will be assessed when students are taken to after school care. If students remain past 6:00 p.m. the fee will be \$5.00 per minute until picked up.

After School Care (For K-3 thru 6th grade)

Faith Academy endeavors to provide a safe environment with appropriate supervision. FA supervision of students is limited to the period from 7:30 a.m. to 3:30 p.m. Students may not remain on the school premises without supervision.

Parents may send their child to After School Care if he/she needs to remain at school after 3:30 p.m. This care is offered from 3:30 until 6:00 p.m. at a cost of \$4.50 per hour. If students remain past 6:00 p.m. the fee will be \$5.00 per minute until picked up. Faith Academy does offer a tuition program for after school care. Students are encouraged to bring a snack from home.

Restriction in Pick-Up

In any situation where a parent is not allowed to visit or pick-up a student, it is the guardian's responsibility to file that written information with the school office and teacher.

OPENING EXERCISES

At 8:00 a.m. elementary classes will begin the day with the pledges to the American Flag, the Christian flag, the Bible and with prayer.

Secondary classes will recite the pledges at the beginning of second period.

The pledge to the Christian flag and Bible is written below for your reference:

"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."

"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 and I will hide its Word in my heart that I might not sin against God."

ATTENDANCE AND TARDIES

Regular and punctual attendance is the greatest single factor in a student's success in school. Excessive absence or tardiness places a handicap on the student and the teacher. It also indirectly encourages the development of poor attitudes toward one's work and obligations. Additionally, attendance at school provides a student with classroom experience. This experience is composed of participating in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up". For this reason, failure of a student to attend class is a serious problem and will be addressed accordingly. **A student may be placed on Academic Probation for excessive absences or tardies, should it be determined that the absences have negatively affected academic performance.**

State law requires a student to be in attendance 90% of the designated time the class meets in order to be eligible to receive credit for that class for that semester. A student may not have more than nine absences (excused or unexcused) per semester.

Documented healthcare appointment is considered a medical absence and does not count toward the 90% attendance policy. Personal illness that is not documented by a healthcare professional is NOT a medical absence and does count toward the 90% attendance policy. Medical notes should include date/time of appointment and be submitted to office upon return to school. FA requests that medical appointments be scheduled for non-school hours when possible.

School-related absences (sports, school group, extracurricular activities, and/or field trips as defined by state law and/or administration) do not count toward the 90% attendance policy.

When there is an unplanned, all day absence, parents are required to notify the school office by 9:00 a.m. each day. At that time parents may request their child's make-up work assignments. These assignments will be available for pick up in the school office at the conclusion of the school day. Parents calling after 9:00 a.m. can pick up assignments the following morning before school. Parents are encouraged to go online to www.myfaithacademy.com and click on the FACTS Parents Web icon under the "Parents" tab to access their child's homework assignments. If a student arrives at school after being absent earlier in the day, he/she is responsible to collect his/her make-up assignments for the classes missed.

Attendance Procedures

At the elementary campus, a student must be in school until 3:00 p.m. to be considered present all day. A student must be in school until noon to be considered present a half-day. If a student arrives after 10:30 a.m. they are considered absent for a half-day.

When students return to school after being absent, they are to take their parental or doctor's written excuse to their classroom teacher and he/she will mark excused or medical absence in their grade books. The teacher will initial and date the excuse note and send to the office to be placed in the student's cumulative file.

If a student forgets his parental/doctor's written excuse, he has until the next school day upon returning to bring his excuse note to the school, otherwise it will be considered unexcused. (**See unexcused absence policy**)

A student absent from school will not be allowed to participate in school-related activities on that day or evening unless participation is approved by the Principal.

Family Trips

Since Faith Academy is a Cognia and ICAA accredited school and attendance is required, please plan family vacation times and/or mission-related trips at times school is not in session or that correlate to scheduled, school vacation times. In the event your child needs to be absent from school for a time longer than 3 days, please notify the school office. All family trips must be reported to the school office at least two weeks before the trip so that the teachers can compile homework. Noncompliance can create a hardship for the teacher in preparing assignments, and can possibly result in the student receiving a zero on all assignments.

*** All absences will count against the student's attendance limit. (See 90% Attendance Policy)

Planned Absences

When a student will be absent from class for any reason (i.e. family trips, appointments, school extra-curricular activities, etc.), and the time of the absence is known ahead of time, it is the responsibility of the student/parent to communicate with the teacher(s) and secure class assignments for the periods missed. The normal expectation is that those assignments will be due on the first day the student returns to class unless excused by the teacher. Work assigned prior to the absence that becomes due on the day(s) of the absence is to be turned in prior to departure unless excused by the teacher. Missed exams announced prior to the absence will be taken the day the student returns unless postponed by the teacher. Exams announced during the absence will be made up at the teacher's discretion.

Should it become necessary for a student to be taken out of school during the day, release of the student must be made through the Office. Students must bring their signed parental release note to the school office BEFORE school begins so teachers will know that the student will not be in their class that day. Parental release notes should include the student's name, time to be released, specific reason student will be leaving, approximate time student will be returning, and phone number where parent can be reached. Example:

To Whom It May Concern:

Please excuse John Smith from school on Friday, November 12, at 10:00 a.m., as he has a 10:30 a.m. doctor's appointment. John will return to school immediately after the appointment.

Thank you,
Mrs. Kay Smith
361-555-0001

Unexcused Absences

Work missed during a suspension or other unexcused absences will receive 70% credit. Any test or quiz missed during suspension or other unexcused absences will receive a maximum of 70%. Failure to bring a note signed by parent will result in an excused absence becoming an unexcused absence. Should the student present a signed note, the next day, from the parent stating the reason for absence (absence must fall under excused category), the absence status will be changed. The school office will give the student an admit slip stating the absence change. The teacher in turn will make the required changes in his/her grade book, and the student may make up assignments/tests and receive full credit. Any exception must be cleared by Administration or by a teacher/parent arrangement. Additional disciplinary actions could result depending upon the circumstances.

Tardies

Any student arriving in the classroom after the official start of class for any reason will be considered tardy. Tardiness is always a negative occurrence in the classroom and consequently its disruptiveness to both the student and classroom cannot be minimized. Tardiness also undermines the development of positive character qualities such as punctuality and responsibility. Students are expected to be in the classroom when the bell begins to ring, or (in the absence of a bell) when the teacher directs. Students who arrive in class late will not be allowed additional time to “catch up.”

1. Three (3) tardies in any one class will constitute an absence in a semester. For each subsequent 3rd tardy in any one class, a student will be given an absence for that class. All absences as a result of tardies will count toward the attendance requirements. (See ATTENDANCE AND TARDIES)
2. A student may be placed on Academic Probation for excessive absences or tardies, should it be determined that the absences have negatively affected academic performance.
3. Tardiness due to a documented medical appointment will result in a medical tardy and will not count towards the number of tardies in a semester.
4. Elementary students who are tardy must be accompanied by a parent to sign them in at the front office. Excessive tardiness will result in a conference with the school administrator.

GRADING AND REPORT CARDS

Grading Scales

K3 through K5

M= Mastered Concept

A= Almost Always

S= Sometimes

NY= Not Yet

NA= Not assessed

Grades 1 through 6

90-100	A—indicates excellence and mastery of a course
80-89	B—indicates above average achievement of a course
75-79	C—indicates average achievement of a course
70-74	D—indicates adequate mastery and credit is earned
69-Below	F—indicates lack of mastery and no credit is earned

Conduct Scales

E = Excellent
 S = Satisfactory
 N = Needs Improvement
 U = Unsatisfactory

Progress Reports

Progress reports will be emailed the Wednesday after the third and sixth week of each nine-week grading period.

If, at any time, one or more subjects indicate a non-passing grade, a parent/teacher conference will be necessary. Scheduling of conferences can be arranged by leaving a message for the teacher through the school office.

Report Cards

Report cards will be emailed to guardians using the email designated in the FACTS Family Portal. A hard copy of the report card will also be sent home with students. As always, parents can monitor student performance, attendance and behavior anytime online through the FACTS Family Portal. Report cards are issued every nine weeks. If you need assistance accessing your FACTS Family Portal account, setting it up, or using it please contact the school office.

Final report cards will not be issued to students who have overdue or lost library books, damaged or lost textbooks, lunchroom charges, etc. until financial obligations are paid.

HOMEWORK/MAKE-UP WORK/EXTRA CREDIT

FA recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress.

Christ-like character qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework. Care must be taken though, not to take away from the family unit by too much homework. Family communication and togetherness must be a priority; therefore, as a general rule Faith Academy will not assign homework on Wednesday nights nor will tests be given or projects be due on Thursday. Occasionally, students may have to study for tests on a Wednesday night; this is not considered homework.

Parents should feel free to consult with the teacher about any question relating to homework.

Elementary Student Homework Responsibilities

It is the responsibility of the student to complete assigned homework. In order to accomplish this task in upper elementary (grades 4th—6th), the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students understand that learning is not just a classroom activity.

Specifically:

1. Students are to come to class prepared with all materials ready to learn.

2. All homework is due at the beginning of class.
3. The maximum amount of credit a 4th through 6th grade student can receive for late homework (1 to 3 school days) is 75%. Homework assignments 3 to 5 school days late will receive a grade of 50%. Any homework assignment more than 5 school days late will receive a grade of 0%.
4. If absent on day homework is due, homework must be turned in at beginning of the day on first day returning.

Make-Up / Late Work

Students with absences will be allowed to make up missed work. For normal short-term absences, students will be allowed one day for each day absent to make up work unless the teacher grants more time. Long absences or absences immediately preceding the end of a grading period may result in a student receiving an incomplete for the grading period until make-up work is completed. Students with incompletes must have all make-up work completed within a maximum of one week from the end of the grading period.

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has obviously delayed or put off work, the teacher is no longer obligated to assist the student in making up the work and a grade of "0" will be given. Students are not permitted to miss regularly scheduled classes in order to make up work.

All major tests must be made up on the day the student returns to school (before or after school) unless prior arrangements have been made between the parents and the teacher. It is the student's responsibility to contact the teacher to set up a make-up test time.

Missing the day before an announced quiz or test does not provide an excuse to not take the quiz or test on its assigned date provided the quiz or test has been announced more than one-day prior.

Grades 4th-12th Grading Policy for Projects/Major Assignments

Long-term, in-class assignments/projects (i.e. but not limited to: essays, projects, term papers, book reports, exams, etc.) are due on the announced date whether a student is present or not. Students may turn a major project in early, or have a friend or parent turn it in for them before the beginning of their class. This policy includes school-sponsored events. Major projects turned in after the beginning of class on the due date will receive the following deduction:

Late on due date	10% (turned in by 3:30 p.m. to school office)
1st day late	20% (at beginning of class)
2nd day late	30% (at beginning of class)
3rd day late	40% (at beginning of class)

Assignments more than three days late will not be accepted and will be recorded as "0".

Extra Credit

Students often ask for extra credit work in order to improve their grades. There is a fallacy in this request. If the student is not doing well with the regular work, how can the student do better with a greater quantity of work? Therefore, extra work is not permitted for the purpose of improving grades.

Failing Grades/Retention

Faith Academy desires to uphold a standard of scholarship excellence. Therefore, it is not our

vision that a student at FA fail a subject or grade level for the year. We will make every effort to help the students reach success and to keep the parents informed of concerns about their student's progress.

In elementary school, any student being retained or having grades that show doubt of mastery of the requirements for the grade, may be required to attend summer school or private tutoring. We believe that in certain cases, retention is a necessary and appropriate educational strategy used for the development of students. In rare cases, retention is necessary because of academic failure. The general policy regarding retention is that a student may not be retained more than one time while enrolled at FA.

The teacher and elementary principal on the basis of a child's maturity and academic ability will determine promotion from preschool to kindergarten, and from kindergarten to first grade. To be promoted from one grade level to the next in grades 1 through 6, a student shall be required to earn:

- A yearly average of 70 or above in mathematics, language arts, and reading.
- An average of 70 or above for the second semester in mathematics, language arts, and reading.
- An overall average of 70 or above for all subjects combined. This average is derived by averaging the final numerical grades in all academic subjects.

Faith Academy believes we are held accountable for the stewardship of the tuition paid for each student. If the student is not utilizing the tuition being paid by maintaining passing grades, we cannot continue to accept the student's tuition as the student may be better served elsewhere. As it is our desire to be good stewards and to see our students graduate on time, students who require summer school for credit restoration two consecutive years in a row will not be allowed to reenroll.

Summer School

Faith Academy does not offer summer school. Options available include VISD Summer School or online credit recovery courses, if available.

Standardized Testing

Iowa Assessment: Faith Academy will administer the Iowa Assessment test each spring. Results are normed with other schools throughout the nation. These tests are mandatory for all FA students, grades K5-11th grade. Students are required to be present during this week of testing.

Textbooks

Students are responsible for their textbooks and usage of their textbooks, and should damage or loss occur, their parents will be expected to pay for a new book. To insure the longevity of the book, it is mandatory that all textbooks be covered.

Lost/Damaged Textbook Procedures

Lost textbooks or books that become unserviceable are to be reported to the teacher or Principal. Students are responsible to pay for damaged or lost books at current replacement costs plus a \$5 administrative fee.

Library

Grades K5-6 will go to the library once a week during their scheduled time.

Books that are lost or damaged will be paid for at current replacement cost plus a \$5 administrative fee.

LUNCH PROCEDURES

Hot lunches are provided as a special service through an outside vendor/caterer. Parents may indicate which lunches they would like to purchase on a weekly basis. Lunches purchased from the outside vendor must be paid for the day they are ordered. NO CHARGING allowed. If a student forgets his/her lunch or lunch money, one lunch may be charged and the balance must be paid the following school day.

Students who wish to bring their lunch from home may do so. Lunches will be kept in the classroom or locker until lunch. Any food left at the end of the lunch period must be taken home that day or disposed of properly.

Parents may drop off food purchased from outside vendors to their child during the child's lunch period only. Parents should label and leave the food in the front office. All food and drinks are to be consumed in the cafeteria only. No glass containers are allowed in the cafeteria.

Faith Academy is a closed campus. Lunch visitors at the elementary campus are limited to family members. All visitors must report to the school office and sign in.

Lunchroom Rules

1. Students must enter and exit the lunchroom in an orderly fashion.
2. Quiet talking among students at each table is allowed.
3. Students are to focus on eating – playtime is after lunch during recess.
4. All legs of chairs must be on the floor at all times.
5. Normally accepted table manners will be observed.
6. For safety reasons, No students may leave the cafeteria during lunch.
7. Trash should be taken when lunchroom monitor dismisses class, and not before.
8. All food and drinks should be consumed in the cafeteria.

Lunch Schedule

K3 – K4	11:45 a.m. (Extra-care students only)
K5 – 1 st Grade	10:45 a.m.—11:10 a.m.
2 nd , 3 rd , & 4 th Grade	11:15 a.m.—11:40 a.m.
5 th – 6 th Grade	11:45 a.m. – 12:10 p.m.

Elementary Classroom Snacks/Treats

Healthy students learn more effectively. Consequently, all school snacks and drinks should contribute to good nutrition. Some acceptable classroom snacks or treats are: pretzels, crackers, cheese, granola bars, fruit, vegetables, popcorn, etc. Drinks are limited to plain water. Parents are encouraged to check with the classroom teacher about snack/treat items if they have any concern about their suitability.

Personal Water Bottles

Because water is a necessary nutrient to maintain and improve health, students are allowed to carry a water bottle while on campus. The following rules apply:

- To prevent spills, the water bottle must be capped with either a push-button or lid or an automatic seal spout. NO bottles or cups with screw on lids.
- The bottle must contain plain water only; NO milk, juice, soda, additives, or energy drinks.
- Water bottles are not to be played with on school grounds including throwing the bottle or pouring the contents on others or equipment.

EXCLUSIVE SECONDARY INFORMATION

ARRIVAL/DISMISSAL

Arrival

Classes begin at 8:05 a.m.

No student may arrive at the school prior to 7:30 a.m. (Exception: athletics)

Parents should screen children before coming to school. A child who has any new or worsening signs or symptoms of illness should not attend classes.

Students arriving prior to 8:00 a.m. must report to and remain in the main gym for supervision. Students may not report to their classrooms prior to 8:00 a.m., unless they have made previous arrangements with their teacher(s).

Students will be dismissed from the main gym at 8:00 to go to their classrooms.

In order to serve families better, Faith Academy has a shuttle service between the Mockingbird and Airport Campuses. *Shuttles will depart at 7:45 a.m. and leave the Airport at 3:35 p.m. promptly.* The cost is \$250 per student or \$350 per family. Students involved in extracurricular activities before and after school will need to make other transportation arrangements.

Dismissal

Classes are dismissed at 3:30 p.m. All students will exit facility and remain outside. FA supervision of students after school is limited from 3:30 to 3:45.

Those students being bussed back to the main campus will immediately load on the bus that will leave at 3:35 p.m. to return to Mockingbird campus. Students may not remain on the school premises without supervision. Students must be picked up by 4:00 p.m. at the Mockingbird Campus by the benched area of staff parking. During hot or inclement weather students may wait inside the main lobby of the church. Students are to be well-behaved and not disruptive as this is a working environment.

Restriction in Pick-Up

In any situation where a parent is not allowed to visit or pick-up a student, it is the guardian's responsibility to file that written information with the school office and teacher.

ATTENDANCE AND TARDIES

Regular and punctual attendance is the greatest single factor in a student's success in school. Excessive absence or tardiness places a handicap on the student and the teacher. It also indirectly encourages the development of poor attitudes toward one's work and obligations. Additionally, attendance at school provides a student with the classroom experience. This experience is composed of participating in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up". For this reason, failure of a student to attend class is a serious problem and will be addressed accordingly. **A student may be placed on Academic Probation for excessive absences or tardies, should it be determined that the absences have negatively affected academic performance.**

State law requires a student to be in attendance 90% of the designated time the class meets in order to be eligible to receive credit for that class for that

semester. A student may not have more than nine absences (excused or unexcused) per semester.

Students who exceed the state-mandated limit of nine excused or unexcused absences per semester will be ineligible to receive credit for that class for the semester. **If nine absences are exceeded per semester, the student may have opportunity to recover class credit by attending a before or after school educational program (cost is \$10 per hour to defray cost of supervision. Any funds collected above the amount to pay the teacher on duty will be used for student activities like homecoming or prom).** The ability to recover credit after school is dependent upon the amount of time remaining in the school year. Parental notification will be made upon the sixth absence within a semester.

Documented healthcare appointment is considered a medical absence and does not count toward the 90% attendance policy. Personal illness that is not documented by a healthcare professional is NOT a medical absence and does count toward the 90% attendance policy. Medical notes should include date/time of appointment and be submitted to office upon return to school. FA requests that medical appointments be scheduled for non-school hours when possible.

School-related absences (sports, school group, extracurricular activities, and/or field trips as defined by state law and/or administration) do not count toward the 90% attendance policy.

College Visits—ONLY visits by juniors and seniors to college campuses will be excused and not count toward exemption. Students must bring a verification of the visit received from the college registrar's office. Students are allowed one (1) trip each semester during their junior and senior year. Approval for additional college visits must be obtained from the academic advisor. College visits should be pre-approved through the academic advisor's office a minimum of 48 hours in advance.

When there is an unplanned, all day absence, parents are required to notify the school office by 9:00 a.m. each day. At that time parents may request their child's make-up work assignments. These assignments will be available for pick up in the school office at the conclusion of the school day. Parents calling after 9:00 a.m. can pick up assignments the following morning before school. Parents are encouraged to go online to www.myfaithacademy.com and click on the FACTS Parents Web icon under the "Parents" tab to access their child's homework assignments. If a student arrives at school after being absent earlier in the day, he/she is responsible to collect his/her make-up assignments for the classes missed.

Attendance Procedures

Attendance will be taken each class period. In JH & HS, absences are counted per subject period. A student can miss no more than 15 minutes per class in order to be considered present. Students who arrive within the first minutes will be marked tardy.

Students may not be absent more than nine times per class per semester without penalty. Appeals, with documentation to justify the appeal, may be made for extenuating circumstances such as prolonged illness, death in the immediate family, etc.

When students return to school after being absent, they are to take their parental written excuse before school to the school office to receive an admit slip in order to be admitted to the class(es) they missed. Even if they do not have a parental written excuse, they will need an admit slip to enter class. Students coming to a class(es) they missed without an admit slip will be sent to the school office to get an admit slip; and if late to class, will also receive a tardy slip from the school office. Each teacher will sign the student's admit slip when he/she comes to class and mark the absence in their grade books.

If a student forgets his parental/doctor's written excuse, he has until the next school day upon returning to bring his excuse note to the school, otherwise it will be considered unexcused. **(See unexcused absence policy)**

A student absent from school will not be allowed to participate in school-related activities on that day or evening unless participation is approved by the Principal/Assistant Principal and conforms to the TAPPS rules.

Family Trips

Since Faith Academy is a Cognia and ICAA accredited school and attendance is required, please plan family vacation times and/or mission-related trips at times school is not in session or that correlate to scheduled, school vacation times. In the event your child needs to be absent from school for a time longer than 3 days, please notify the school office. All family trips must be reported to the school office at least two weeks before the trip so that the teachers can compile homework. Noncompliance can create a hardship for the teacher in preparing assignments, and can possibly result in the student receiving a zero on all assignments.

*** All absences will count against the student's attendance limit. (See 90% Attendance Policy)

Planned Absences

When a student will be absent from class for any reason (i.e. family trips, appointments, school extra-curricular activities, etc.), and the time of the absence is known ahead of time, it is the responsibility of the student/parent to communicate with the teacher(s) and secure class assignments for the periods missed. The normal expectation is that those assignments will be due on the first day the student returns to class unless excused by the teacher. Work assigned prior to the absence that becomes due on the day(s) of the absence is to be turned in prior to departure unless excused by the teacher. Missed exams announced prior to the absence will be taken the day the student returns unless postponed by the teacher. Exams announced during the absence will be made up at the teacher's discretion.

Should it become necessary for a student to be taken out of school during the day, release of the student must be made through the Office. Students must bring their signed parental release note to the school office BEFORE school begins so teachers will know that the student will not be in their class that day. Parental release notes should include the student's name, time to be released, specific reason student will be leaving, approximate time student will be returning, and phone number where parent can be reached. Example:

To Whom It May Concern:

Please excuse John Smith from school on Friday, November 12, at 10:00 a.m., as he has a 10:30 a.m. doctor's appointment. John will return to school immediately after the appointment.

Thank you,
Mrs. Kay Smith
361-555-0001

Unexcused Absences

Work missed during a suspension or other unexcused absences will receive 70% credit. Any test or quiz missed during suspension or other unexcused absences will receive a maximum of 70%. **Failure to bring a note signed by parent will result in an excused absence becoming an unexcused absence.** Should the student present a signed note, **the next day**, from the parent stating the reason for absence (absence must fall under excused category), the absence status will be changed. The school office will give the student an admit slip stating the absence change. The teacher in turn will make the required changes in his/her grade book, and the student may

make up assignments/tests and receive full credit. Any exception must be cleared by Administration or by a teacher/parent arrangement. Additional disciplinary actions could result depending upon the circumstances.

Tardies

Any student arriving in the classroom after the official start of class for any reason will be considered tardy. Tardiness is always a negative occurrence in the classroom and consequently its disruptiveness to both the student and classroom cannot be minimized. Tardiness also undermines the development of positive character qualities such as punctuality and responsibility. Students are expected to be in the classroom when the bell begins to ring, or (in the absence of a bell) when the teacher directs. Students who arrive in class late will not be allowed additional time to “catch up.”

1. Three (3) tardies in any one class will constitute an unexcused absence in a semester. For each subsequent 3rd tardy in any one class, a student will be given an absence for that class. All absences as a result of tardies will count toward the attendance requirements. (See ATTENDANCE AND TARDIES)
2. A student may be placed on Academic Probation for excessive absences or tardies, should it be determined that the absences have negatively affected academic performance.
3. Tardiness due to a documented medical appointment will result in a medical tardy and will not count towards the number of tardies in a semester.
4. Secondary students who are tardy, will be sent to the office to get a tardy slip during first period only. In all other classes, the teacher will record the tardy as (T) in FACTS.
5. Secondary students must get their admit slips for absences before school and not wait until entering class. They will not be admitted to class without an admit slip and will be counted tardy if not in class with the permit slip before the bell rings.

GRADING AND REPORT CARDS

Grading Scales

Grades 7 through 12

90-100	A—indicates excellence and mastery of a course
80-89	B—indicates above average achievement of a course
75-79	C—indicates average achievement of a course
70-74	D—indicates adequate mastery and credit is earned
69-Below	F—indicates lack of mastery and no credit is earned

Progress Reports

Progress reports will be emailed the Wednesday after the third and sixth week of each nine-week grading period.

If, at any time, one or more subjects indicate a non-passing grade, a parent/teacher conference will be necessary. Scheduling of conferences can be arranged by leaving a message for the teacher through the school office.

Report Cards

Report cards will be emailed to guardians using the email designated in the FACTS Family Portal. As always, parents can monitor student performance, attendance and behavior anytime online through the FACTS Family Portal. Report cards are issued every nine weeks. If you need assistance accessing your FACTS Family Portal account, setting it up, or using it please contact

the school office.

Final report cards will not be issued to students who have overdue or lost library books, damaged or lost textbooks, lunchroom charges, athletic fees, etc. until financial obligations are paid.

HOMEWORK/MAKE-UP WORK/EXTRA CREDIT

FA recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress.

Christ-like character qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework. Care must be taken though, not to take away from the family unit by too much homework. Family communication and togetherness must be a priority; therefore, as a general rule Faith Academy will not assign homework on Wednesday nights nor will tests be given or projects be due on Thursday. Occasionally, students may have to study for tests on a Wednesday night; this is not considered homework.

Parents should feel free to consult with the teacher about any question relating to homework.

Secondary Student Homework Responsibilities

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students understand that learning is not just a classroom activity.

Specifically:

1. Students are to come to class prepared with all materials ready to learn.
2. All homework is due at the beginning of class. Students may not leave class to get materials including homework.
3. The maximum amount of credit a 7th-12th grade student can receive for late homework is 75%. Homework assignments more than one day late will not receive credit.
4. If absent on day homework is due, homework must be turned in before class on first day returning. Teachers will not ask for student's homework. It is the student's responsibility to turn his or her own homework in.

Make-Up / Late Work

Students with absences will be allowed to make up missed work. For normal short-term absences, students will be allowed one day for each day absent to make up work unless the teacher grants more time. Long absences or absences immediately preceding the end of a grading period may result in a student receiving an incomplete for the grading period until make-up work is completed. Students with incompletes must have all make-up work completed within a maximum of one week from the end of the grading period.

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has obviously delayed or put off work, the teacher is no longer obligated to assist the student in making up the work and a grade of "0" will be given. Students are not permitted to miss regularly scheduled classes in order to make up work.

All major tests must be made up on the day the student returns to school (before or after school) unless prior arrangements have been made between the parents and the teacher. It is the student's responsibility to contact the teacher to set up a make-up test time.

Missing the day before an announced quiz or test does not provide an excuse to not take the quiz or test on its assigned date provided the quiz or test has been announced more than one-day prior.

Grades 4th-12th Grading Policy for Projects/Major Assignments

Long-term, in class assignments/projects (i.e. but not limited to: essays, projects, term papers, book reports, exams, etc.) are due on the announced date whether a student is present or not. Students may turn a major project in early, or have a friend or parent turn it in for them before the beginning of their class. This policy includes school sponsored events. Major projects turned in after the beginning of class on due date will receive the following deduction:

Late on due date	10% (turned in by 3:30 p.m. to school office)
1st day late	20% (at beginning of class)
2nd day late	30% (at beginning of class)
3rd day late	40% (at beginning of class)

Assignments more than three days late will not be accepted and recorded as "0".

Extra Credit

Students often ask for extra credit work in order to improve their grades. There is a fallacy in this request. If the student is not doing well with the regular work, how can the student do better with a greater quantity of work? Therefore, extra work is not permitted for the purpose of improving grades.

Failing Grades/Retention

Faith Academy desires to uphold a standard of scholarship excellence. Therefore, it is not our vision that a student at FA fail a subject or grade level for the year. We will make every effort to help the students reach success and to keep the parents informed of concerns about their student's progress.

In middle school, failure in any core course (average grade of 69 or below) will require summer school. Failure in three or more courses may result in the student being dismissed from Faith Academy. Faith Academy's academic policies and goals do not permit for a student to re-enroll if a grade level has been repeated twice.

In high school grade levels, courses vary in length from semester to year long. A student must pass the entire course to receive credit. The number of credits the student has accumulated toward fulfilling graduation requirements determines grade level. Failed courses may be made up in a certified summer school program. Please be aware that a failed course is likely to be a prerequisite to another course. Therefore, it is likely that a failed course will make it impossible for that student's scheduling needs to match our course scheduling and may result in the student being dismissed from Faith Academy.

Faith Academy believes we are held accountable for the stewardship of the tuition paid for each student. If the student is not utilizing the tuition being paid by maintaining passing grades, we cannot continue to accept the student's tuition as the student may be better served elsewhere. As it is our desire to be good stewards and to see our students graduate on time, students who require summer school for credit restoration two consecutive years in a row will not be allowed to reenroll.

Summer School

Faith Academy does not offer summer school. Options available include VISD Summer School

and Keystone Credit Recovery. Administrative approval is required to enroll in a credit recovery program.

Schedule Change Requests and Course Withdrawals

Changes to a student's schedule, including adding or dropping a course, must occur during the first 10 school days of each semester. A student requesting to change a course must meet with the academic advisor to request a schedule change within the 10-day period. The academic advisor will review the request and take into consideration: a student's transcript and credits needed, class size, enrollment, and the overall school class schedule. Changes after this period are rarely granted and are done on an "exception only" basis and require the approval of the teacher involved, the student's parents, the academic advisor, and the principal. A course may not be dropped or added during the last quarter of a semester.

Final Exams and Exemptions

All junior high and high school students are required to take mid-term and end-of-the-course finals. High school students (11th -12th) may be exempt from their end-of-the-course final on the following criteria:

Grade: Average at each nine weeks being 94% or above with no more than 9 absences per semester

Or

Average of each nine weeks being 90-93% or above; no more than 5 absences per semester.

Absences: Regardless of whether an absence is excused or unexcused, it will count against exemptions. Attendance recovery is used only for students that have more than 9 absences for the semester in order to receive course credit. If a student has more than 9 absences in a semester, he no longer qualifies for exemptions even if attendance recovery is completed. Exemptions are a privilege and not a right.

Conduct: No more than 3 detentions for the year.

Juniors & Seniors may be exempt from as many finals as they qualify for. Freshman & Sophomores are not exempt from finals.

Parents should not make plans for students to take semester finals early. Those who miss finals will receive an "I" for incomplete and will have to make up the final exam during the summer.

GRADUATION REQUIREMENTS

In accordance with Texas Education Code (TEC), §28.0256, beginning with students enrolled in 12th grade during the 2021-2022 school year, each student must do one of the following in order to graduate*:

- Complete and submit a Free Application for Federal Student Aid (FAFSA). FAFSA is required by colleges and universities to either register and/or to apply for scholarships given through their institution. **Not all FAFSA aid is need-based.** To apply: <https://studentaid.gov/h/apply-for-aid/fafsa>
- Complete and submit a Texas Application for State Financial Aid (TASFA). TASFA is used for Texas residents who are not US citizens. For more information about College for All Texans: <http://www.collegeforalltexans.com/index.cfm?objectid=a3119543-cbf8-c202-f1b0eefd5f4b9805>

- Submit a signed opt-out form.
https://tea.texas.gov/sites/default/files/Financial%20aid%20application%20opt-out%20single%20form_final.pdf

*While Faith Academy is not regulated by TEA guidelines, we do strongly recommend this policy to offer the maximum scholarship benefit to our students seeking academic degree or technical certifications after graduation.

In order to graduate & participate in commencement students must complete all credit requirements. Requirements for graduation are as follows:

SUBJECT	<u>Recommended Plan</u> (Credit requirements)	
Theology I & II	2	Local Credits
English	4	
Social Studies	4	
Science	4	
Mathematics	4	
Spanish (Foreign Language)	2	
Physical Education	1	
Fine Arts	1	
Speech	0.5	
Theology III & IV (electives)	2	
Other Electives	<u>3.5</u> *	
Total	28	

NUMBER OF CREDITS REQUIRED FOR EACH GRADE LEVEL:

9th	Less than 6 credits
10th	6 credits
11th	12 credits
12th	18 credits

Recommended Courses for 9th - 12th Grade:

NINTH GRADE

Theology I
English I
Algebra I
Biology
World Geography
Spanish I
PE/Elective

TENTH GRADE

Theology II
English II
Geometry
Chemistry
World History
Spanish II
PE/elective

ELEVENTH GRADE

Theology III
English III
Algebra II
Earth and Space
U.S. History
*A.R.C.
PE/Elective

TWELFTH GRADE

Theology IV
English IV
Pre-Calculus or Dual-Credit
Anatomy & Physiology
Govt. /Economics
*A.R.C.
PE/Elective

- *A.R.C. (Additional Required Courses) – Art or Fine Arts, Speech
 - Dual-Credit (see table below)*
 - Electives are: Art (1), BCIS (1), Fine Arts (1), Health (.5), Journalism (1), PE (.5)**
- **Electives can be additional Art, Fine Arts above the A.R.C requirement

Basic Requirements for Valedictorian/Salutatorian

In order for a student to be eligible to receive valedictorian or salutatorian status, he/she must have attended at least their junior and senior years at FA. Valedictorian and salutatorian status is based on the highest cumulative numerical average calculated after the 3rd quarter of their senior year. (For transcript purposes, FA will weight a student's numerical average for Honors or pre-AP courses that are transferred into our school).

Class Rank

To be considered for class ranking, a student must attend his/her junior and senior years (final four semesters) at Faith Academy. Final rank will be calculated after the 3rd quarter of the senior year for academic recognition, including valedictorian and salutatorian.

For the purpose of class rank, students who enter high school with only letter grades on their transcripts and number grades are not attainable shall have their letter grades converted to the following numerical system:

- A = 95
- B = 85
- C = 75
- D = 70
- F = 65

Christian Honor Student Association (CHSA)

Webster's 1828 Dictionary defines honor as "true nobleness of mind; magnanimity (goodwill); dignified respect for moral rectitude (rightness); a distinguishing trait in the character of good men." It is with this sense that Faith Academy has established a Christian Honor Student Association to recognize and encourage such traits in our students. The objective of the Christian Honor Student Association is to create a passion for scholarship, promote service, and encourage leadership, and the development of Christ-like character in the students. Membership shall be based on character, leadership, scholarship, and service. Eligibility to membership in the CHSA requires full-time attendance for a period of one semester preceding induction.

Responsibilities of Students/Membership Requirements

- Students must maintain a minimum cumulative average of 90%.
- All students who can rise in scholarship to or above such a standard may be admitted to candidacy for selection to membership.
- Their eligibility shall then be considered on their service, leadership, and character.
- CHSA members must complete the following:
 - 4/6 service projects selected by CHSA
 - attend 2/3 luncheons at the elementary campus which include Grandparents' Day, Thanksgiving and Valentine's
 - Set up, greet visitors for Thanksgiving and Valentine's luncheons
 - Set up and serving at Extravaganza Fundraiser
 - Officers will greet guests for CHSA's Induction Ceremony in February

The student's academic records will be reviewed and the faculty will be asked to make comments and/or recommendations. The final selection of members shall be by a majority vote of FA faculty.

To ensure that students have the best possibility to lead in student organizations. HS students may only serve in one office position in either CHSA or STUCO. This allows more students the opportunity to lead and lend their gifts and talents in service.

Honor cords are given at graduation for student members in good standing who have all of their projects completed. Those who do not will not receive honor cords.

Disciplinary Actions

Conduct, grades, and discipline records are used to check a member's leadership and character after each semester. If a student's cumulative average falls below the required minimum average, the student has one semester to meet the minimum requirement or be dismissed.

Any member of CHSA involved in disciplinary actions could face one of the following consequences:

Probation: the student may participate in CHSA activities; further infractions could result in suspension or dismissal. If a CHSA member is on probation at the time of graduation, the student will not be allowed to wear the CHSA Honor Cord during graduation.

Suspension: the student may not participate in CHSA activities; further infractions could result in dismissal.

Dismissal: the student's membership in the Christian Honor Student Association will be permanently removed from CHSA.

In the case of flagrant violation of school rules or civil law, dismissal is immediate.

A CHSA Member will be placed on probation for a FIRST cheating or plagiarism offense. A second such offense will lead to CHSA dismissal.

Once a student has been placed on probation or suspended, the CHSA sponsor and school principal will review the student's case and render a decision whether or not to reinstate the student as a member in good standing. A student who is dismissed from CHSA may not be considered for membership in the future.

College and Career Fairs

FA will offer two college and career fairs in October and March for students to enter the academic and business arenas to meet local business owners, and community leaders and talk to colleges about what they have to offer. For more information please contact the Academic Advising Office.

Community Service

Faith Academy's community service program begins in junior high and continues through high school. Volunteer hours must be completed outside of the school day and will accrue from June 1st through the last day of school.

- JH students are required to volunteer 5 hours per year of community service.
- HS students are required to volunteer 10 hours per year of community service.
- Grades will be given at the end of the year in Bible Class for the community service hours (JH: 5 hrs. x 20 points = 100; HS: 10 hrs. x 10 points = 100).
- Community service is a volunteer activity that benefits others in the community.
- Students are required to submit a Community Service verification form signed by the agency or organization served. All forms are to be given to the student's Bible teacher to be entered into FACTS. For 9-12 graders, these hours are accumulated over the time students are enrolled at FA and will be included on transcripts.
- Donations for community service hours will be capped at a maximum of half of the student's yearly required hours. JH students can have no more than 2.5 hours in donations. HS students can have no more than 5 hours in donations. The remainder of community service hours must be in "sweat equity"/physical work within the community.

Dual Credit Course/College Coursework

Dual Credit courses are college-level courses that give students an opportunity to earn high school and college credit, simultaneously. All dual credit courses must fulfill high school credits for graduation first, before fulfilling college requirements. Faith Academy partners with Oral Roberts University and Victoria College to offer Dual Credit courses.

Program Qualifications

Students must meet Faith Academy's eligibility requirements for all Dual Credit courses and meet the college requirements of the Dual Credit program:

- Students who are a high school sophomore, junior, or senior may take up to two courses (6 hrs.) from ORU or VC each semester. (Maximum of 36 hours possible)
- The student must have a cumulative average of 90 or higher in course work in order to take college classes.
- Students must meet any required course prerequisites.
- A teacher recommendation form is required prior to enrollment in a Dual Credit course.

Enrollment Procedures and Information

- The Dual Credit Commitment Form must be signed by the parent/guardian and student prior to Dual Credit enrollment.
- Students must be enrolled in at least five FA academic classes each day.
- Faith Academy's academic schedule takes priority over any Dual Credit course.
- Each Dual Credit course is equivalent to a 0.50 high school credit.
- The family will pay all costs associated with taking the college course(s). The Dual Credit Program is an opportunity provided by Faith Academy for the awarding of high school credit(s) that apply toward graduation; therefore, a reduction in tuition will not be given.
- ORU or VC will provide the school with an official college transcript showing the grade received each semester.
- Students must maintain a final grade of 70 or better in all Dual Credit courses to enroll in subsequent Dual Credit courses. If a student fails a Dual Credit class, administration will conference with the student and family to determine future enrollment in Dual Credit courses.
- Dual Credit course grades will be weighted. Students will have 7.5 points added to the numerical grade given by the college instructor. The additional points will be reflected on the student's high school transcript.
- Courses completed through the Dual Credit Program will count for high school credit and will be included in the calculation of the total number of grade points for determination of class rank.
- Dual Credit courses will be calculated into a student's GPA, and credit will not qualify for high school credit if the class is not passed with minimum of a 70. If a student fails a Dual Credit class, administration will conference with the student and family to determine future enrollment in Dual Credit courses.
- Faith Academy cannot guarantee that future colleges/universities will count dual credit courses taken because it is dependent upon the degree plan of each college/university. Most college and universities prefer for math and science courses to be taken from their institution of higher learning especially for science, medical and engineering degree plans. It is the student's responsibility to contact the advising office of the college or university you plan to attend to verify which courses will transfer.
- If a student drops a college course before earning a semester grade, the following consequences may result:

1. If a student drops the college course before the college withdrawal “W” date, the student will be enrolled in a study hall at Faith Academy for the remainder of the semester and will not earn high school credit.
2. If a student does not drop the class before the college withdrawal “W” date, the course will be recorded on the student’s college transcript as a “W”. The course will have no credit earned and zero grade points allowed.
3. The course will be calculated in Faith Academy’s and the college’s grade point average and may negatively affect class rank at Faith Academy and the college.

Reasons to Dual Enroll in College & High School

1. Save Money: Tuition at ORU and Victoria College is a fraction of the cost of regular tuition.
2. Save Time: Earn College & High School Credit at the SAME time
3. Gain an advantage by easing into the College Experience

Oral Roberts University Advantage Program Dual Credit Admissions Requirement

<https://oru.edu/admissions/advantage/index.php>

Victoria College Dual Credit Admission Requirements

<https://www.victoriacollege.edu/Explore/GettingStarted/Admissions>

Victoria College Dual Credit TSI Information & Registration

<https://www.victoriacollege.edu/Explore/GettingStarted/TSI>

For more information about the Dual Credit Program, please contact Faith Academy’s Academic Advisor.

Below is the recommended core curriculum for most Texas colleges/universities:

Grade	Core Course	VC Course Code	DC Courses That Satisfy HS Graduation Requirements	HS Course Replacement
10 th	Art Appreciation Music Appreciation	ARTS 1301 MUSI 1306	ARTS 1301 & MUSI 1306	Fine Arts/Art = 1 credit
10 th /11 th	General Psychology	PSYC 2301	PSYC 2301	Elective = .5 credit
10 th /11 th	Intro to Sociology	SOCI 1301	SOCI 1301	Elective = .5 credit
11 th	US History (to 1865) US History (1865-present)	HIST 1301 HIST 1302	US History 1301 & 1302	US History (11 th) = 1 credit
12 th	English- Composition I English- Composition II	ENGL 1301 ENGL 1302	English 1301 & 1302	English (12 th) = 1 credit
12 th	Government (Federal)	GOVT 2305	GOVT 2305	Government = .5 credit

- Additional 9 hours allowed to be chosen by student.
- For Victoria College minimum TSI scores and any prerequisites are needed for course enrollment.

Below is recommended general core for Oral Roberts University:

Grade	Core Course	ORU Course Code	DC Courses That Satisfy HS Graduation Requirements	HS Course Replacement
10 th	Art Appreciation Music Appreciation	ART 103 MUS 130	ARTS 103 & MUSI 130	Fine Arts/Art = 1 credit
10 th /11 th	Principles of Psychology	PSY 201	PSY 201	Elective = .5 credit
10 th /11 th	Introduction to Sociology	SOC 101	SOC 101	Elective = .5 credit
11 th	American History Survey I American History Survey II	HIS 110 HIS 111	US History 110 & 111	US History (11 th) = 1 credit
12 th	English- Composition I English- Composition II	COMP 101 COMP 102	COMP 101 & 102	English (12 th) = 1 credit
12 th	American Government & Politics	GOV 101	GOV 101	Government = .5 credit

- Additional 9 hours allowed to be chosen by student. Please refer to ORU for the Advantage Courses that are offered.

FA Student Council (STUCO)

Students participating in the FA Student Council must demonstrate Christian character by adhering to our Core Values and the 3 R's – Reverence, Respect, and Responsibility.

The student council will have two representatives from 7th-9th grade and one representative from 10th-12th grade. Student Council officers and representatives will be elected each fall in September. To be eligible to run or serve as a class representative or student council officer, each student must have maintained a numerical average of 80% or above in all classes and have no serious discipline infractions the prior school year. Students desiring to be candidates must also be approved by the school administrators and student council sponsor.

The president and vice-president of the student council are elected from the incoming 11th or 12th grades while the secretary and chaplain are elected from the incoming 10th-12th grades. The school administration and student council sponsor may place a student council member on probation at any time for inappropriate conduct or attitude or failing grades.

To ensure that students have the best possibility to lead in student organizations. HS students may only serve in one office position in either STUCO or CHSA. This allows more students the opportunity to lead and lend their gifts and talents in service.

Responsibilities of Students/Membership Requirements

- Students must maintain a minimum cumulative average of 80%.
- STUCO members will serve in the following areas:
 - 4/6 community service projects selected by STUCO
 - New Student Orientation
 - Red Ribbon Week
 - Spiritual Emphasis Week
 - See You at the Pole
 - Fall Festival
 - Pep Rallies
 - Community Service Projects
 - Set up and serving at Extravaganza Fundraiser
 - Greet guests for Academic Awards Ceremony in May

Holistic Approach

FA students are valued for who they are created to be and as part of our family at Faith Academy. Seeing our students as unique individuals created by God, we want to develop the whole person. This approach recognizes God given talents and abilities including spiritual gifts, interests, their personalities and learning styles. In order to identify areas of giftedness, the following testing are choices that may be administered on campus:

- Spiritual Assessments
- Spiritual Gifts Assessment
- Victoria College- College & Career Interest Inventories
- ASVAB Career Interest Inventory (Post ASVAB Testing)
- Learning Style Testing
- Jung Personality Testing, DISC Personality Testing
- Meyers-Briggs Personality
- Strength Finders
- Big 5 Personality Testing
- Competency Testing

Library

FOR SECONDARY LIBRARY HOURS:

7:30 A.M.—11:30 pm 12:00pm-3:30 pm

Students may come to the library at times other than their regularly scheduled class times if they have their classroom teacher's permission and a teacher is present.

Books that are lost or damaged will be paid for at current replacement cost plus a \$5 administrative fee.

Lockers

Lockers are the property of Faith Academy and are issued at the beginning of the school year. Lockers should not be thought of as a vault in which to keep valuables.

1. Each student is responsible for his/her locker and the contents at all times. All items must adhere to Faith Academy standards.
2. Lockers are to be kept locked at all times. Students are required to use Faith Academy issued locks. Locks are available in the school office for a fee.
3. The outside of lockers may only be decorated with items related to Faith Academy.
4. FA reserves the right to inspect lockers for cleaning, repairs or maintenance, safety, health standards and/or to assure compliance with or investigate a potential violation of policies, codes, regulations and procedures.

LUNCH PROCEDURES

Hot lunches are provided as a special service through an outside vendor/caterer. Parents may indicate which lunches they would like to purchase on a weekly basis

Students who wish to bring their lunch from home may do so. Lunches will be kept in the classroom or locker until lunch. Any food left at the end of the lunch period must be taken home that day or disposed of properly.

Parents may drop off food purchased from outside vendors to their child during the child's lunch period only. Parents should label and leave the food in the front office All food and drinks are to be consumed in the cafeteria only. No glass containers are allowed in the cafeteria.

Faith Academy is a closed campus. Lunch visitors at the secondary campus are limited to family members.

Lunch Schedule

7th – 12th Grade 12:00 p.m.—12:30 p.m.

Leaving Premises

Students may leave the school premises for lunch with a parent. Parents must sign their student out in the school office and sign them back in when they return. Written notification to the office is required to allow a student to leave with any other adult. Students must return promptly for their next period class.

Vending Machines

Vending machines are available for student use. During the school day students may purchase items before school, lunch time, and after school.

Off Campus Physical Education

Physical education credit may be awarded for participation on athletic teams and in physical fitness activities apart from Faith Academy. Assessment and approval of the Off-Campus Physical Education (OCPE) program will be made by the Academic Advisor with credit awarded accordingly on a "Pass/Fail" basis. OCPE classes are not factored into the student's overall grade point average. Junior High Students may earn .5 credits per year; High School students may earn 1 credit per year. Please contact the Academic Advisor for the OCPE application. It is the student's responsibility to submit all time logs to the Academic Advisor prior to the end of each marking period. Failure to submit appropriate documentation will result in a failing grade and removal from the OCPE program.

Senior Trip

Participation in the senior trip is a privilege and not a right. Students must not be on any form of conduct probation and must be passing all subjects by the 3rd quarter report card to be eligible to participate. All senior trip dates are to be submitted by September 30th for administrative approval. Please refer to Senior Trip Guidelines contract for specific details regarding trip, fundraising, and refund policy.

Senior Trip payment of \$125 is due on the 1st of the following months: Oct., Nov., Feb., & March.

All fundraising activities must have prior approval from Administration.

Shadowing and Internship Opportunities

FA students can explore, evaluate and experience different vocational opportunities through shadowing and internships with local businesses. If you are interested in seeking information about these programs and their availability, please contact FA's Academic Advising. Together we can come up with a plan to help you discover what God has for you.

Standardized Testing

Iowa Assessment: Faith Academy will administer the Iowa Assessment test each spring. Results are normed with other schools throughout the nation. These tests are mandatory for all FA students, grades K5-11th grade. Students are required to be present during this week of testing.

TSI: Texas Success Initiative Assessment is the state required entrance test for undergraduate certificate or degree programs in Texas public colleges or universities. The TSI is also used to evaluate college readiness for dual credit students. There are also alternatives to the TSI tests. Currently, Victoria College is the only local site offering TSI testing. For more information: <https://www.victoriacollege.edu/Explore/GettingStarted/TSI> See FA Academic Advisor for further information or assistance.

SAT and ACT: The Scholastic Aptitude Test (SAT) or the American College Test (ACT) is required by over 90% of all colleges in the United States. Each student should check with specific colleges he/she is interested in attending to determine which of the two tests he/she should take.

- The **SAT** test is administered approximately seven times a year, always on Saturday. Costs for these tests are the responsibility of the family. **The school code for Faith Academy is 447256.** Registration may be done at Victoria College or online at College Board, www.collegeboard.com. Test subjects include: English, Reading, Writing and Math.
- **ACT District Testing** will be administered on campus during the school week in the fall and in the spring to juniors and seniors. FA students receive a testing discount for testing on campus. For information about the test: www.act.org . Test subjects include: English, Reading, Math, Science and Writing.
- Check the school website for additional information.

PSAT-NMSQT: Preliminary SAT/National Merit Scholarship Qualifying Test measures academic subjects, determines if you are tracking well for college, and can open doors for opportunities to prepare and pay for college. Over \$300,000,000 in scholarships are available to students from 1,500 colleges. Test subjects include: English, Reading, Writing & Math. For more information: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10>

Student Parking and Traffic Control

The school will provide parking in the lot nearest the school office. Students who drive vehicles to school must register the vehicle in the school office and purchase a vehicle permit for \$5 before the end of the first week of school. Vehicle permits must be displayed at all times on school campus.

Failure to comply with school parking and traffic regulations will result in disciplinary action, which may include a fine and/or removal of campus parking privileges.

The school is not responsible for loss of articles or damage to vehicles in the school parking lot. All vehicles on school property are subject to school regulations and inspections. Any traffic accident on school property should be reported to the administration immediately.

1. Speed limit is 10 m.p.h. Please observe at all times.
2. No parking in the fire lane at any time.
3. No car should be left unattended in any drop-off or pick-up lanes.
4. If your student is not waiting in the pick-up area, please continue moving through the pattern and come around again.
5. When picking up children, pull as far forward in the pick-up area as possible.
6. Stop only long enough to load or unload children.
7. Follow all traffic patterns or park and walk up to retrieve your student.
8. Do not attempt to conference with teachers during dismissal time.
9. Parents must supervise all students once they have been retrieved from teachers. Do not allow students to run freely. They must remain at your side.
10. Playing with balls, Frisbees, airplanes, etc. is prohibited in the pick-up area or parking lot.

Textbooks

Students are responsible for their textbooks and usage of their textbooks, and should damage or loss occur, their parents will be expected to pay for a new book. To insure the longevity of the book, it is mandatory that all textbooks be covered. Below is the listing of common textbook fees*:

- Any water, coffee, tea, fluids spilled on book automatic replacement fee for book
- Pages missing \$10-20
- Cover separating \$15
- Writing on edges/pages \$10-20 if cannot be erased
- Corners damaged, dogeared or torn \$5-25
- New books classified Good or Fair when returned \$15-35
- If damages are equal to half the price of the book, a full price book fee will be assessed.

**This is not complete list of fees- other fees may be assessed for damages not listed above.*

**Check the Faith Academy website: www.myfaithacademy.com
for more information:**

- **school supply lists**
- **academic information**
- **school updates**
- **the principal's corner**
- **athletic information**
- **and more.**

2023-2024 Parent/Student Covenant

I have reviewed and agree to adhere to the 2023-2024 Faith Academy Handbook standards, policies and procedures. I understand that:

- The school’s development efforts are critical to advancing the programs and services offered and keeping tuition affordable.
- Each student is expected to raise \$240 (\$340 per family) through our school raffle, and, that if I do not wish to sell raffle tickets I may write a check to the school for said amount by the deadline.
- The Parent/Student Handbook outlines the expectations, policies, and procedures that will govern Faith Academy.
- Report cards/progress reports will be sent home electronically. Hard copies may be requested in the school office.

I agree to partner with the school through my prayers, service, and communication so that we can build an amazing, Christ-centered, learning environment where students can

DISCOVER who God is, His purposes, His plans and His promises.

DEVELOP a Biblical worldview, Christ-like character, and essential knowledge and skills.

DEPLOY their gifts and talents for Christian service and witness all for the glory of God.

Parent/Guardian Name (Printed) _____

Parent Signature & Date

Please fill in all students below:

Name of Student: _____ **Grade:** _____

Student Signature & Date

Name of Student: _____ **Grade:** _____

Student Signature & Date

Name of Student: _____ **Grade:** _____

Student Signature & Date

Name of Student: _____ **Grade:** _____

Student Signature & Date

Name of Student: _____ **Grade:** _____

Student Signature & Date

***Please return this page to the school office during the 1st week of school.*

****Registration for each student is not complete until Parent/Student Covenant has been signed and submitted to the school office. Covenants are due by Friday, August 25, 2023.**