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# FAITH ACADEMY

*Success Starts with Faith*

## **STUDENT HANDBOOK 2024 - 2025**

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# General School Information

## **Philosophy**

Faith Academy is a ministry of Life Church of Mobile. We are dedicated to the spiritual and academic needs of students. Our goal is to provide the best academic training based on the principles of the Word of God in an atmosphere of Christian discipline and love. The purpose of our school is to win young people to Faith in Jesus Christ and to teach them to live successful Christian lives in a secular world. The ministries of Life Church are available to you at any time. God bless you.

*Bro. Dick Braswell, President of the Board of Trustees*

*Mr. Tim Skelton, Headmaster of Faith Academy*

*Bro. Scott Howard, Pastor of Life Church*

## **Mission Statement**

It is the mission of Faith Academy to offer a quality Christian education in a safe, clean and orderly environment, while assisting and encouraging our students to realize who they are in Christ.

## **Belief Statements**

### **INSPIRATION OF SCRIPTURES:**

We believe in the infallible, immutable, verbal inspiration of the Bible, both the Old and New Testaments (2 Tim. 3:16; Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:19-21).

### **GOD:**

We believe in one God revealed in three persons: the Father, the Son, and the Holy Ghost (Matthew 3:16-17, 28-29; John 17).

### **DIVINITY AND HUMANITY OF CHRIST JESUS:**

We believe that Jesus is God in the flesh and that He is both divine and human (Luke 1:26-38; John 14:1-3; Acts 2:36, 3:14-15; Phil. 2:5-12).

We believe in the saving power of the Blood of Jesus and His imputed righteousness (Acts 4:12; Romans 4:1-9; 5:1-11; Eph. 1:3-15).

We believe in the bodily resurrection of Jesus Christ (Luke 24:39-43; John 20:24-29).

### **HOLY SPIRIT:**

We believe the Holy Spirit to be the third person of the Trinity; whose purpose in the redemption of man is to convict men of sin, regenerate the repentant believer, guide the believer into ALL truth, and indwell and give gifts to believers as He wills that they may minister as Christ would to men. (John 14 & 16)

### **MAN:**

We believe that man in his natural state is a sinner, lost, undone, without hope and without God (Romans 3:19-23; Gal. 3:22; Eph. 2:1-2, 12).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1Cor 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Faith Academy.

#### SANCTITY OF HUMAN LIFE:

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage of condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

#### SALVATION:

We believe that the terms of salvation are repentance toward God for sin and a personal, heartfelt faith in the Lord Jesus Christ, which results in regeneration of the person by the spirit. This salvation is entirely by the grace of our Lord and not the work of man. Works are excluded except as FRUIT of Salvation (Ephesians 2:1-10).

#### SEPARATED LIFE:

We believe that believers should seek, as the early disciples did, to practice the separated life from the world and unto Christ Jesus and to set standards of conduct which shall exalt our Lord and His Church (Romans 12:1-3; 2 Corinthians 6:17; Gal. 6:14; Eph. 5:11).

#### LOCAL CHURCH:

We believe the local church is essential for the growth and support of all believers. Believers are called to gather (Hebrews 10:24-25), carry forth the Great Commission (Matt 28:18-20), and minister both locally and globally (James 1:27).

#### WATER BAPTISM:

We believe in water baptism in the Name of the Father, Son, and Holy Spirit (Matt 3:15-16; 28:19-20; Acts 8:38; Romans 6:1-4) is a symbol of identification with Jesus Christ in His death, burial, and resurrection.

#### LORD'S SUPPER:

We believe the Lord's Supper is a memorial of the death, resurrection, and the Second Coming of our Lord Jesus Christ (Luke 22:13-20).

#### HEAVEN AND HELL:

We believe the Scriptures clearly set forth the doctrines of eternal punishment for the lost and eternal blessings and service for the saved (Matt. 25:34, 41; Luke 16:19-31; John 14:1-3; Rev. 20:11-15).

#### STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY:

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complimentary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that in order to preserve the integrity of Faith Academy, and to provide a biblical role model to its members and the community, it is imperative that all persons employed by Faith Academy in any capacity or who serve as volunteers, agree to and abide by the above Belief Statements (Matt 5:16; Phil 2:14-16; 1Thess 5:22)

## **Introduction**

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to and become an integral part of our school. Remember that your success in this school will be directly proportional to your efforts.

## **Faith Academy Admissions Policy**

It is the desire of Faith Academy to provide a quality Christian education to all students who desire one. In order to be a student at Faith Academy, the following requirements must be met:

1. The parent of the applicant must apply online at [www.faithacademy.us](http://www.faithacademy.us), set up a FACTS account, and pay all registration fees.
2. A record of the applicant's grades from the previous school must be obtained for review. The student must have an overall "C" average in the core subjects with no failures that would result in a deficiency of credits.
3. The student must pass the Faith Academy entrance exam. The student may take this test two times.
4. The parent and student participate in an interview with the Admissions Director.
5. Applicants who have been suspended or expelled from the previous school attended or who have documented discipline problems will not be accepted.
6. Students will be accepted on a probationary basis until all permanent records have been received. Final admission is contingent upon receipt of all documentation.

After an applicant has met all of the above-stated requirements, the student may at that time be put on roll. If all classes are full at this time, the student will be placed on the waiting list and the parents will be notified if a place becomes available.

## **Tuition/Fees**

All tuition/fees are payable to FACTS on the 1st or the 10th of the month. Accounts in arrears will lose online access to grades and your child may be asked to stay home until the account is redeemed. Report cards and transcripts will be held until accounts are current. Tuition/Fee Sheet can be found at [www.faithacademy.us](http://www.faithacademy.us). In order to participate in extracurricular activities financial accounts must be current.

## **Open Door Policy**

Faith Academy maintains an open door policy for current Faith parents. You are welcome to visit as long as instruction is not disrupted. We do ask parents to sign in through the office and get a visitor's pass. If you need to give your child a message, homework, lunch money, supplies, etc., please do so in the office. Students from other schools are not permitted to visit unless pre-arranged through the principals to shadow another student.

## **School Hours**

School begins at 7:50 a.m. Dismissal times are as follows: Grades K3-K5 at 2:45; Grades 1-3 at 2:55; Grades 4-12 at 3:05. Students may arrive as early as 7:20 a.m. Exterior doors will remain locked until that time. High school students arriving prior to that time should enter through the main doors and go to the cafeteria. Elementary students remaining after 3:30 p.m. will be escorted to Life Church Child Development Center. Elementary students may not be supervised after school by older siblings/students. All students in grades 7-12 must be picked up by 4:00 p.m. unless they are involved in supervised extracurricular activities or detention. Students must remain with the activity sponsor until they are picked up. School office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. **Any student repeatedly left on campus after 4:30 p.m. may be asked to withdraw.**

## **Absences**

1. A student cannot miss more than 18 days of school per year (grades K5-8) or 9 days of school per semester (grades 9-12) without a doctor's excuse/medical documentation or documented death in the immediate family.
2. A request should be made in writing to the level principal by the parent explaining the need for other absences. Prior notice is appreciated when possible.
3. See the Make-Up Work section for the procedure for absences due to a school-sponsored event.
4. Students who arrive after 11:30 a.m. or leave before 11:30 a.m. will be counted absent for the day. In grades 7-12, students are counted absent by the class period as well as by the day.

## **Excessive Absences**

Students in grades K5-12 with excessive absences may:

- Be retained/not receive credit for classes
- Be subject to an attendance contract and their future enrollment be placed under review
- Be reported to a truancy officer working through the Mobile County District Attorney's office

## **Early Dismissals**

Once a student arrives on campus he or she must immediately go to designated areas, and they are not permitted to leave the campus for any reason without school and parent approval. Full day attendance is strongly encouraged. If your child drives and must have an early dismissal, complete the online early dismissal request form, available at [www.faithacademy.us](http://www.faithacademy.us). No student will be allowed to leave campus without parent verification. If a student does not drive themselves to school, the parent should go to the office to check them out.

Early dismissals will not be permitted after 2:30 p.m. When a student returns to campus, they are to check back in through the office and then report immediately to class. The student will be counted absent in all of the classes they miss. **As a reminder, students in grades 7-12 are counted absent by the class period as well as by the day.**

We do not encourage allowing students to check out for lunch. If this becomes a problem, we will contact the parent and let them know that we will no longer be granting early dismissals to their child for this reason.

## **Tardiness to School**

Tardiness is very disruptive to the school day. All efforts should be made for students to arrive for school on time. Students arriving after 7:50 a.m. must go to the office for a green slip. Students with excessive tardies may be subject to an attendance contract and their future enrollment be placed under review.

## **Uniform Policy**

### **Boys:**

All age groups will wear gray uniform pants with the Faith Academy logo shirt. Boys in grades K3-grade 5 may also wear gray uniform shorts. Boys in K3-K5 are to wear gray uniform pants/shorts with elastic waist. Solid, black belts with a nondescript buckle should be worn by boys in grades 1-12. All age groups will wear solid black oxfords or loafers with black crew socks. **Please note:** Black tennis shoes are not permitted, with the exception of preschool. Only white, short-sleeved t-shirts should be worn under uniform shirts. Long-sleeved t-shirts, colored t-shirts, or turtlenecks are not permitted.

All hairstyles must be in accordance with conservative, professional standards as determined by the school administration. **Boys must have short hair regardless of hairstyle.** Short hair is defined as hair that is above the eyebrows, ears, and collar when unbound or unstyled. Boys are not allowed to wear hair accessories. Hair height cannot exceed two inches from the scalp. Sideburns below mid-ear, mullets, mohawks, “man buns”, ponytails, shaved lines, or facial hair are not permitted. Boys’ hair must be his naturally-occurring color. Boys may not have piercings or wear cosmetics, and tattoos must be covered at all times. Deliberate defiance of this code will be grounds for disciplinary action.

***Girls:***

Girls in K3-K5 may wear a plaid burgundy dress or gray uniform pants/shorts with the Faith Academy logo shirt. Girls in grades 1-5 may wear a plaid v-neck jumper or gray uniform pants with the uniform shirt. Shorts may be worn up to grade 3. Girls in grades 6-12 may wear a plaid skirt or gray uniform pants with the uniform shirt. K3-grade 12 girls will wear black and white saddle oxfords with white monogrammed FA socks. Black or white leggings or tights may also be worn. **Please note:** Only white, short-sleeved t-shirts should be worn under uniform shirts. Long-sleeved t-shirts, colored t-shirts, or turtle necks are not permitted. The front and back of all dresses, skirts, and shorts lengths must fall to the top of the knee.

All hairstyles must be in accordance with conservative, professional standards as determined by the school administration. Students may not have a hairstyle or accessories that will take away the learning environment in the classroom. Hair color must be a natural color. Head wraps are not allowed. Girls may only have ear piercings-no gauges. Tattoos must be covered at all times. Deliberate defiance of this code will be grounds for disciplinary action.

***Uniform Outerwear/Monogramming Policy:***

Only Faith Academy bookstore sweaters, jackets, sweatshirts, and/or blazers will be allowed as outerwear and are available in the bookstore. Extracurricular outerwear is not considered part of the school uniform and may not be worn during the school day. Label all outerwear with the child’s name. Monogramming is optional but must be on the front of the garment in school colors in a font no larger than two and a half inches. Monogramming services for outerwear are offered through the bookstore. All questions should be directed to [bookstore@faithacademy.us](mailto:bookstore@faithacademy.us) before monogramming.

**Consequences for Uniform Violations:**

- 1st Offense: Warning
- 2nd Offense: 30 minute detention (served on day of violation)
- 3rd Offense: 1 hour detention (served the following day)
- 4th Offense: Saturday School
- 5th Offense: Student will be suspended and sent home

\*Students will be given one week to get a haircut. After one week the student will be sent home until the hair meets the above guidelines.

**Clothing Guidelines-Extracurricular Activities:**

Slacks, jeans, or modest shorts will be accepted at extracurricular activities (excluding field trips). Shirts/blouses/tops (no midriffs showing) worn at any school function must be neat and modest. Students not in compliance will not be permitted to participate. Individual sponsors may provide additional guidelines for specific activities.



### **Clothing Guidelines-Jean Days**

Students are allowed to wear jeans/pants and any Faith Academy shirt. Jeans/pants must be modest and have no holes, rips, cuts, or tears that show skin or undergarments/layers. Pants must be free of writing/slogans and worn at waist height. No jeggings/leggings/tights/sweats/joggers may be worn as pants. Shoes must have a back.

### **Student Identification Cards**

Each current student in grades 1-12 will be given a photo ID that will serve as their admission ticket to all **on-campus extracurricular activities** (excluding fundraisers). No admission fees are required for students in grades K3-K5. Students may present the actual card or a photo of the card. In the event that a student loses his or her card, a \$10 replacement fee will be required.

### **Bookstore/Textbooks**

The Faith Academy bookstore is located in the front of the new wing. The bookstore hours vary depending on the time of year. All uniforms, outerwear, PE attire, ties, and textbooks can be purchased through the bookstore. Beginning in grade 7, students must purchase all textbooks. Most textbooks are provided through a book fee for students in K3-grade 6.

### **Lost and Found**

Articles found in and around the school should be turned in to the library or bookstore where the owners may identify and claim their property. If items are not claimed within one month, they will be sold. Lost and found is open during regular bookstore hours.

### **Library Services**

The library will open at 7:20 a.m. and remain open throughout the day until 3:45 p.m., unless a scheduled class is taking place.

### **Physical Education**

Physical Education is offered for all students in grades 1-12. If a student is unable to participate in P.E. activities, it will be necessary to submit a written note so the student may be excused from P.E. Continued limitation will require a written excuse from a doctor to be on file.

### **Assemblies/Chapels**

Students' behavior should be refined and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, boisterousness, and talking during a program. Textbooks and other materials are to be left in the homerooms.

### **School Phone Usage**

During school hours, school phones are for illness and emergencies only. Students are not allowed to use the phone unless prior permission is given in writing by their teacher and presented to the office for approval. To encourage individual student responsibility, students should not call home for parents to bring forgotten homework, lunches, athletic uniforms, etc.

### **Water Bottles**

If a student brings a water bottle (in addition to the drink they have packed in their lunchbox), it must contain water, be transparent, and have a leak-proof, sealing top. It must also fit in their cubby/locker. No "Stanley cups" or "Yeti" style cups.

## **Sickness/Injury**

According to medical research, a temperature above 100 indicates the presence of infection. Therefore, any student whose temperature is above 100 will not be allowed to remain at school. Students may return to campus after being fever-free for 24 hours without the aid of medication. If your child becomes ill or is injured during the day, we will call you to pick him or her up. We will need a list of several emergency numbers from you in case we cannot reach you by phone. Please be sensitive to others at school by not sending your child to school if he/she is ill. This is particularly true if a fever is present, the child has vomited, or has diarrhea. **Again, a child needs to be symptom-free for 24 hours without medication before returning to school.** We appreciate your support in this important matter. **See Faith Academy Health Policy (Appendix A) for more details.**

## **Medication**

We are committed to a drug-free campus that is safe for you and your child. In order to remain this way, **we will not allow students to be in possession of any prescription or over the counter drugs** with the exception of emergency or rescue medication with the appropriate authorization form and approval of the nurse. This policy applies to all on-campus activities both during and after school.

Parents must give all needed medications to the school nurse. No medication can be dispensed without the completed "School Medication Prescriber/Parent Authorization Form", which are available in the office and on our website. Please see Faith Academy's Medication Policy in the appendix for the complete policy.

## **Safety and Security**

Exterior doors will remain locked in the morning until 7:20 a.m.--with the exception of the main school entrance. Doors on the west end of the buildings, doors entering the hall at the main school entrance, and inner gates are locked shortly after school has taken in for the day and will be opened at the conclusion of the school day. Classroom doors are locked during instruction time. Security cameras are utilized throughout the facility. After school has begun, visitors should only enter through the main entrance and sign in at the office in order to obtain a visitor's pass. Anyone checking out a student for an early dismissal must show identification.

## **School Closure**

In the event of a mandated school closure, students will need high-speed internet access and a computer or tablet equipped with a camera and a microphone for at-home learning. If you are unable to meet these requirements, please contact the school office immediately upon school closure.

## **Severe Weather Policy**

The school will be open unless the weather makes it dangerous for school to be in session. On questionable mornings, information may also be accessed on our school website, social media, email, local radio, and TV stations. If during a school day, the weather conditions become severe, parents may come and check out their child/children at their discretion.

## **Fire, Tornado, and Intruder Drills**

Fire, tornado, and intruder drills are held throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly to designated areas.
3. Follow verbal instructions.
4. Follow plan for specific building in case of a tornado.

## **Student Expectations**

The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matt. 22:37-39). The result is a life consecrated unto God and separated from the world.

Faith Academy provides an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must glorify God who dwells in us.

## **Rules Concerning Student Conduct**

1. No inappropriate bodily contact between students will be permitted.
2. No weapons (including pocket knives), matches, or lighters are permitted on school grounds.
3. No food, drink, or gum chewing will be allowed in the halls or classrooms.
4. No caps are to be worn during the school day.
5. Tattoos must be covered at all times.
6. Students must refrain from the following behaviors:
  - Using profanity, offensive, or obscene language
  - Smoking/Vaping
  - Drinking alcoholic beverages
  - Abuse of drugs
  - Gambling
  - Involvement in inappropriate or vulgar music, pictures, or media of any kind
  - Fighting and/or bullying
  - Premarital sexual relationships
  - Alternative lifestyles including gay/lesbian relationships or transgender behaviors

## **Firearms/Weapons**

Firearms/weapons are not permitted on campus. Anyone possessing a weapon will be subject to disciplinary action and could be subject to further action by local law enforcement.

## **Illegal Substances on Campus**

Faith Academy recognizes the detrimental effects that drugs, tobacco/vaping, and alcohol have on our society and the particular danger that they pose to our students. Several policies are in place to help us maintain a substance-free campus.

- **Drugs/Drug Testing**

Students in grades 7-12 may be randomly drug tested. The list of students to be tested is generated by an outside testing organization. All parents must sign a release form for testing. No student may attend Faith Academy without this form. If a student tests positive for drugs the parents will be notified immediately.

At this time the student will be suspended for 5 days and required to go to mandatory drug counseling through a certified counselor. If the parent chooses to forego this process, their only other option is to withdraw their child from Faith Academy. After a student initially tests positive, they will be tested at every other drug test for the remainder of their stay at Faith Academy. If they test positive on any other occasion, the student will be permanently expelled from Faith Academy.

Any student who sells, gives, possesses, uses, or is under the influence of drugs at school or any school-related event is subject to expulsion. The appropriate law enforcement agencies will be contacted for possible legal action.

- **Tobacco/Vaping**

If a student is found in possession of or caught using tobacco/vaping, the parents will be notified immediately. At this time the student will be suspended for 5 days. Additional infractions of the same nature will result in permanent expulsion from Faith Academy. The appropriate law enforcement agencies may be contacted for possible legal action.

- **Alcohol**

Any student who sells, gives, possesses, uses, or is under the influence of alcohol at school or any school-related event may be subject to expulsion. The appropriate law enforcement agencies will be contacted for possible legal action.

## **Electronic Resource Acceptable Use Policy**

### ***Program Development:***

Faith Academy strives to provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research or to further enhance their learning environment. As much as possible, access to Faith Academy information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, students are required to follow the guidelines below to ensure proper network and internet activity. Filtering software is in use to block access to visual depictions that are obscene, contain pornography or are harmful to minors, but **no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.**

### ***Internet Rules:***

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The school network is provided for students to conduct school-related research and to complete assignments. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance that they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. **We highly recommend that you use monitoring software on your child's devices.**

### **The following is not permitted:**

- Sending or displaying offensive messages or pictures
- Misrepresentation of school policies or beliefs through visual or written means
- Using profanity, offensive, abusive, or obscene language
- Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Hacking into others' files or computer systems
- Purposely bypassing school network security or internet filtering services
- Intentionally wasting limited bandwidth resources
- Employing the network for commercial purposes, financial gain, or fraud

- Participating in social media websites
- Use of A.I. without explicit permission

**Consequences:**

- Possible suspension from school.
- Loss of access.
- Law enforcement agencies involved (when applicable).
- Pay to repair or replace equipment damaged due to negligence or malice.

# Handbook for Grades K – 6

## Policies and Procedures

### **Arrival and Dismissal**

#### ***Arrival:***

Morning duty is available at 7:20 a.m. for students. Exterior doors will remain locked until 7:20. All classroom doors open at 7:40 a.m. After the 7:50 a.m. bell, students are counted tardy and will need to be taken to the office by a parent in order to receive a tardy slip.

#### ***Dismissal:***

Teachers will bring their students to the pick-up line at the following times: K3-K5 at 2:45, 1st-3rd grade at 2:55 p.m., and 4th-6th grade at 3:05 p.m. Parents may park and walk to pick up their child or drive through the car line (begins at 2:55 p.m.). Pick-up signs (provided by the teacher) are to be hung from the rear view mirror. To pick up children on rainy days or extremely cold days, parents are to park and come to the room. No pets are permitted on campus. Students not picked up by 3:30 p.m. in the afternoon will be taken to Life Church Child Development Center next door. Elementary students may not be supervised after school by an older sibling/student.

### **Cafeteria Policies and Procedure:**

Students may bring a lunch from home or order from the cafeteria. Microwaves are available for students' use in grades 3-12. We use FACTS Family Portal for an online service that will allow you to monitor your children's purchases, order lunch and snack, and make deposits directly into their meal accounts. Orders must be placed by midnight the night before. If a child forgets his/her lunch box/pre-order online, the child's account will be charged for a hamburger or corn dog and milk or juice. Powerade and ice cream are available beginning in the third grade, and soft drinks are only available grades 4 and up.

## Assertive Discipline

### **Plan Overview**

While it is not an academic subject, good discipline is integral to the entire educational structure. It is the goal of the staff at Faith Academy to provide the best educational environment possible for our students. In an attempt to establish a safe, secure, and pleasant learning environment we have established an Assertive Discipline Plan for the entire school. The plan specifies rules that students are expected to obey, as well as rewards for obedience and consequences for disobedience. Each student and parent receives a copy of the plan appropriate for their grade level. After it has been discussed, the parents will sign a form stating that they and the student understand and will comply with the assertive discipline plan.

Acts of physical aggression, such as hitting, kicking, and spitting on others will not be tolerated and appropriate consequences will be administered. A child will be sent home immediately for biting. The possession and/or use of tobacco products, drugs, alcohol is prohibited at Faith Academy and is dealt with sternly. The appropriate law enforcement agencies will be contacted for possible legal action.

# Academics

## **Homework**

Students in grades 1-6 may have some homework each night except on Wednesday. Assignments, test information, and any other weekly news are sent home on homework assignment sheets and/or recorded on Family Portal. There are age-appropriate consequences for missed homework. Fifth and sixth graders are expected to use the planner which is purchased through Faith Academy bookstore.

## **Help Class**

Help classes are available for students who may need a little extra instruction from time to time. These will be announced by the teacher and listed on the classroom guidelines. Help class begins at 7:20 a.m. and also can be scheduled in the afternoon. If you feel your child would benefit from help class, contact the teacher.

## **Grading Scale**

100-90	A	Excellent
89-80	B	Good
79-70	C	Average
69-60	D	Poor
59 and below	F	Failure

O	Outstanding
S	Satisfactory
FA	Fair
NI	Needs Improvement
U	Unsatisfactory

## **Elementary Promotion and Retention Guidelines**

No student can be promoted to the next grade level who has missed more than eighteen days of school. A doctor's statement will be accepted as an excused absence for absences over the allotted days.

A student who is immature and consequently fails to complete grade requirements is to be retained only after every effort is made to complete grade requirements. This procedure must include, but is not limited to help class, parent conferences, and frequent progress reports to parents.

Before any child can be retained, a parent conference must be held. No student should be retained without adequate parental notification.

Students must complete, in sequence, grades K5-12; that is, acceleration (double promotion) is not an acceptable practice in AISA accredited schools.

## **Academic Promotion and Retention Guidelines by Grade Level**

### ***K5 Retention Guidelines:***

If a teacher recommends retention based on grades or social development, the student will be required to pass Faith Academy's 1<sup>st</sup> grade entrance test before enrolling in grade 1.

### ***Grades 1 and 2 Retention Guidelines:***

The student must receive a passing grade in all the core subjects. Core subjects are as follows: reading, phonics/spelling, and mathematics.

**Grades 3-6 Retention Guidelines:**

In order to qualify for promotion, a student must successfully complete a minimum of four out of the five core subjects. Core subjects include the following: mathematics, literature/reading, grammar/spelling, science, and history. If a student fails one core subject, approved and documented remediation must be successfully completed before a student is promoted. If a student fails two core subjects, the grade is to be repeated.

**Progress Reports and Report Cards**

Student work is sent home daily in kindergarten. Progress reports are sent home weekly in grades 1-3. All progress reports are to be signed and returned to the teacher by Friday. Grades are updated weekly through Family Portal in grades 1-12.

Report cards are sent home every 9 weeks and should be signed and returned to school.

**Elementary Athletic/Extracurricular Eligibility Requirements**

In order to participate in activities financial accounts must be current. Students are required to maintain a "C" average to be an officer of a class, club, or student organization. To be eligible to run for an office, the student must have a "C" average and no discipline problems for the previous year.

If a student fails more than one subject per semester, he/she will be ineligible the following semester to participate in any school-sponsored extracurricular or sports program activities. Students will be evaluated each report card period.

To remain eligible, students must not fail more than one academic subject for that grading period and maintain a minimum numerical average of 70/C for each grading period (approximately every 9 weeks).

**Conferences**

If you see the need to have a conference with a teacher, you may send a note with the student, send an email, or leave a message with the office requesting a meeting. The teacher will then contact you to set up a time that will be convenient for everyone.



## Other Helpful Information

### **Cell Phone and Technological Devices**

Use of electronic devices (cellphones, earbuds, smart watches, gaming devices, headphones, etc.) is prohibited on school campus before 4:00 p.m. Phones brought to school must be turned off and kept in the student's backpack. Students in grades 4-6 will be required to use Yondr cases. The same consequences apply for those on their phone and for those whose phone rings or chimes before 4:00 p.m. More information can be found in Appendix B. This policy is set in order to eliminate distractions and promote the best learning environment. We highly recommend that parents use monitoring software on their child's devices.

### **Consequences for not Yondring Devices:**

- 1<sup>st</sup> offense: Device will be confiscated and left in the office for 5 days.
- 2<sup>nd</sup> offense: Device will be confiscated and left in the office for 5 days and the student will attend Saturday School.
- 3<sup>rd</sup> offense: Device will be confiscated and left in the office for 5 days and student will have a 1 day suspension with zeros on all work. All subsequent offenses will result in this consequence.

\*Intentional deception will immediately move students to the next offense.

\*\*The student's parent/guardian may come to the school and retrieve the cell phone before the 5 day period for a \$25.00 fee.

### **Chapel Services**

Chapel is held every other week. Occasionally our schedule is interrupted by holidays. Parents are always welcome.

### **Parties**

There are two parties each year: Christmas and End of the Year. Special snacks are usually shared at Easter, and valentines are exchanged on Valentine's Day. We celebrate Christmas as the birth of Christ and Easter as the resurrection. No mention is made of Halloween, Santa Claus, Mardi Gras, or the Easter Bunny.

Although we do not have birthday parties at school, parents are welcome to bring cupcakes, cookies, etc. to share with the class on their child's birthday. Please check with the child's teacher for classroom guidelines.

### **Field Trips**

Each class in grades 1-6 will go on a field trip to an age-appropriate destination. Children must ride on the transportation arranged by the grade level teachers. An agenda is sent home, and a permission slip must be signed and returned to the school before a child is allowed to participate in the event. Teachers will inform parents about the need for chaperones and parent's attendance on the trip.

# Handbook for Grades 7 – 12

## Policies and Procedures

### Turning in Late Assignments

The procedure for turning in late assignments is as follows:

- Grades 7-10: All late papers, speeches, or major assignments will be deducted a letter grade (10 points) per day late.
- Grades 11-12: All late papers, speeches, or major assignments will be deducted 2 letter grades (20 points) per day late.
- Homework assignments must be turned in on time.

### Make-Up Work

Students who are absent due to excused reasons are required to make up all missed work in each class. Work missed due to an excused absence that is not made up will result in a “0”. If the student missed 1 day, they have 1 day to make up work. If the student missed 2 days, they have 2 days to make up work and so on--up to three days. If a student needs an extension due a lengthy absence, this must be requested through the individual teachers. In the event of an unexcused absence, the grade level principal will communicate regarding missed assignments.

If a student is going to be out due to a school-sponsored event, it is the students’ responsibility to get all assignments before leaving. All make-up work will be due on the day they return from the trip. The student is not counted absent on a school-sponsored trip; therefore, their work is due when the other students’ work is due.

Any exceptions to this policy will be issued in writing by the grade level principal. In all cases, the students are responsible for initiating and following through on plans to make up work due to any excused absence. If a student is present for part of the day but leaves during the day, it is the responsibility of the student to turn in any due work to their teachers before leaving.

### Make-Up Tests

Make-up tests must be made up within the time limit mentioned under “make-up work”. It is up to the classroom teacher as to what days the student will have to make up tests. Many teachers have specific make-up days scheduled after school. It is the responsibility of the student to talk with their teacher on the day they return from their absence and set up a make-up testing time.

### Cafeteria Policies and Procedures

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students who are ordering need to do so using their online cafeteria account. All lunches must be pre-ordered by midnight the night before.

During lunch each student will go through the cafeteria line and key in his or her PIN. Any student who does not order will be given the option to buy a corn dog or hamburger. Students are to remain in the cafeteria until they are instructed to return to class.

At no time are students allowed to take food or drink outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch time. No excessive noise or boisterous behavior will be tolerated.

### **Visitors on Campus**

Faith Academy maintains an open door policy for current Faith parents. You are welcome to visit as long as instruction is not disrupted. We do ask parents to sign in through the office and get a visitor's pass. If you need to give your child a message, homework, lunch money, supplies, etc., please do so in the office. Students from other schools are not permitted to visit unless pre-arranged through the principals to shadow another student.

### **Halls**

Students should be in the halls only at the beginning and end of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class must have passes. Students are asked to be courteous and quiet at all times, to keep to the right when moving in the halls, be considerate of others in the halls and classrooms, discard trash in the containers provided, and keep the school clean by picking up paper off the floors. Running and shouting in the halls is never permitted.

### **Storage Areas/Lockers**

For students in grades 7-12, lockers and combination locks are issued at the beginning of the year. Lockers should be kept locked at all times. Students are cautioned against revealing their combinations to each other. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student. Any locker malfunction should be reported to the proper teacher or the office. Lockers may be inspected periodically by school staff.

### **Care of School Property**

Students are expected to make every possible effort to take care of the school building and its fixtures. Every student shall refrain from damaging or destroying the school building and any part of the premises. Any student causing damage to school property, whether intentional or accidental, will be liable for damages and face possible disciplinary action.

## **Student Conduct**

### **Assertive Discipline**

While it is not an academic subject, good discipline is integral to the educational structure. It is the goal of the staff at Faith Academy to provide the best educational environment possible for our students. In an attempt to establish a safe, secure, and pleasant learning environment we have established an Assertive Discipline Plan for the school. The plan specifies rules that students are expected to obey, as well as rewards for obedience and consequences for disobedience. Each student and parent receives a copy of the plan appropriate for their grade level. After it has been discussed, the parents will sign a form stating that they and the student understand and will comply with the assertive discipline plan.

#### **Our classroom rules for grades 7-12 are as follows:**

1. Be in your seat with all necessary materials before the tardy bell rings.
2. Raise your hand before speaking.
3. No eating, drinking, chewing gum, or personal grooming in the classroom.
4. Keep hands, feet, and other personal objects to yourself.
5. Remain in your seat unless given permission to do otherwise.

If a student chooses to break a rule:

- 1st offense: Student's name on board = Warning
- 2nd offense: One check after name = 15 minute detention after school
- 3rd offense: Two checks after name = 30 minute detention after school
- 4th offense: Three checks after name = 30 minute detention/call parent
- 5th offense: Student sent to office
- SEVERE DISRESPECT: Student sent to office.

\*If a student does not serve an assigned detention, the detention doubles.

### **Cheating**

See "Faith Academy Honor Code of Academic Integrity" (Appendix C).

### **Student Vehicles**

All vehicles on the campus of Faith Academy must be operated by licensed drivers and have a current school year Faith Academy parking decal. Vehicles without a parking decal will be ticketed. All student drivers will be assigned a specific parking space. Students are only allowed to park in their assigned parking spaces. Music played inside a vehicle should not be heard outside of the vehicle. If a student fails to abide by the guidelines, they are subject to a fine, ticket, or further discipline. Reckless driving or speeding will result in a minimum of a 2 week driving suspension. A second offense will result in permanent suspension from driving on campus.

### **Cell Phones and Electronic Devices**

The use of cell phones, earbuds, headphones, tablets, smart watches and all other electronic devices is prohibited on school campus during the school hours of 7:50 a.m. to 3:05 p.m. If a student uses a cell phone or other electronic device without teacher permission, it will result in disciplinary action, including suspension. Students are required to Yondr all devices during school hours. See Appendix B for the complete policy.

- 1<sup>st</sup> offense: Device will be confiscated and left in the office for 5 days.
- 2<sup>nd</sup> offense: Device will be confiscated, left in the office for 5 days, and the student will attend Saturday School.
- 3<sup>rd</sup> offense: Device will be confiscated, left in the office for 5 days, and student will have a 1 day suspension with zeros on all work. All subsequent offenses will result in this consequence.

\*Intentional deception will immediately move students to the next offense.

\*\*The student's parent/guardian may come to the school and retrieve the cell phone before the 5 day period for a \$25.00 fee.

### **Married and/or Pregnant Students**

As a Christian school, we strongly oppose abortion and encourage students to accept their responsibility as parents. Pregnant students will be encouraged to earn a high school diploma through other means. The dismissal of a pregnant student is not a disciplinary action. Our thoughts and prayers will remain with the student and God's grace, as always, is sufficient. However, it is our job to train our students in Biblical standards so that our younger students will have a positive influence. No student who is married, previously married, pregnant, or has a child will be allowed to enter school or continue as a student at Faith Academy. This same philosophy holds true for young men who have made similar choices.

## **Academics**

### **Academic Requirements (grades 9-12)**

Listed below are the academic requirements for graduation:

- Four English Units
- Four Math Units (including Geometry, Algebra I and Algebra II)
- Four Social Studies Units
- Four Science Units (including Biology and Chemistry)
- One PE, Band, or Choir Unit
- ½ Health Education Unit
- ½ Arts Education Unit
- Six Elective Units
- Four Bible Units (Faith Academy Only)

### **Honors, Advanced Placement, and Dual Enrollment Policy Statement**

Honors and advanced placement programs are for academically-oriented students who want a more challenging and comprehensive education. Honors courses will begin in the ninth grade and will include English, math, history and science. Advanced Placement courses are offered in selected subjects. Dual Enrollment and Advanced Placement courses are offered only to juniors and seniors meeting all eligibility criteria. Dual Enrollment and Advanced Placement courses are college-level courses that give students an opportunity to earn both high school and college credit. The AP courses prepare students to take the AP exams; with passing grades of 3, 4, or 5 on the AP exam, a student may earn college credit. Students who are on the standard (non-honors) track must meet with their counselor before signing up to take an advanced class.

### **Criteria for Advanced Placement**

- Grades in the subject must be an average of 80 or above
- Recommendation by the previous year's teacher
- A student who is excessively absent will be removed from the AP program

### **Criteria for the Honors Program**

- Grades in the subject must be a yearly average of 75 or above
- Recommendation by the previous year's teacher
- A student who fails any semester of an honors class will be removed at the semester if scheduling allows. A student cannot advance in the Honors program if they have failed a previous subject.
- A student who is or has received help through our resource program in grades 9-12 is not eligible to receive an advanced diploma; however, they may take advanced classes.

### **Criteria for Dual Enrollment**

- Must have maintained a GPA of 3.0 or higher
- Must meet with the academic advisor
- Must pay additional fees

### **Schedule Changes**

Students will have three weeks at the beginning of the year to change their schedules. At the beginning of the second semester, students will have one week to make changes. All changes must be made through the counseling office with parent and principal permission.

## **Homework Policy**

Students and their parents/guardians have a responsibility for the students' mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study units will be discussed fully in the classroom so that parents are not required to give instruction. The teacher will provide the instruction.

Parents should establish a learning environment in the home by:

1. Showing a positive attitude toward education.
2. Taking an interest in the child's school work.
3. Establishing good study conditions.
4. Monitoring the child's study habits.
5. Exercising patience while encouraging the child.

Teachers provide instruction to each student so that mastery of the subject matter can occur. The assignment of homework is an outgrowth of that classroom instruction. The following are examples of homework assignments given to students at Faith Academy:

1. Independent practice of newly-learned skills.
2. Expansion activities beyond the subject matter presented in class.
3. Introduction of new materials (such as the reading of a chapter in the text with a stated purpose of the reading).
4. Independent student projects, assigned by the teacher.
5. Classroom assignments not completed by the student during the instructional day.

Each teacher will explain his/her individual homework policy on the first day of school. All students are expected to complete homework assignments. Incomplete or no homework will result in a zero on the assignment. Failure to complete three homework assignments in one grading period (one quarter) will result in an hour detention. Six homework deficiencies or excessive one hour detentions will result in Saturday School.

## **Help Classes**

Help classes are available to all students who need additional instruction. Help classes are scheduled Monday afternoon through Friday morning from 7:20 a.m. to 7:45 a.m. and 3:10 p.m. to 3:45 p.m. Teachers may make adjustments to this schedule based on subject matter and after school responsibilities. There is no charge for this service.

## **Conferences**

If you see the need to have a conference with a teacher, you may send a note with the student, send an email, or leave a message with the office requesting a meeting. The teacher will then contact you to set up a time that will be convenient for everyone. Please meet with the teacher before requesting a conference with the principal.

## **Reporting Student Progress**

In an effort to keep parents informed about student progress, the following measures are used:

1. A report card is issued each nine weeks, which must be signed and returned immediately.
2. A parent/teacher fellowship is held to review progress and goals.
3. Annual standardized testing is conducted for certain grade levels.
4. Parent/teacher conferences are available upon request through the teacher.
5. Student progress, assignments, and projects may also be accessed through Family Portal at [www.faithacademy.us](http://www.faithacademy.us).

## **Grading System and Report Cards**

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

100-90	A	Excellent
89-80	B	Good
79-70	C	Average
69-60	D	Poor
59 and below	F	Failure
I - Incomplete		

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

Grades for the year are determined by the grades for each of two nine-week grading periods and a final exam for each semester. Semester exams count as 1/5 of the semester average. In grades 7 and 8, the final grade for the year is the average of the two semester grades.

### **Please Note the Following Scale for Honors and AP Programs**

- Honors and Dual Enrollment classes will be weighted at 1.0
- AP classes will be weighted at 1.25

### **Promotion and Retention Guidelines**

No student can be promoted to the next grade level who has missed more than eighteen days of school per year in grades 7-8 or more than nine days of school per semester in grades 9-12. (See our Absence Policy for more information.)

Students must complete, in sequence, grades K5-12; that is, acceleration (double promotion) is not an acceptable practice in AISA accredited schools.

#### ***Grades 7-8 Guidelines:***

Students who fail only one subject for the year may make up the credit in summer school. Students who fail two or more subjects for the year will be retained. A student will not be allowed to remain at Faith Academy if they are more than one grade level behind.

#### ***Grades 9-12 Guidelines:***

If a student starts a school year more than a half credit behind, they will be retained in the previous grade level's homeroom until their credits are completed. Students need to schedule a meeting with the guidance counselor to determine their options for making up missing credits.

## Senior Information

### **Graduation Requirements**

Students are required to complete 28 Carnegie Units for graduation. These Carnegie Units must include the requirements listed under academic requirements.

In an effort to promote higher learning and to help students achieve all that they can, there are two graduation requirements in effect for all seniors. These two requirements for graduation are as follows:

- Each senior must take the ACT test before graduating.
- Each senior must apply to at least one institution of higher learning before graduating.

### **Information Concerning Valedictorian and Salutatorian**

In order to be considered for valedictorian or salutatorian, a student must be in the Honors Program. Judgments will be based on weighted GPA. The GPA calculated for valedictorian and salutatorian is based on their four advanced core classes (grades 9-12) and one advanced elective per year (grades 10-12). If there is a tie, the student with the highest numerical average will be the valedictorian. The student must have attended Faith Academy since his or her junior year. Homeschool grades will not be considered as part of the student's cumulative GPA.

### **Senior Exam Exemption**

All seniors will take exams during the first semester. In order for a senior to be deemed exempt from their second semester exam, they must have an overall "C" average for the second semester with no more than 9 absences in that class.

### **Transcript of School Records**

The school will send 3 official transcripts via Parchment to the student's colleges of their choice. A fee will be charged for additional transcripts. All transcript requests are to be made through [www.parchment.com](http://www.parchment.com).



## Faith Academy Graduation Requirements

Below are state requirements for each of the listed diplomas. These requirements must be fulfilled in grades 9 – 12.

<u>Standard Diploma</u>	<u>College Preparatory with Advanced Academic Endorsement</u>	<u>College Preparatory Career with Advanced/Technical Endorsement</u>																																																																																																																																																																																														
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## Extracurricular

### Athletic or Extracurricular Eligibility Requirements

In order to participate in activities financial accounts must be current. Students are required to maintain a “C” average to be an officer of a class, club, or student organization. To be eligible to run for an office, the student must have a “C” average and no discipline problems for the previous year.

If a student fails more than one subject per semester, he/she will be ineligible the following semester to participate in any school-sponsored extracurricular or sports program activities. Students in grades 7-12 will be evaluated each report card period. Students attending summer school will be re-evaluated prior to participating in fall sports.

To remain eligible, students must not fail more than one academic subject for that grading period and maintain a minimum numerical average of 70/C for each grading period (approximately every 9 weeks).

## Appendix A-Faith Academy Health Policy

### Faith Academy 2024-2025 Health Policy

Faith is following CDC sanitation and safety recommendations which include:

- Having alcohol-based hand sanitizers accessible that contain at least 70% alcohol.
- Routinely cleaning frequently-touched surfaces and objects.
- Displaying visual alerts/reminders about respiratory hygiene and cough etiquette.
- Using increased ventilation and ionization technology.

Parents can partner with Faith Academy by reviewing the CDC recommendations regarding everyday preventative measures:

- Stay home when you are sick with respiratory disease symptoms.
- Cover coughs and sneezes with a tissue, then dispose of it in the trash receptacle.
- Wash hands often with soap and water for at least 20 seconds; especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with 60%-95% alcohol.
- Clean phones, iPads, and computer keyboards at home each night.

***Many parents are concerned about when to keep children who have been ill home from school. These are a few of the most common reasons children should stay home or may be sent home from school.***

1. **FEVER**- Your child should stay home if they have a temperature of 100 degrees or higher. If your child presents with a fever at school they will be required to put on a mask until they can be picked up from school. They need to be fever/symptom-free for 24 hours without medication before returning to school.
2. **COVID-19 AND RESPIRATORY INFECTIONS**- If your child does not have fever but is exhibiting flu-like symptoms (body aches, chills, cough etc.), please keep your child at home to recover until they are symptom-free for 24 hours. If a child tests positive (+)for COVID-19, please keep them home until fever free for 24 hours and symptoms have improved.
3. **VOMITING AND DIARRHEA**-Your child should stay home if he/she has vomited or has had diarrhea (more than 2 or 3 loose stools) within the last 24 hours. They should remain at home for 24 hours after vomiting and diarrhea has ended. If 1 or 2 loose stools are present with vomiting or fever, the child should also remain at home until they are symptom-free for 24 hours.
4. **PINK EYE**- Conjunctivitis can be very contagious. If the white part of your child's eye is red and there is yellow/green discharge from the eye, you need to keep your child at home and see a doctor. Drainage due to allergies is usually clear and will involve both eyes. Pink eye can involve one eye or both eyes. Kids with pink eye may be light-sensitive, complain of itching and burning in eye(s), have swollen eyes or eyelids, and have dried discharge in eyes upon waking.
5. **HEAD LICE**- Children with live bugs will not be allowed in school until their heads have been treated and the nits removed. All nits must be removed to prevent re-infestation.

6. **IMPETIGO**- Impetigo is sores that have become infected and can be found anywhere on the body, including the face. The sores can drain infected material before becoming crusty. If the sores have not dried, they will need to be covered while the child is in school. Your child can return to school once they have been treated by a physician for at least 24 hours.
7. **RINGWORM**- Ringworm is a fungal infection of the skin, hair or nails. Ringworms must be covered by a clean dressing while the child is at school.
8. **RASHES**-Any child with an undiagnosed rash cannot come to school. When a child is sent home from school with a rash, they must have a physician's note to return to school.
9. **COUGHING/SNEEZING/NASAL DRAINAGE**- Your child should not come to school excessively coughing, sneezing, or with nasal drainage. If they were kept awake by coughing, sneezing or nasal drainage, they do not need to come to school. Please call your doctor and let them recover at home.
10. **STREP THROAT**- If your child has been diagnosed with strep throat (this requires a test by a healthcare provider), your child should stay home for 48 hours after beginning antibiotics prescribed by a physician.

**Remember:**

- **Please keep emergency numbers in the school office current.**
- **Always get a doctor's excuse when absent from school.**
- **The "School Medication Prescriber/Parent Authorization Form" must accompany any medication that needs to be given at school. See Medication Policy below for more information.**

## Faith Academy 2024-2025 Medication Policy

Medication administration is a small but important part of maintaining student wellness during school hours. Only medication prescribed by a physician will be administered. Parents are encouraged to give the student their medication at home whenever possible.

### Prescription Medication:

- Medications should be brought to school by a parent or guardian and given to the school nurse with the completed "School Medication Prescriber/Parent Authorization Form" signed by a licensed healthcare prescriber with specific instructions for use.
- Prescription medication must be in the original prescription bottle labeled with the child's name.
- If at any time the medication changes, a new form must be filled out by the healthcare provider and turned into the school nurse.
- The first dose of any new medication must be administered at home in case of possible allergic reaction.
- Medication will not be given more than ½ an hour before or after the assigned time.
- Students cannot be in possession of any medication unless it is an emergency or rescue medication with the appropriate medication authorization form on file.
- Students who have met the criteria for self-medication should: never share medication with other students, keep the medication in the original labeled container, and bring the medication to school every day.
- Medications cannot remain at school over summer and must be picked up by parent/guardian at the end of the school year or the medication will be destroyed.
- The school nurse reserves the right to deny the privilege to self-carry to any student based on their assessment and individual nursing judgment.

### \*NEW FOR 2024-2025 SCHOOL YEAR

#### Over-the-Counter (OTC) Medication:

- For OTC medication to be administered at school by the nurse or other personnel, it should be brought to school by a parent or guardian and given to the school nurse with the completed **"School Medication Prescriber/Parent Authorization Form" signed by a licensed healthcare prescriber with specific instructions for use** (ex. 2 tabs every 4-6 hours as needed for pain).
- OTC medication must be in a new, unopened container.
- The parent or guardian must deliver OTC medication to the school nurse. Medication should not be sent with the student. Students are not allowed to possess OTC medications.
- OTC medication may be administered by the parent or guardian at any time.

Revised 06/2024

## **Appendix B-Yondr Policy**

Faith Academy believes in offering a quality Christian education in a safe, clean, and orderly environment while assisting and encouraging students to realize who they are in Christ. Research shows that the mere presence of cellphones in the classroom can be detrimental to student performance.

In an effort to support our students, we use Yondr cases to control cell phone distractions during the school day. Yondr allows your child the comfort of staying in possession of his/her phone, but takes away the urge of constantly looking at it, texting in the moment, monitoring social media or calling friends in another class. Our staff has seen that Yondr cases create a productive learning environment with a significant decrease of classroom disruptions due to cell phone use.

All students in grades 4-12 with a cell phone/smart watch are required to Yondr their cell phones/smart watches during school hours. Each student is assigned a pouch. **Yondr pouches are school property and failure to return a case and/or damage will result in the student being responsible for the cost of the Yondr.** Students who violate this policy will face disciplinary action. We thank you for your cooperation and participation to help us create a safe and secure educational environment, so our students can develop the necessary social and learning skills to be engaged, positive contributing members of our community.

### **How will the Yondr process work at morning arrival and dismissal?**

Students in grades 4-12 with a cell phone/device will turn off the device and place his/her phone/device inside of a Yondr pouch and lock it in front of his/her homeroom teacher. Pouches will be unlocked at dismissal. If a student needs to leave school early, unlocking bases will be in the office to allow for a quick dismissal.

### **How can I get in touch with a Faith student? How can Faith students contact their caregiver(s)?**

In the event a caregiver needs to contact their student, they can call the school office, and their child will be given the message. If the student needs to contact his or her caregiver, he or she will be allowed to call from the office.

### **Consequences for not Yondring Devices:**

- 1<sup>st</sup> offense: Device will be confiscated and left in the office for 5 days.
- 2<sup>nd</sup> offense: Device will be confiscated, left in the office for 5 days, and the student will attend Saturday School.
- 3<sup>rd</sup> offense: Device will be confiscated, left in the office for 5 days, and student will have a 1 day suspension with zeros on all work. All subsequent offenses will result in this consequence.

\*The student's parent/guardian may come to the school and retrieve the cell phone before the 5 day period for a \$25.00 fee.

## **Appendix C-Faith Academy Honor Code of Academic Integrity**

“So whoever knows the right thing to do and fails to do it, for him it is sin.” James 4:17

Faith Academy recognizes the importance of academic integrity in all areas of student work. It is our expectation that students in our school community demonstrate high standards of personal honesty and integrity in work completed both inside and outside the classroom. By following the honor code, students respect the dignity, rights, and property of others.

Faith Academy has a vital interest in the character of its students and, therefore, regards all behavior as a reflection of the student’s character and fitness to be a member of the student body. Violations of the honor code reflect negatively on the individual students as well as the entire school community and also disrupt the trust necessary to support high standards of academic achievement. Therefore, honor code offenses will result in serious and progressive consequences.

***Students will indicate their understanding of the honor code by signing and agreeing to the statement and standards listed below:***

### **Examples of honor code offenses include, but are not limited to:**

1. Lying -- intending to deceive using written or oral untruths relating to academic matters
2. Forging or using a forged signature -- signing a name that is not one’s own or turning in a document with knowledge of forgery
3. Fabrication -- presenting as genuine any invented or falsified citation or materials
4. Misrepresentation -- falsifying, altering, or misstating the contents of documents or other materials related to academic matters
5. Unauthorized collaboration, such as
  - a. Working together on a class or take-home assignment without authorization by the teacher
  - b. Looking at someone else’s quiz, test, examination, or knowingly allowing another student to look at his/her paper
  - c. Using textbooks, websites, applications, class notes, prepared notes, or having or using notes, formulas, definitions, or other course material either in written form or in a programmable calculator, cellphone, or other electronic device without teacher approval
  - d. Using a communication device such as a cell phone or tablet to send, receive, or share unauthorized information about an assignment
6. Unauthorized advantage, such as
  - a. Looking at someone else’s quiz, test, examination, or paper without their knowledge
  - b. Giving or receiving written or oral answers during a test or a quiz
  - c. Relaying information or accepting information concerning test items and/or format, such as securing a copy of a test or test questions prior to taking it or sharing test questions with other students, verbally, electronically, or in written form.
  - d. Altering a submitted assignment without instructor approval
  - e. Planning or participating in any cheating scheme
  - f. A.I.-generated content (without teacher authorization)

7. Plagiarism, such as:
  - a. Copying someone else's work by manual or electronic means without citing the source
  - a. Not properly citing sources of quoted or paraphrased information
  - b. Turning in, for credit, any assignment that is not based on the student's own research, including papers from a commercial term paper company and papers written by anyone other than the student or making up and falsifying data
  - c. Submitting the same or portions of the same academic materials for credit in more than one class without the consent of both teachers

**Consequences for Honor Code Violations:**

First Offense:

1. Zero on assignment
2. Parent Notification
3. Consequences with school-sponsored activities as per that activity's guidelines (e.g., removal from NHS)
4. Notation of an incident of cheating in the student's discipline record

Second and Subsequent Offenses:

1. Zero on assignment
2. Parent Notification
3. Consequences with school-sponsored activities as per that activity's guidelines (e.g., removal from NHS)
4. Notation of an incident of cheating in the student's discipline record
5. Suspension

"I give my word that I fully understand and will adhere to the standards outlined in this honor code. I am aware of the consequences should I violate these standards."

Student Signature: \_\_\_\_\_



# FAITH ACADEMY

Student Handbook Agreement to Comply

<p><b><u>1<sup>st</sup> Period: General Policies</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Uniforms <ul style="list-style-type: none"> <li>• Girls</li> <li>• Boys</li> </ul> </li> <li><input type="checkbox"/> Acceptable Use</li> </ul>	<p><b><u>5<sup>th</sup> Period: Conduct</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gum Chewing</li> <li><input type="checkbox"/> Cheating</li> <li><input type="checkbox"/> Student Vehicles</li> <li><input type="checkbox"/> Student Conduct</li> </ul>
<p><b><u>2<sup>nd</sup> Period: Illness</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Phone Use</li> <li><input type="checkbox"/> Sickness/Injury</li> <li><input type="checkbox"/> Medication</li> </ul>	<p><b><u>6<sup>th</sup> Period: Devices and Substances</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cell Phone/Electronic Devices</li> <li><input type="checkbox"/> Yondr</li> <li><input type="checkbox"/> Drug Testing</li> </ul>
<p><b><u>3<sup>rd</sup> Period: Attendance</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrival and Dismissal</li> <li><input type="checkbox"/> Early Dismissals</li> <li><input type="checkbox"/> Absences/Tardies</li> <li><input type="checkbox"/> Make-up Work</li> <li><input type="checkbox"/> Late Assignments</li> </ul>	<p><b><u>7<sup>th</sup> Period: General Requirements</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Academics/Schedule Changes</li> <li><input type="checkbox"/> Grading System/Report Cards</li> <li><input type="checkbox"/> Promotion/Retention</li> <li><input type="checkbox"/> Graduation Requirements</li> <li><input type="checkbox"/> Extracurriculars/Eligibility</li> </ul>
<p><b><u>4<sup>th</sup> Period: Facilities</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cafeteria</li> <li><input type="checkbox"/> Visitors</li> <li><input type="checkbox"/> Lockers</li> <li><input type="checkbox"/> Halls/School Property</li> </ul>	<p>The Student Handbook can be accessed at <a href="http://www.faithacademy.us">www.faithacademy.us</a> under the "Admissions" tab.</p>

I hereby affirm that I have read the Student Handbook and discussed its policies with my parent/student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Faith Academy and is subject to change without notice by decision of Faith Academy's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Parent's Signature