



**2020 – 2021**

**Parent and Student Handbook**

“Leading students to **Know** Jesus as their personal savior, **Grow** in both faith and academic excellence, and **Go** into the world as lifetime disciples of Christ.”

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## ASSOCIATIONS



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## STATEMENT OF FAITH

Faith Academy is a discipleship school, not an evangelical school. Simply stated, we believe in:

**One God in three persons;** We believe that there is only one true and living God who is perfect, infinite, all-knowing, and exists in three distinct Persons—Father, Son, and Holy Spirit. (Deut 6:4; Is 45:5-7; Mat 28:19; John 4:24; 1 Cor 8:4; 2 Cor 13:14)

**One Way of Salvation;** We believe that salvation is wholly of God by grace on the basis of the redemption of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works

(John 1:12; Eph 1:7; 2:8-10; 1 Peter 1:18-19)

**One Book;** We believe that the Bible, which is comprised of all 66 books from Genesis to Revelation, is God's full and complete written revelation to man, given to us by the Holy Spirit. (John 16:12-15; 1 Cor 2:7-14; 2 Pet 1:20-21)

We believe that the Bible is inspired in every word, is inerrant, infallible, and is God-breathed. While there may be different applications of any particular passage of scripture, there is only one true interpretation. It is the responsibility of the believer to properly study and apply teachings from scripture under the guidance of the Holy Spirit. (Mat 5:18; John 7:17; 1 Cor 2:7-15; 1 Thes 2:13; 2 Tim 3:16; 2 Pet 1:20-21; 1 John 2:20)

**One Body;** We believe that all who place their faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual Body, the church, the bride of Christ, of which Christ is the Head. (1 Cor 12:12-13; 2 Cor 11:2; Eph 1:22; 4:15; 5:23-32; Col 1:18; Rev 19:7-8)

We believe that the purpose of the church is to glorify God by building itself up in the faith, by instruction of the Word, by fellowship, by keeping the ordinances and by advancing and communicating the gospel to the entire world. (Mat 28:19; Luke 22:19; Acts 1:8; 2:38-42,47; Eph 3:21; 4:13-16; 2 Tim 2:2, 15; 3:16-17; 1 John 1:3)

**God's design for Marriage;** We believe that marriage is only between one man and one woman. God's Word is clear that the two, meaning one man and one woman, become one flesh in marriage. (Gen 2:24; Mat 19:6; Mark 10:8)

These statements are based on fundamental Christian beliefs that we strongly support as the primary doctrine for teaching. Faith Academy does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. Other doctrinal issues upon which this ministry has no official stance will be considered secondary doctrine and will not be taught. In the event secondary doctrine is brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctive. Students and parents must sign their agreement with the Statement of Faith.

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

## SEVEN PILLARS OF FAITH ACADEMY

We believe God has shown us the following critical initiatives to promote overall excellence and future development of our school:

- **Prayer and Faith:** Faith Academy is founded upon faith in God, and we will rely on Him to meet all our needs. Prayerlessness is powerlessness.
- **"God is":** Submitting to God's truth in all things, Faith Academy will promote and teach a biblical worldview.
- **Strengthening Families:** Faith Academy will affirm and train parents in their God-given responsibility to disciple their children.
- **Communication:** Faith Academy will communicate accurate information about who we are and what we do to facilitate relationships within the school and our communities.
- **Servanthood:** Faith Academy leadership, administrative staff, and teaching staff are called by

God to faithfully serve our families through Christian education.

- **Excellence:** Faith Academy will pursue excellence through Christian character in all things.
- **Use of the Tongue:** We expect each other to use the tongue in a manner that praises God, encourages and heals, speaks the truth, is sensitive to all faiths, and seeks to build and not destroy.

## MISSION

Faith Academy partners with parents using the University Model® of education to lead students to **Know** Jesus as their personal savior, **Grow** in both faith and academic excellence, and **Go** into the world as lifetime disciples of Christ.

## VISION

Our vision is to grow children to be self-disciplined, independent students who develop Christian character through excellence in education. Students will be armed with academic knowledge and an unshakeable faith in God.

## PURPOSE

The purpose of Faith Academy is to provide its students with a Biblically integrated, college preparatory education from a Christian worldview. Spiritual maturity and academic excellence are the focus in preparing them for a life of service to God.

## UMS – UNIVERSITY-MODEL® SCHOOL

University-model® schools (UMS) began with Grace Preparatory Academy (GPA) in Arlington, Texas. The parents who founded GPA were homeschooling their children but wanted a way to combine the education they were providing with teaching that could challenge their students to higher academic achievement. The plan they developed combined the close involvement and guidance of parents with the professional instruction of a classroom teacher. Other features they built into the model they created include Christian curriculum, a low student/teacher ratio, and hands-on learning. They wanted the school to be locally managed, and they wanted it to instill a strong work ethic in students.

Since 1999, Faith Academy has proven the strength of this model, with parents and teachers working together to provide God’s children with a quality education. The school was accredited in 2007 by AdvanceEd, an international accreditation and consulting organization that works with more than 36,000 public and private universities and schools worldwide. Faith Academy has been certified by UMSI (University-Model® Schools International) and is affiliated with ACSI (Association of Christian Schools International) and TAPPS (Texas Association of Private and Parochial Schools) for high school

academic and athletic competition.

## THE MODEL

University-model education (UMS) includes a rigorous academic program, co-curricular opportunities, and character development.

- The academic program combines into one model the best aspects of traditional, full-time public and private schools, as well as home schools. UMS uses a university-style schedule in which students attend classes three days each week. Professional teachers provide classroom instruction, while parents continue instruction and monitor student progress on the alternate home days.
- The co-curricular program gives students an opportunity to pursue and develop special interests, talents, and abilities in addition to academics, including sports, art, photography, speech, and others. These programs motivate students to succeed and provide another avenue for learning important life skills, such as teamwork, positive relationships, work ethic, time management, goal-setting, and more.
- Character development permeates both the academic and co-curricular programs as the school works with the parents to reinforce Christ-like attitude and behavior by helping to encourage, support, and train parents; by reinforcing parental values and expectations while at school; and by enforcing school behavior and discipline policies based on shared core values.

## EDUCATIONAL PHILOSOPHY

Faith Academy bases its educational philosophy on three main components: a Biblical foundation, preparing each student for life, and emphasizing the parents' role.

**A Biblical Foundation:** All education is inescapably Christian in that all truth is God's truth. The Bible, as the infallible, inerrant, and inspired Word of God, is the foundation and guide for all knowledge and basic to all elements of education. Because God created, sustains, and will consummate all things through His Son, the Lord Jesus Christ, the universe and all life are dynamically related to Him and have the purpose of glorifying Him. This purpose is fundamental to Christian education and will permeate every aspect of our goals and objectives, our teaching methods, and our curriculum. All representatives of the school will strive to demonstrate and teach values, character, "Christ-likeness," and facts.

**Preparing Each Student for Life:** The primary goal of all Christian education is to prepare each student to glorify and honor God in all that he does. We seek to fulfill this goal by: training and encouraging students to become committed disciples of Christ, supporting the family as the primary social and educational unit instituted by God, promoting personal responsibility for academic excellence and a strong work ethic, and integrating home and school for the development of life skills and strong Christian character in balance with academics and co-curricular activities. Students will be encouraged to assume personal responsibility for learning as part of the maturation process. We expect Faith Academy students to be prepared for pursuing any chosen profession, through rigorous academic instruction and discipline, and be committed to a lifetime of learning and service to their families, their churches, and their communities through an intimate relationship with Jesus Christ.

**The Role of Parents:** We recognize that parents are commanded to rear their children for God's glory by bringing them up in the nurture and discipline of the Lord (Deut. 6; Eph. 6:4). The home, therefore, is to be a place of training and teaching one's own children as is seen from God's command. Also, the community of believers, the church, is commanded and authorized by God for training and discipline. Faith Academy is designed to enable parents to more adequately fulfill the Lord's commands for education and training of children for His glory. Faith Academy will seek to provide parents with academic expertise, challenge, pacing, direction, and accountability, in a way that enhances and assists the parents' efforts at teaching their children. Also, research has proven that parents are the single most influential factor in a child's educational performance. The parents' role is to oversee and involve themselves in their child's education and academic progress. Parents have flexibility in determining

what courses the child will take at the school and what training will be received at home. Parents share joint responsibility with the school for properly placing students, for helping them build the character qualities and work ethic that lead to academic success (and success in general), and for encouraging students to accept increasing responsibility for the consequences of their actions. The parental teaching role ranges from direct instruction in cooperation with the classroom teacher to monitoring of student progress, as the student progresses from elementary to high school. Faith Academy is committed to providing a vital learning experience for students that encourages and facilitates the parent/child relationship.

## **RELATIONSHIP THROUGH COMMUNICATION**

Communication is *vital* in the university model of education. It is our desire to cultivate a positive and effective relationship with the parents to ensure the students' success. The school communicates regularly through the school website, Canvas, ParentsWeb, telephone, email, postcard, newsletters and meetings. Parents and students are encouraged to contact teachers to clarify assignments or expectations. Parents should attend all school meetings and training opportunities designed to inform parents of important topics or events and help parents learn how to be effective in this model. If there are questions or problems within a particular class, the parent or student should first talk with the teacher. If the issue cannot be resolved satisfactorily, the parent or student should talk with the appropriate Supervisor, then Director, and finally the Head of School.

## **PARENTAL AND STUDENT ROLES**

Faith Academy makes no attempt to replace or displace parents as the primary providers of character training for their sons and daughters. The faculty and staff do, however, make every effort to provide opportunities for character development. Classroom time is too short and the scope of supervision too large for teachers to even think of being effective "character developers" if parents are not the primary instigators.

The goal of causing students to always speak and act in a way that exemplifies godly character is integrated throughout the academic, ministry, and athletic programs. In conjunction with this, Faith Academy is developing resources for parents that allow families to further focus intentionally and effectively on training their students toward godly character.

## **PARENTAL CONDUCT**

Ephesians 4:2-6 states, *"Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all."* Just as students are held accountable for their words and actions, so, too, are the *parents* of those students. Parents should model humility, gentleness, and spiritual maturity to their students by treating the Faith Academy faculty and staff with respect, both publicly and privately.

Our communication to and about one another must be seasoned with grace, edifying to others and glorifying to God. If a parent (or student) acts or speaks in an unkind or disrespectful manner to or about any faculty or staff member at Faith Academy, the matter will be taken up by the Administrator,

who according to biblical instruction will give the offending party an opportunity to reconcile differences with the offended party, thus encouraging unity and grace. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent or parents may be withdrawn from the Academy, or barred from admission to the Academy for the following semester.

In severe cases of slander, disrespect or the creation of factions or sowing seeds of discord within the school community or community at large, a recommendation can be made to the Faith Academy Board for immediate expulsion of the student(s) whose parents have created a combative or adversarial dimension to their relationship with Faith Academy faculty and staff members.

Alcohol or illegal drugs are never permitted on school campus, or at any school related function that involves students. Examples where no alcohol is allowed are: school parties, Christmas parties, dances, dinners, field trips, use of parents' homes, etc.

## **PARENT EXPECTATIONS**

Because Faith Academy is a UMS® school, it is a partnership between professional educators and parents in providing a comprehensive approach to education. The success of this model requires parents to fulfill their role in providing the support for their child as stated below:

- Parents will adhere to Parent Conduct Code in Student Handbook.
- Parents will monitor Christ-like behavior and apparel of their students on and off campus in compliance with the Student Handbook.
- Parent hosted or chaperoned activities and events that take place on or off campus must not possess any alcoholic beverages or illegal drugs at any time.
- Parents will purchase all required text materials and supplies for each class.
- Parents will review Canvas on a daily basis for all classes taken at Faith Academy.
- Parents should expect to spend between 4-6 hours per day for active instruction at home.
- Parents will reinforce and may need to re-teach concepts taught at Faith Academy.
- Parents will review homework before it's due to ensure completion.
- Parents can use mistakes from graded assignments as an opportunity to review concepts taught.
- Parents will monitor homework assignments, attendance, and behavior through Canvas and RenWeb.
- Parents will encourage students to ask questions and communicate with their teachers.
- Parents will attend scheduled training that will equip them in educating their child.
- Parents will attend a grade level parent meeting or a parent/teacher conference in the fall.
- Parents will communicate with the teacher about their child's progress and issues.
- Parents are expected to volunteer and serve the Faith Academy community 15 hours per year (10 for single parents).

## **PARENT SERVICE HOURS**

The staff and teachers at Faith Academy are blessed by the many ways in which parents volunteer their time and talents to serve both on and off the campus. Because of your dedication and support, Faith is able to provide our students with fun and enriching experiences that build and strengthen our community. Without this gift of service, many programs would not be possible.

Volunteer information is distributed to all families at the beginning of each school year. Using the information allows parents to select the areas of greatest interest for their volunteer efforts. Through ParentsWeb, parents can track their volunteer hours and totals. While parent service hours are expected (15 hours for two-parent families, 10 hours for single-parent families), we are grateful for the many parents who donate much more time than this minimum requirement. Other parents may have circumstances that prevent their volunteering, but a financial contribution equal to the hours and



service that they might have provided helps us cover the cost for paid temporary help that would otherwise be offset by their volunteer service.

## **STUDENT EXPECTATIONS**

Students are expected to follow the conduct policy stated below. Parents are expected to guide their students within the policies and Christ-like behavior.

- Students are expected to attend class when present on campus and follow attendance guidelines pertaining to tardies and absences.
- Students are expected to come to class fully prepared with textbooks and supplies needed for the class, including their completed assignments to turn in each day.
- Students are expected to follow all policies in the Student Code of Conduct on and off campus.
- Students are expected to complete each assignment with academic integrity.
- Students are expected to follow the uniform dress code on campus and modest dress at school events.
- Secondary students are expected to perform 20 hours of community service per year, on or off campus.

## **STUDENT SERVICE HOURS**

**1 Peter 4:10:** *“As each has received a gift, use it to serve one another, as good stewards of God's varied grace.”*

Faith Academy students in grades 6<sup>th</sup> through 12<sup>th</sup> are expected to complete 20 community service hours per year. These hours can be acquired through service to the school, to the local church, or throughout the community by volunteering in activities serving the needs of people throughout our community outside of the academic school day. Service hours where students receive any type of compensation will not be counted as qualified service hours.

Students need to have their service hours submitted by their parents through ParentsWeb before the end of each school year.

## **STUDENT MINISTRY PROGRAM**

Faith Academy understands how important it is for students to be involved in furthering the kingdom of God. Student Life seeks to serve within the community through outreach events, leadership retreats and short-term mission trips. It is through these events and others that we hope to instill in students the value and importance of actively pursuing their faith and putting their love for Christ into action.

Student Life also seeks to emphasize ministering to the nations. Not only do we strongly encourage and support students to go on short and long term mission opportunities, we also organize our own mission trips during the school year and over the summer which offer even more opportunities for students to use their gifts away from home.

## ADMINISTRATIVE STAFF

Faith Academy is committed to providing excellent service to our parents and students, which is why we have roles and responsibilities associated with each position to help us serve you better. This not only applies to general questions and situations, but also to achieving conflict resolution. If there should ever arise a situation in which there is a concern, the position of Faith Academy is to **resolve every issue by following** the reconciliation steps outlined in **Matthew 18**. This is non-negotiable. By following these Biblical principles, we will experience God's blessing in being obedient.

All questions and concerns need to be addressed by going to the individual first. If a question or concern is not resolved at this level, then the next step is to bring your questions or concerns to the appropriate department leader the individual reports to. If your question or concern still needs to be resolved after going through all the proper channels first, then feel free to make an appointment with the school administrator. These steps are in place to protect and respect all parties involved, which also helps prevent situations that violate Faith Academy's seventh pillar, "Use of the Tongue."

### ADMINISTRATIVE DIRECTORY

<b>Head of School:</b>	Amy Cozby	asc1@famf.org
<b>Director of Enrollment:</b>	Kim Hansard	kjh1@famf.org
Admissions Coordinator:	Kim Hansard	kjh1@famf.org
Registrar:	Kim Hansard	<a href="mailto:kjh1@famf.org">kjh1@famf.org</a>
<b>Director of Operations:</b>	Donna Wilcox	dhw1@famf.org
Accounting Manager:	Rebecca Kuker	rbk1@famf.org
Administrative Assistant	Kindsley Revelle	ker1@famf.org
IT:	Elizabeth Vaughn	egv1@famf.org
Maintenance:	Bobby Tipps	repairs@famf.org
Maintenance Assistant:	Bill Rundzeiher	bfr1@famf.org
<b>Director of Academics:</b>	Amy Cozby	asc1@famf.org
Academic Assistant:	Shelia Finch	<a href="mailto:sdf1@famf.org">sdf1@famf.org</a>
Elementary Chair:	Rebekah Silvers	res1@famf.org
Humanities Chair:	Amy Cozby	asc1@famf.org
STEM Chair:	Elsa Benac	<a href="mailto:ebd1@famf.org">ebd1@famf.org</a>
Counselor/Testing Coordinator:	Nicole Poage	nfp1@famf.org
Receptionist:	Debbie Norton	dln1@famf.org
Student Wellness Coordinator:	Karen Mayfield	<a href="mailto:kem1@famf.org">kem1@famf.org</a>
Student Life Coordinator:	Allison Metzger	amm1@famf.org
<b>Director of Athletics:</b>	Steve McCannon	coachmccannon3@gmail.com
Assistant Athletic Director:	Zakk Revelle	zsr1@famf.org
<b>Director of Family Ministry:</b>	Rusty Freeman	rhf1@famf.org

## FAITH ACADEMY ACADEMIC OVERVIEW

Faith Academy is an approved, certified University-Model® school whose academic program meets the following requirements:

- Faith Academy has a college-simulated scheduling of courses, organized in 16-week semesters, with classes meeting on Tuesday, Wednesday, and Friday. Students spend a *minimum* of one hour working at home for every hour spent at school (1:1 ratio). This standard is the *minimum for participation*; however, most students who want to excel in the program spend more time working at home than is required.
- Our core academic classes are offered as *single subject* courses to best utilize available instructional time. We may, occasionally, due to small class sizes, combine course levels for our elective classes (e.g., art, drama, etc.).
- Students must successfully complete the prerequisite for each course, confirmed by a passing grade in a Faith Academy course or a transcript from another accredited school. New students will demonstrate mastery of previous knowledge through placement testing to provide teachers with a starting point for each semester's instruction.
- Faith Academy allows *semester-by-semester* enrollment. Once a semester is underway, new students may not be admitted until the beginning of a new semester (unless special circumstances apply and with Administrator approval). Students may register and add and drop classes during the first two weeks of a semester only.
- Students register for individual courses, not complete grade level (with the exception of kinder-prep through sixth grade). Faith Academy allows students to deviate from grade level based on mastery of subject matter: elementary may go back or advance one grade level, secondary may go back or advance two grade levels with academic approval. Flexible course registration makes it possible for students to advance more quickly in areas where they are gifted and/or repeat weaker areas when necessary.
- Continuity of instruction is ensured through well-developed and clearly articulated curriculum documents, both within the departments and with the home (e.g., course overviews, scope and sequence, assignment sheets, etc.).
- Each course has a defined, off-campus role for parents that gradually decreases the parents' academic responsibilities (direct teaching) while increasing those of the student (dependent and independent study) as the student progresses through the grade levels.
- Faith Academy teachers are responsible for organizing instruction that includes a partnership with parents. Teachers facilitate this partnership through effective communication, leadership, and instruction in the classroom that extends to the parent. This also includes using textbooks and other educational materials that are both academically sound and parent/student-friendly to use.
- The Faith Academy academic program will maintain high academic standards emphasizing a strong student work ethic and college preparation. Our academic standards will meet or exceed the local and state laws that govern education.
- Faith Academy will maintain a low student/teacher ratio to encourage student success in the classroom.
- Students must have access to internet at home to complete assignments.

### DIFFICULT OR CONTROVERSIAL ISSUES AND TOPICS

Faith Academy will follow these guidelines concerning the relationship between sound education, that is both Biblical and college-preparatory, and the treatment of difficult or controversial issues.

- *Because one of God's purposes in the training of disciples is to equip them to reach others with the gospel of Christ and then teach them to obey all He has taught us, **we will not encourage our students to retreat from contact with a sinful world, but rather train them to effectively reach out to unbelievers.***
- *Because we must learn to build personal and cultural bridges for the sake of reaching others with the gospel, **we will engage in the study of other cultures and thought forms, including godless ones, so that our students will have a better understanding and ability to communicate with all people.***
- *Because God expects His children to be ready to make a defense, acting as salt and light to a world that is often foolish in its understanding and in its principles, **we will teach our students to evaluate and correctly respond to difficult or controversial realities in light of God's Word so that they may be able to confront the world without becoming stained by it.***
- *Because dealing effectively with difficult or controversial topics generally requires the use of higher order thinking skills, **we will support our teachers' use of opportunities presented through the treatment of difficult or controversial topics to challenge their students to develop the skills of analysis, evaluation, synthesis, and proper applications and to apply these skills to godly purposes.***

We do not intend to shield students from the sin and wrong thinking inherent in a fallen world. Rather, we will teach them to confront those realities openly and honestly, from a God-centered perspective, so that they might be prepared to have an impact on the world without becoming part of the world.

## ENROLLMENT POLICIES & PROCEDURES

Admission to Faith Academy is required in order to register for any of the courses offered. Faith Academy will maintain a transcript on file for all students admitted to the school. Parents will be provided with a copy of this transcript upon request. Faith Academy will keep an academic transcript of the courses taken at the school and maintain records of previous courses taken at a public school and/or transfer credits (if in accordance with Faith Academy's policies concerning credit transfer).

### NON-DISCRIMINATORY POLICY

Faith Academy of Marble Falls admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students and do not discriminate on the basis of race in administration of its educational policies, admission policies, or athletic and other school-administered programs.

### PARENT AND STUDENT RESPONSIBILITIES

Children must be accepted to Faith Academy through a formal admissions process. **Both parental involvement and student cooperation is essential for Faith Academy to fulfill its mission.** Therefore, as a condition of acceptance to this school, the parents and student must fulfill the following requirements:

- Parents must provide Faith Academy with an online application form for each child applying for admission, including academic records, health forms, and other information as specified in the application packet.
- Parents and students must sign a form stating their agreement with our Statement of Faith as an expression of who we are and what will be taught in the classroom AND expressing their own personal commitment to Jesus Christ.
- Parents and students must be willing to abide by the school's rules, policies and regulations as expressed in our handbook or by the administrator. Each year, parents and students are required to sign an agreement stating they have read the student handbook.
- Parents must be committed to providing partnership instruction in the satellite classroom on the days that the child is not attending Faith Academy in order to provide quality education in accordance with the laws of the state of Texas. Parents are responsible for providing regular structure for completing home assignments and monitoring the student's completion of these assignments, and helping the student as needed. Students are strongly discouraged from working during reasonable school hours on the days that they are not attending Faith Academy.
- The family must be active members of the Body of Christ and regularly attend a Christian church.
- Parents are expected to fulfill the Biblical standards for the roles of marriage in the home as outlined in Scripture. Marriage is recognized as being between one man and one woman.
- Parents and students must be committed to the university-model learning experience and Christian environment of Faith Academy. Each student must be willing to adhere to Faith Academy's "Student Code of Conduct," "Uniform Policy," and all other policies.
- Parents must be willing to use a Christian Conciliation Service to settle any disputes.

### ACADEMIC ADVISING

All students entering high school must undergo academic advising for the purpose of establishing a diploma plan. In addition to this, any requests for transfer credits must be assessed before new students are allowed to register.

### ADDING, DROPPING and WITHDRAWING FROM CLASSES

- Faith Academy Courses

Students may add or drop courses for the first two full weeks of classes (in both fall and spring semesters), if the student is in good standing with the school and space for him or her is available in the desired course.

After the first two weeks of the semester, students may withdraw from a class(es) through the end of the sixth week of school without incurring an academic penalty; however, tuition will not be refunded. Forms are available through the Registrar for all schedule changes. These must be signed by the parent and approved by the office.

- Dual Credit and AP Courses

Students must drop a Dual Credit or AP course through the first day of the second grading period to be able to transfer into an equivalent Faith Academy course. If a student drops after the drop deadline, he may not enroll in an equivalent Faith Academy course.

*For more information on the impact of dropped courses on a student's academic record, please refer to "Academic Performance Standards." For information on the financial impact of adding or dropping courses, please refer to "Payment of Course Fee" and "Schedule Change Fee."*

- Withdrawal from School

Parents wishing to withdraw their student(s) from Faith Academy must first meet with the Director of Academics and then complete a withdrawal form with the Registrar.

If a student withdraws and intends on homeschooling, a parent must notify Faith Academy within 10 days of this; otherwise, Faith Academy will receive a records request from the school the student is transferring to.

Records will not be released until all holds on account are cleared.

# FINANCIAL POLICIES

## APPLICATION FEE (KP-12th)

Families pay a one-time, non-refundable fee per student due with submission of their online admissions application.

## PLACEMENT TESTING/ASSESSMENT FEE

A one-time non-refundable testing/assessment fee must be paid per student at the time of testing/assessment registration.

## PROCTORS FOR NON-FAITH ACADEMY TESTING

Any student needing a proctor (Faith Academy staff member) for a test that is not a requirement of Faith Academy will be charged a testing fee. Examples of this type of testing are Accuplacer, Math Placement Test for colleges, Credit by Exam Recovery tests, etc.

## REGISTRATION FEE

An annual, non-refundable fee that accompanies registration to secure a student's place in class.

## ENROLLMENT FEE

An annual, non-refundable fee absorbed by all students that covers the administrative costs associated with the enrollment process. This fee is capped after the first two students in a family and can be rolled into monthly tuition payments.

## PAYMENTS FEE

Families choosing to pay their tuition monthly will be assessed an additional payment fee per year per family to cover the administrative costs of making monthly payments. This fee is rolled into monthly tuition payments made in FACTS and is not charged to families paying tuition in full.

## TUITION

- Tuition will vary for individual students based on the number of courses for which a student registers. Tuition may be paid in full or parents have the option to pay tuition through FACTS using a 12-month installment program that commences June 1st and ends May 1st for the year. The payment is withdrawn on the 5th of each month. Accounts with past due balances will not have access to FACTS until the account is current..
- **Tuition (including any fees, etc.) is not refundable after the end of classes on the second Friday of the semester.** When a student withdraws or is expelled from Faith Academy in one or more classes after the initial period for adding or dropping classes, the tuition will not be refunded if paid in full, and tuition due by installment must still be paid or the student will not receive a transcript or be allowed to register in the future.
- All tuition and incidental payments will be handled through FACTS.

## SIBLING DISCOUNT

- The first student in the family must be taking a full course load.
- Remaining siblings taking a full course load will receive a sibling discount.

## SCHEDULE CHANGE FEE

- Beginning the first day of classes of each semester, changes to a student's schedule will result in an administrative fee. This fee does not apply to scheduling changes initiated by the school. All

- schedule change requests must be submitted in writing.
- Course fees will be adjusted or refunded based on changes in class schedule (adding, dropping, withdrawal) during the first two weeks of school.
- Students withdrawing from a Dual Credit course and transferring into an equivalent Faith Academy course will be assessed a fee after the first two weeks of the semester.

### **LATE FEE**

- A late fee will be assessed for each late payment through FACTS. A fee will be assessed for any returned payments through FACTS.
- Payments will be credited to past due balances first, then the current balance. If the entire balance is not current, a late fee will be assessed.
- When payment is not made by the 25<sup>th</sup> of the month, the student is placed on suspension and is not permitted to attend school until complete payment is made.
- Student records, including report cards, are held (FACTS access is disabled) until all finances have been paid and all school issued equipment is returned. If there is an overdue balance, students cannot graduate from Faith Academy or register.
- Payments received the last ten days of the semester will result in a hold on FACTS and school records in order for the payment to clear.

### **TEXTBOOKS**

Students are responsible for purchasing all textbook materials required for each class. A textbook list will be published on our website each year to facilitate ordering materials. Faith Academy will make every effort to supply an exhaustive list of textbooks, but reserves the right to add materials as necessary throughout the school year. If a class must be cancelled, Faith Academy is not financially responsible for materials purchased for the class. In order to facilitate the use of textbooks in the classroom, students will not be allowed to share with a sibling. In order not to infringe upon copyright laws, copying textbook pages should be limited and done only after the text has been ordered.

### **SCHOOL SUPPLIES**

Faith Academy will publish a list of supplies required for students on our website. Teachers may periodically require additional supplies for special projects or assignments. Parents will be responsible for purchasing each student's supplies.

### **UNIFORMS**

Faith Academy-approved student uniforms are required and can be purchased through the Faith Academy uniform store. Parents are responsible for providing the student uniform. See uniform policy at the end of this handbook.

### **ATHLETICS**

A flat rate for junior high and high school includes all sports and off season training for high school athletics. There may be additional costs for travel uniforms, shoes, etc. Elementary sports are charged on a per sport basis.

## **HEALTH RECORDS**

Faith Academy is required by the state of Texas to maintain up-to-date health records and screenings



on all students.

## **IMMUNIZATIONS**

Faith Academy is required by law to have up-to-date immunizations records or exemption forms on file for each student. Students who are non-compliant will not be allowed in class until up-to-date records are received by the school. Any immunizations received during the school year should be reported to the administration office within 30 days.

Parents are required to have exemption forms notarized before submitting the form to the school.

## **SCREENINGS**

**Vision and Hearing:** These screenings are performed each year on all new students to Faith Academy and all Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grade students. If a student does not pass a screening, parents will be notified. Parents are required by law to have student assessed by a doctor and results must be submitted to Faith Academy.

**Spinal Screening:** This screening is performed on all 6<sup>th</sup> and 9<sup>th</sup> grade students. If a student does not pass the screening, parents will be notified. Parents are required by law to have student assessed by a doctor and results must be submitted to Faith Academy.

## **ASBESTOS**

Faith Academy maintains compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for the school, a copy of the plan is available in the Administration Office. If you have any questions about the plan or this federally mandated program, please contact the Administrator at 830-798-1333.

# ACADEMIC PLANNING

## CREDITS

In general, six Faith Academy credits are equivalent to a full year's instruction in a given course of study. Students will earn course credits on a semester-by-semester basis. The Standard per Credit Requirement (PCR) for all courses offered at Faith Academy will be 16 hours of instruction for each credit earned. Therefore, the fall and spring semesters for Faith Academy will normally be scheduled for 16 weeks of instruction. Students will earn three credits per season for each sport involving interscholastic competition.

## Credit by Exam

Students who wish to take a Credit by Exam (CBE) for credit recovery must score a 70 or higher to receive credit. Students cannot take a CBE for both semesters of a failed course (i.e. ENGL 1301 and ENGL 1302) and are limited to taking two CBEs during their high school career for credit recovery.

## Transfer of Credits

Enrolled students must have prior approval from the Academic Counselor before **beginning** a course intended as a transfer credit. In order to receive credit the completed Transfer of Credit form with the required work samples or transcript must be submitted to the Academic Counselor. All courses transferred in must have received a grade of 70 or higher to transfer credit.

Students may transfer high school credits from another accredited public or private school by providing a complete transcript from the previous school. The student will be given the following credit if the course(s) is deemed comparable to courses required for a Faith Academy diploma:

- One complete semester course at a full-time school = 3 credits
- One complete yearly course at a full-time school = 6 credits
- Each complete semester course in a home-school or umbrella-school program will be individually determined for transfer of credit.

While **credit** may be granted for transferred courses, actual course grades earned at any other institution, including a home school, will not be averaged into the student's GPA.

If a student transfers in a credit for an individual Math, English, or upper-level Science class, the student must take and pass the appropriate placement test to return to the next course in sequence at Faith Academy.

Seniors must submit the Transfer of Credit form for courses completed before their senior year by December 1<sup>st</sup> of their senior year for the student to receive credit. Students completing transfer courses taken during their senior year must submit the Transfer of Credit form by April 30<sup>th</sup>.

## Bible Courses

As a private Christian school, it is our responsibility to offer students the opportunity to study the Word of God each academic year. We believe this privilege will allow Faith Academy to partner with parents using the University Model® of education to lead students to **Know** Jesus as their personal savior, **Grow** in both faith and academic excellence, and **Go** into the world as lifetime disciples of Christ. All students 3<sup>rd</sup>-12<sup>th</sup> grade are required to take a Bible course for every semester they attend Faith Academy.

## Credit by Online Courses

The academic counselor has information about online courses from accredited schools. A student must earn a minimum score of 70 in order to receive transfer credit for the course.

## Dual Credit Courses / College Courses

Dual credit courses allow juniors and seniors the opportunity to earn both college credit and high school credit for the same course. The student must score an unweighted 70 or higher to receive credit at Faith Academy. It is the responsibility of the student to determine if the credit transfers to their college or university prior to taking the course.

## AP Credit Courses

AP courses provide students an opportunity to prepare for the AP exam in a certain subject. Some colleges and universities, depending on the score a student makes on an AP exam, will give college credit for the AP course. It is the student's responsibility to ensure ahead of time that the AP credit will transfer to their college. The student must score an unweighted 70 or higher to receive credit at Faith Academy.

## GRADUATION REQUIREMENTS

Faith Academy currently offers three diploma options. Beginning with the Class of 2023, a third diploma option will be available, Distinguished Plan III diploma. In order to receive any of the diplomas offered, ALL candidates must successfully complete the course requirements and residency requirements. Students must maintain a 70 or above cumulative average and complete a senior exit interview with administration. All graduation requirements must be met in order for a student to participate in graduation exercises. For December graduates, they must meet residency requirements in the fall to be eligible to participate in the graduation ceremony.

## RESIDENCY REQUIREMENTS

Once enrolled at Faith Academy, students who wish to receive a Faith Academy diploma must successfully complete each year a minimum of 5 Faith Academy courses (4 core, 1 elective) in their 9<sup>th</sup>-11<sup>th</sup> grade years and a minimum of 4 courses Faith Academy courses (3 core, 1 elective) in the 12<sup>th</sup> grade. Students who enroll as seniors must complete 5 Faith Academy courses (minimum 3 core, 2 electives) with Faith Academy both semesters for a minimum of 30 credit hours. For residency requirements core classes include English, math, science, social studies and Bible.

## Diploma Options

### Plan I: Minimum High School Program

Plan I should prepare students for entry into community colleges and less competitive four-year colleges. To earn this diploma, students are required to earn the following credits:

<b>ENGLISH:</b>	24 credits ( <i>English I, II, III, IV</i> )
<b>MATHEMATICS:</b>	18 credits ( <i>Algebra I, Geometry, and Algebra II</i> )
<b>SCIENCE:</b>	18 credits ( <i>Biology, Chemistry, 3<sup>rd</sup> Lab Science</i> )
<b>SOCIAL STUDIES:</b>	18 credits ( <i>U.S. History, Gov/Economics, and either World History &amp; Geography I or World History &amp; Geography II</i> )
<b>FOREIGN LANGUAGES:</b>	12 credits ( <i>must be in the same foreign language</i> )
<b>TECHNOLOGY:</b>	6 credits
<b>PHYSICAL EDUCATION:</b>	6 credits
<b>FINE ARTS:</b>	6 credits
<b>SPEECH:</b>	3 credits
<b>ELECTIVES:</b>	45 credits ( <i>includes Bible</i> )

***Total required credits for Plan I Diploma: 156***

## **Plan II: Recommended High School Program**

Plan II should prepare students for entry into more competitive four-year colleges and universities. To earn this diploma, students are required to submit their ACT or SAT scores before April 30 of their senior year and earn the following credits:

<b>ENGLISH:</b>	24 credits ( <i>English I, II, III, IV</i> )
<b>MATHEMATICS:</b>	24 credits ( <i>Algebra I, Geometry, Algebra II, and Pre-Cal or Business Math</i> )
<b>SCIENCE:</b>	24 credits ( <i>Biology, Chemistry, Honors Physics I, and Additional lab science</i> )
<b>SOCIAL STUDIES:</b>	24 credits ( <i>World History, Geography, U.S. History, Government/Economics</i> )
<b>FOREIGN LANGUAGES:</b>	12 credits ( <i>must be in the same foreign language</i> )
<b>TECHNOLOGY:</b>	6 credits
<b>PHYSICAL EDUCATION:</b>	6 credits
<b>FINE ARTS:</b>	6 credits
<b>SPEECH:</b>	3 credits
<b>ELECTIVES:</b>	27 credits ( <i>includes Bible</i> )

***Total required credits for Plan II Diploma: 156***

## **Plan III: Distinguished High School Program- (Eligibility begins with the Class of 2023)**

Plan III should prepare students for entry into competitive four-year colleges and universities as well as competitive majors. To earn this diploma, students are required to submit their ACT or SAT scores before April 30 of their senior year and earn the following credits:

<b>ENGLISH:</b>	24 credits (English I, II, III, IV- one year must be AP or dual credit)
<b>MATHEMATICS:</b>	24 credits (Algebra I, Geometry, Algebra II, Pre-Calculus- Business Pre-Cal is excluded) <b>See "Additional Requirement" below.</b>
<b>SCIENCE:</b>	24 credits (Biology, Chemistry, Honors Physics, and a 4th Science credit.) <b>See "Additional Requirement" below.</b>
<b>SOCIAL STUDIES:</b>	24 credits (World History/World Geography I, World History/World Geography II, U.S. History, Government/Economics. At least one year must be dual credit or AP.)
<b>ADDITIONAL REQUIREMENT:</b>	6 credits- Must meet ONE of the following: 1) Complete AP Calculus as a 5th math class OR 2) Complete a 5th year of science - must be one of the following: Honors Chemistry II, Honors Physics II, Honors Biology II or other pre-approved advanced science.
<b>FOREIGN LANGUAGE:</b>	18 credits (must be the same language)
<b>TECHNOLOGY:</b>	6 credits
<b>PHYSICAL EDUCATION:</b>	6 credits
<b>FINE ARTS:</b>	6 credits
<b>SPEECH:</b>	3 credits
<b>ELECTIVES:</b>	24 credits (includes Bible)

***Total required credits for Plan II Diploma: 165***

### **Electives**

Electives may include fine arts, Bible, speech, or any other high school class not used for another graduation requirement (including up to one additional year of athletics). Recommendations for Plan II and III students who are applying to selective colleges are listed on the diploma plan.

## **Bible Credits**

As a Christian school, the Bible is the cornerstone of a lifetime of faith in God and His son Jesus Christ. As a discipleship school, it is vitally important that students know the “sword of the Spirit” so that they may walk this life of faith. As such, Bible is credit bearing in the high school years and a requirement for graduation, with a semester of credit in Bible necessary for every semester a student is enrolled in high school at Faith Academy. Students will earn 3 credits for each semester of Bible in high school.

## **Diploma Planning**

Students should meet with the Academic Counselor at the end of 8<sup>th</sup> grade to choose a diploma plan and plan high school courses (prior to registration for high school). New high school students should meet with the Academic Counselor prior to registration to choose a plan, confirm previous high school credits, and select Faith Academy courses.

## **Five Year Math Track Plan**

If your student is interested in the 5-year math track, a math placement exam is available at the end of 6<sup>th</sup> grade that would allow, based on the score, that student to take pre-algebra in the 7<sup>th</sup> grade. Students who took Algebra I in 9<sup>th</sup> grade also have the option to move to the 5-year track by taking an accelerated summer geometry class between their 9<sup>th</sup> and 10<sup>th</sup> grade years. Teacher recommendation is based on the student’s academic performance in Algebra I.

## **EARLY GRADUATION**

Students who would like to complete high school in three years are given the opportunity through early graduation. Those students are referred to as early graduates and will be classified as juniors during the fall term and will be re-classified as seniors in the spring term if all credit requirements are met. To be considered an early graduate, students must complete a Petition to Graduate and receive approval from the Academic Advisor by the end of the second week of the fall semester of their junior year. *Early graduates are not eligible for salutatorian or valedictorian.*

## **MID-YEAR GRADUATION**

Students who would like to complete high school after the fall of their senior year are given the opportunity through mid-year graduation. To be considered a mid-year graduate, students must complete a Petition to Graduate and receive approval from the Academic Advisor by the end of their junior year. *Early graduates are not eligible for salutatorian or valedictorian.*

## **COLLEGE ADMISSION TESTING**

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to visit with the counselor in the spring of their sophomore year to determine the appropriate exam to take. In order to fulfill graduation requirements, students on Plan II or Plan III are required to submit at least one of these scores.

## **CLASS RANK**

The purpose of class ranking is to accurately portray a student’s academic standing in a class. The primary intent is to provide information to post-graduate institutions during admission and scholarship reviews as to the level of study attempted and mastered in common courses of study in a given graduating class. For this reason, it is important that the high school ranking procedure provides a fair comparison among students across a common standard of performance. Due to the small class size at Faith Academy, it is to the advantage of students that we do not officially rank. However, colleges can be informed when students are in the top 10% of the class, or any time it benefits the

student. Class rank is calculated by averaging all Faith Academy high school course grades. Advanced courses that are weighted, such as our Honors, Dual Credit, and AP courses, will use the added weight in the calculation of the GPA. Transfer credit grades are not used in this calculation. Students must meet residency requirements and complete their final 4 semesters of high school at Faith Academy to be included in class ranking. Students taking learning center courses ending in 11 or 12 are not eligible for class rank.

Class rank used for college admission purposes is calculated at the end of students' junior year of high school and will include all Faith Academy high school courses taken beginning Freshman year. High school credits taken during 8th grade will also be included. Technology I, Spanish I and Algebra I are the only high school courses eligible to be taken during 8th grade for high school credit.

## **SALUTATORIAN AND VALEDICTORIAN**

To be eligible for Salutatorian and Valedictorian, the student must:

- attend and complete high school in four years (i.e., early graduates are not eligible),
- be enrolled at Faith Academy during their junior and senior year and meet residency requirements,
- complete all Plan II requirements, or, beginning with the Class of 2023, complete all Plan III: Distinguished High School Program requirements.
- Only English, math, science, and social studies classified as 3301 and higher at Faith Academy will be used to calculate Salutatorian and Valedictorian honors. Of the 48 credit hours considered for calculation, 42 credit hours must be taken at Faith Academy. If any student in the running for Valedictorian/Salutatorian uses only 42 credit hours or 45 credit hours for calculation, students with 48 Faith Academy credit hours have the option to drop the lowest grades for 6 credit hours or 3 credit hours to where students have an equivalent number of hours for calculation. Any grade used must be the fall and spring of the same course.

## **HIGHEST RANKING GRADUATE SCHOLARSHIP**

The Highest Ranking Graduate program provided by the state of Texas offers a freshman year tuition waiver to the student who is named the "Highest Ranking Graduate." Faith Academy will determine the Highest Ranking Graduate as the student with the highest weighted cumulative average using all Faith Academy high school grades. Only Faith Academy high school grades will be calculated into the overall weighted cumulative average. The Highest Ranking Graduate is not necessarily the named Faith Academy Valedictorian. Students must meet residency requirements and complete their final 4 semesters of high school at Faith Academy. In order to be eligible for Highest Ranking Graduate Scholarship, a student must complete all Plan II requirements or, beginning with the Class of 2023, complete all Plan III: Distinguished High School Program requirements. Early graduates are not eligible for Highest Ranking Graduate at Faith Academy. State eligibility requirements can be found at [tea.state.tx.gov/HRG](http://tea.state.tx.gov/HRG).

## **GRADUATION HONORS**

**Honor Graduate:** Students who meet residency requirements at Faith Academy and maintain the required weighted cumulative average will be recognized as honor graduates at the graduation ceremony and noted on the student's diploma.

**Graduating with Honors:** 93-96 average

**Graduating with Highest Honors:** 97 and above

**Legacy Graduate:** Full-time students who attend and complete K-12<sup>th</sup> grades at Faith Academy will be recognized as a Legacy graduate at the graduation ceremony.

# ATTENDANCE

## ATTENDANCE REQUIREMENTS

Teachers will record daily absences and tardies in RenWeb each semester, and these will be reported on the student's report card. The student will be counted absent if not in class for any reason (e.g., illness, travel, athletic or academic event, etc.). If a parent does not contact the school about an absence, the absence is counted as unexcused and the student will not be allowed to make up the work. Students who are absent must check Canvas for assignment sheets and other class materials. Students (and parents) are responsible for contacting the teacher or another classmate for information about what was missed in class (*also see "Late Work Policy"*). **Parents picking up students early must notify the office and must pick up students in between classes. Students may not be picked up during class times.**

## SICK CHILDREN OR CHILDREN WITH SYMPTOMS

Faith Academy desires to maintain a healthy campus for all students and to limit as much as possible the transfer of contagious illnesses and disease from student to student. As such, no child with a fever of 100.5 degrees or above shall attend class at Faith Academy until the child's fever is broken for a minimum of 24 hours. Likewise, students with symptoms of infection (including congestive cough, mucus discharge from nose or eyes) or experiencing nausea/vomiting the day of school should not attend school until such symptoms have cleared completely.

Any student experiencing symptoms of infection, nausea/vomiting or fever while at school will be sent to the Administrative office until parents can be notified and arrangements made for the child to be picked up.

## COMMUNICATION

Parents, not students, must **call (830.798.1333) or email the office ([absent@famf.org](mailto:absent@famf.org)) on the morning of the absence** if the student is ill and will not be attending class. In any situation other than illness, the parent must **contact the teacher and the office prior to the absence** to make arrangements with and receive permission from the instructor (see situations below). Failure to properly notify administration by the end of the day when a student is absent will result in an unexcused absence and a zero for all assignments due that day.

## MINIMUM PER CREDIT ATTENDANCE REQUIREMENT

In order to successfully complete a course of study, students must attend at least 80% of that course's regularly scheduled class sessions. This means that **they may not be absent more than six times during a semester for a course meeting twice a week or nine times during a semester for a course meeting three times each week.** Students failing to meet these attendance requirements may not be recognized as having completed the course (i.e., they will be given a grade of incomplete and, in the case of credit-bearing high school courses, denied credit for the course). In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in the sequence. Students failing to meet attendance requirements in non-credit bearing courses will be withdrawn and not allowed to enroll in the same course for the following semester.

**Exceptions:** An exception may be granted by the administrator if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness), and provided the student has, in the judgment of the instructor overseeing his work, achieved minimum mastery of the course content. Students with 3 or more unexcused absences may not meet the exceptions criteria.

## **TARDIES**

Students are expected to attend 80% of the scheduled class period, or they will be counted absent. Parents should make sure that students arrive to class on time to avoid unnecessary disruption to the class.

- 1<sup>st</sup> and 2<sup>nd</sup> tardy: documented in RenWeb, parents notified
- 3<sup>rd</sup> tardy: documented in RenWeb, parents and student meet with administration to develop a Growth Plan
- Breach of Growth Plan: documented in RenWeb and referral to Behavioral Management Team

A student who misses more than twenty minutes of the class will be counted as absent. Teachers, at their discretion, may refuse to allow the student to “make-up” any work, quizzes, or tests missed because of a tardy. Also, it is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class in session before the class has been dismissed.

## **Skipping Class (Unexcused Absence)**

- 1<sup>st</sup> and 2<sup>nd</sup> offense: Student receives 0 for assignments, documented in RenWeb, parents contacted
- 3<sup>rd</sup> offense: Student receives 0 for assignments, documented in RenWeb, parents and students meet with administration to develop a Growth Plan
- Breach of Growth Plan: documented in RenWeb and referral to Behavioral Management Team

## **ATTENDANCE DURING FINAL EXAMS**

Only students who are taking final exams should be on campus on these days. Students must remain in the classrooms for the entire exam time.

## **Final Exam Exemption Policy**

Students in 6<sup>th</sup> – 8<sup>th</sup> grades and all Learning Center classes may not be exempt from finals. Students in grades 9-12<sup>th</sup> must take a minimum of 2 final exams. To be exempt from a final exam, students must have a 95 or higher in the class and no more than 2 unexcused absences (an absence that has not been cleared by administration) or no more than 9 absences total. Upon meeting the requirements, the student may choose the classes from which he will be exempt if the opportunity allows. The exemption is intended to reward students who consistently achieve excellence in learning throughout the semester AND provide incentive for other students to achieve this same excellence. Students may not make-up final exams or take exams early unless extenuating circumstances exist and the student receives approval from the Academic Director. A student who misses a final due to illness will receive an incomplete until he makes up the exam during regular business hours and prior to next semester. The student will not be able to enroll in the next sequential class until the exam is complete.

## **ASSIGNMENTS DURING ABSENCE**

The fast pace of the university model requires students to stay on task and be responsible for turning in work on the assigned due date. The qualities of self-discipline, diligence, and self-control are encouraged in each class. Late work WILL be accepted in the following cases:

### **Absent Due to Illness**

The student will have two consecutive class days to turn in work missed while absent due to illness without incurring a penalty. This is in addition to the “new” work being assigned. Work that was due on the day of the absence (the student knew about it prior to the absence) should be turned in the first class day the student returns to school. If this is not possible because of the nature of the illness, the parent should notify the teacher to obtain permission to turn in the assignment at a later date. Students who are absent for reasons other than illness are still required to turn in assignments on the due date



(the student knew about it prior to the absence) or make special arrangements with the teacher prior to the absence.

### **Unprepared Due to Illness**

If the student is ill on an independent class day and is unable to complete assignments or prepare for a test, but is able to attend the following classroom instruction class day, parents should contact the teacher by telephone concerning the child's inability to do home assignments while ill before the student returns to class. If the parent is unable to contact the teacher, he or she should call the office so the teacher can be notified. A written note is not sufficient. The student will be allowed to come to the next class period but not be responsible for the assignments due or a test. Parents should be aware that this might keep the child from participating in all learning activities because of the work not completed. All assignments and testing may be completed and turned in to the teacher within two class days without incurring a penalty.

### **Multiple, Consecutive Absences Due to a Prolonged Illness**

The parent should make special arrangements with the individual teacher(s) to obtain work out a schedule for turning in missed work. Failure to make special arrangements with the individual teacher(s) could result in the student not obtaining credit for the course(s).

### **Absent Due to Co-Curricular Activities or Reasons Other Than Illness**

In any situation other than illness, the parent must contact the teacher and the office prior to the absence to make arrangements. When students expect to miss a class due to participation in co-curricular activities, previously assigned work should be turned in early or the student should make prior arrangements with the teacher if it will be difficult to meet the assigned due date. Work assigned on the day of the absence should be completed by the next class period.

### **Failure to Turn in Work for Special Circumstances**

If a student is unable to turn in an assignment by the requested due date for sufficient reasons (events or conditions outside the immediate control of either the student or his family), the parent should notify the teacher prior to class if possible or by the end of the class day the assignment is due. The parent should explain the special circumstances and obtain permission from the teacher to turn the assignment in at a later date; otherwise the work will not be accepted.

### **Inability to Complete Assignments**

The parent and/or student should make every effort to contact the teacher if an assignment is not clear, the student has difficulty with the concepts, or the student cannot finish the assignment in a "reasonable" time before returning to class. If the teacher gives prior permission, the student may be allowed to turn the work in at a later time without penalty. However, without this permission, the student's work, whether complete or not, will be turned in and graded as required. A parent's note to the teacher on the following class day does not remove the academic penalty associated with not completing the assignment as required.

*Note: No late work will be accepted any time after the end of the semester in which it is due unless the student receives an "Incomplete" in the course, and it is approved by the administration. Students and parents should carefully read the course syllabus to fully understand the specific communication and grading standards for each course.*

### **Missed Exams**

Students will be allowed to make-up an exam when the student is absent based on the following communication procedures:

- The parent must call (830.798.1333) or email ([absent@famf.org](mailto:absent@famf.org)) the office by noon on the day of

the absence to notify the school that the student will be absent. The student's name will be placed on an "approved" list, and he will be allowed to make-up an exam if he has missed a class exam.

- The parent must contact the teacher prior to the day of the absence if the student will be absent for reasons other than illness. Permission to take the make-up exam in these circumstances is at the discretion of the teacher.
- The office staff will notify teachers of absences due to co-curricular activities. Students should make prior arrangements with the teacher to verify when the exam must be taken.

All make-up exams must be taken during designated testing times for all students (no appointment is needed). Students must make-up all exams within two testing days following return to school. Students should confirm testing deadlines with the teacher when absent due to co-curricular activities or reasons other than illness. Students who do not make-up the exam by the required deadline will receive a "0" on the exam. Students who have excessive absences on test days may not be allowed to make-up the tests.

# ACADEMIC POLICIES

## PHILOSOPHY

We believe that grades are not a commentary on the relative worth and value of the individual, but rather an accurate reflection of the quality of his work in a given subject at a given time. At Faith Academy, grades serve four basic purposes:

- (1) to help us teach, correct, and train;
- (2) to help us in the on-going placement of students at a level and in subjects responsive to their needs, background, and abilities;
- (3) to provide us with a just and legitimate means of holding students accountable for the quality of their work; and
- (4) to provide us with an ongoing and widely understood means of communicating a student's progress and achievement to his parents and other parties, such as college entrance boards or other schools to which the student may transfer.

We will establish just and objective standards based on legitimate expectations: students will be graded by comparing their level of accomplishment against reasonable expectations of what they should be able to accomplish. We will make every reasonable effort to place students properly, basing placement upon their background and abilities rather than any social criteria (such as age). Finally, students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individual considerations (such as learning disabilities). The grading standards themselves will be oriented toward the work of the student rather than the student himself. They will recognize multiple levels of legitimate achievement, so that less is expected of elementary students than of secondary students. They will be objective and evenly applied within a given class. They will also allow for individual differences by defining minimum passing standards in terms that allow for a range (as it currently stands, 70-100% proficiency) of acceptable achievement. The ultimate purposes of these standards will be to define the standard, to provide valid and meaningful feedback, to encourage disciplined academic study, and to encourage student progress in both learning and achievement.

## GRADING STANDARDS AND GRADE POINT AVERAGE (GPA)

3rd-12th grade courses at Faith Academy are graded on a scale of 0-100 (exception: elective courses may be graded on a pass/fail basis). Individual assignments are categorized as either Major or Minor, and each category is averaged according to an assigned weight depending upon a student's grade level. K-2<sup>nd</sup> Grade courses are evaluated using academic performance standards.

K-2 <sup>nd</sup> Grade	Academic performance standards are as follows: 3 = Meeting Standard 2 = Approaching Standard 1 =Below Standard	
3 <sup>rd</sup> Grade	Major: 30%	Minor: 70%
4 <sup>th</sup> and 5 <sup>th</sup> Grade	Major: 40%	Minor: 60%
6 <sup>th</sup> and 7 <sup>th</sup> Grade	Major: 50%	Minor: 50%
8 <sup>th</sup> – 10 <sup>th</sup> Grade	Major: 60%	Minor: 40%
11 <sup>th</sup> Grade	Major: 70%	Minor: 30%
12 <sup>th</sup> Grade	Major: 80%	Minor: 20%

The course grade itself represents a percentage of content mastery, which is then used to determine the grade value of individual courses. The course grade value is then multiplied by the number of credits

earned for the course to determine the course grade points (may be fractional). The sum of all course grade points is divided by the sum of all credits attempted to obtain the semester or cumulative GPA.

The letter grade equivalents of this system are as follows:

Cum. Avg.	GPA
100-90	4.0
89-80	3.0
79-70	2.0
Below 70	0.0

#### Dual Credit and Advanced Courses

Weighted Cum. Avg.	Weighted GPA
105-100	4.5
99-90	4.0
89-80	3.0
79-70	2.0
Below 70	0.0

#### Advanced Placement Courses

Weighted Cum. Avg.	AP Weighted GPA
110-100	5.0
99-90	4.0
89-80	3.0
79-70	2.0
Below 70	0.0

- No credits are awarded for a failed course (grade below 70 or F).
- Other possible grades are Incomplete (I) and Withdrawal (WF or WP). A student will receive an "I" if unable to complete the course requirements due to circumstances beyond the control of the student, and special permission is granted by administration to complete the requirements after the semester has ended. After the sixth week, withdrawal will be recorded on the transcript as WP (passing) or WF (failing) depending upon the student's grade at the time of withdrawal. The student will not receive credit for any course in which I, WP, or WF is earned.
- Credits transferred to Faith Academy will be applied to the student's diploma requirements (and be included on the transcript), but the grades earned in these courses will not be included in the determination of a student's GPA.

#### **EXAM RETAKE POLICY**

Secondary students are allowed to retake one exam per semester per course. The following procedure will be followed for exam retakes:

- Students must retake exam within one week.
- Retake exams are to be taken during test times on Monday and Thursday.
- The first exam and second (retake) exam will be averaged for the new exam grade.

#### **ACADEMIC DISHONESTY**

Faith Academy will not tolerate academic dishonesty (i.e., cheating). Academic dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. Therefore, we exhort our students and their parents to adhere to high standards of personal integrity, both in school and in the home. I Chronicles 29:17a reminds us that God "tests the heart" and is "pleased with

integrity." We want to encourage and equip our students to become disciples of Christ committed to serving and pleasing God in all he may do. Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of the course. This includes, but is not limited to:

- Lying or giving false information about completed assignments;
- Copying the work of others at any time without direct authorization from the instructor;
- Using any resources, such as solution manuals and teacher edition textbooks, to complete assignments without the direct authorization from the instructor;
- Obtaining any quizzes, tests, or academic materials, created by or belonging to the school;
- Engaging in plagiarism - "to take ideas or writings from another and offer them as one's own";
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade; and
- Communicating by any means with another student during any quiz, test, or academic assignment without direct authorization from the instructor.

### **Enforcement**

- 1<sup>st</sup> offense at Faith Academy: Student receives a 0 for the assignment, documented in RenWeb, and mandatory meeting with Supervisor and parents.
- 2<sup>nd</sup> offense at Faith Academy: Student receives a 0 for the assignment, documented in RenWeb, and mandatory meeting with Head of School and parents in which student may be suspended.
- 3<sup>rd</sup> offense at Faith Academy: Student receives a 0 for the assignment, documented in RenWeb, mandatory meeting with Head of School and parents in which student may be expelled.

### **ACADEMIC PROBATION**

Students may be placed on Academic Probation at the end of each grading period for poor academic performance. Parents and students will meet with administration before the student is placed on probation.

A student placed on Academic Probation will be monitored throughout each grading period.

If the grading period Progress Report identifies a student on Academic Probation as failing one or more subjects, the student and the parent will meet with the Academic Director to discuss failure and establish academic goals and plan of action.

A student on Academic Probation failing one subject at the end of the semester will meet with the Academic Director and assess failure and determine status for next semester.

If a student on Academic Probation fails two or more subjects at the end of the semester, the student and parents must meet with the administration to determine status for next semester.

### **STUDENT PROMOTION**

All students, elementary and secondary, will be promoted to the next course in sequence when they master the concepts in the previous course. To ensure mastery of the essential skills and knowledge required for success in the next course in sequence, students are expected to attain a 70 or better for each of their classes. Student promotion is on a course-by-course basis. Students are not promoted based on grade level.

### **FAILING A COURSE**

**Elementary and Junior High Students:** If a student fails the fall semester of a course, he or she may continue in that class for the spring semester. The grade earned for both fall and spring will be averaged together and the student must pass the class for the year to continue in the sequence the

following year. If a student passes the fall semester but fails the spring semester, the two semesters will be averaged together as well.

If a student does not pass a core course for the year, he must pass a placement exam for the sequenced class and may be required to take a summer review class before advancing. If a student does not pass the placement exam, he must retake the failed course before advancing to the next sequence.

**High School Students:** If a student fails the fall semester of an English, Social Studies, or elective course, he or she may continue in that class for the spring semester. However, the student must obtain credit recovery in another academic setting, such as another school, on-line, or another accredited source to make up the missed credit. The student must recover the credit before being able to continue the following year in the next course in that sequence.

If a student fails the fall semester of a Math or Science course, he or she may NOT continue in that class for the spring semester without administrative approval. The student must obtain credit recovery in another academic setting, such as another school, on-line, or another accredited source to make up the missed credit. The student must recover the credit and successfully pass the placement test before being able to continue the following year in the next course in that sequence.

If a student fails the spring semester of a course, he or she must obtain credit recovery in another academic setting, such as another school, on-line, or another accredited source to make up the missed credit. The student must recover the credit and successfully pass the placement test before being able to continue the following year in the next course in that sequence.

Students who are obtaining credit recovery must request transfer credit using the transfer of credit policies following the successful completion of the course, should they desire to have the course credit recognized by Faith Academy. If credit is granted, all attempts will be noted on the transcript; only the Faith Academy grades will be calculated into the student's GPA. Any student who has not successfully completed the previous course in the Faith Academy sequence at Faith Academy must take a placement test to be able to enroll in the next course.

If a student chooses to retake the failed course at Faith Academy, once the student successfully completes the course, credit will be granted. Both attempts at taking the course will be noted on the transcript, and both will affect the GPA.

## **FAILING MULTIPLE COURSES**

Students who fail 2 or more of their core classes in a semester must meet with the Director of Academics, along with the student's parents, to discuss a plan for credit recovery. Under some circumstances, a student might not be allowed to attend Faith Academy the following semester. As part of the re-enrollment process, students must pass the placement test and meet with administration.

## **REPORTING OF GRADES**

Parents may access Canvas to check student's grades. Semester averages and final grades will be documented in Parents Web. Teachers will update Canvas grade book as assignments are graded (one week following the assignment due date).

- **Progress Reports:** Each semester is divided into three grading periods to monitor student progress. This grade is used for eligibility purposes.
- **Official Semester Grade:** Students receive a final official grade for each semester. This grade will be reflected on the final report card at the end of the semester.
- **Final Exam:** Grades for 6<sup>th</sup> grade are calculated at 100%; the final exam is calculated as a test grade in the grade book. The final exam grade and the semester grade will be shown on the report card. Grades for 7<sup>th</sup> – 12<sup>th</sup> grades are calculated as 80% semester work and 20% final exam. Both grades will be shown on the report card along with the final official grade.

At the end of each semester, the parents' access to ParentsWeb will be disabled while teachers

complete the grading of assignments and final exams. Access will be restored to parents on the last working day of the semester following final exams, unless parents have a remaining balance that needs to be paid.

During the semester, any questions about grades should be directed to the appropriate teacher. In addition, students have thirty days after the end of a semester to challenge the reporting of grades for that semester (e.g., individual grade entered incorrectly, average appears to be wrong, grade on final exam, etc.). These end-of-semester questions about grades should be directed to the Director of Academics.

## **STANDARDIZED TESTING**

Accreditation requires Faith Academy to annually assess students using a standardized test. All students must participate. If a student is absent during testing, he or she must make up the test. Only one make-up session will be offered. If a student does not make up the testing, he or she will receive a 0 major grade in every subject missed.

## **GRADE LEVEL CLASSIFICATION**

### **Beginning High School Classification**

In order to encourage academic advancement with approval of instructor and supervisor, Faith Academy students in 8<sup>th</sup> grade may, with Director of Academics approval, take courses that earn high school credit without being classified as a high school student. However, there is a maximum of 18 credits that can be earned before their classification changes. Once a student begins his 19<sup>th</sup> credit (including transfer credits), the student will then automatically be classified as a high school student (9<sup>th</sup> grade). From that point on, the student will only have four years of high school eligibility in academic, fine arts, and athletic competition.

In addition, an 8<sup>th</sup> grade student who is taking high school level courses must have an equal or greater number of courses classified as 8<sup>th</sup> grade level in order to receive the 8<sup>th</sup> grade classification. Such classification must be noted on the student's high school transcript.

### **9<sup>th</sup> – 12<sup>th</sup> Grade Classification**

A high school student's grade level classification will be established upon admission to Faith Academy and will advance one grade level each year thereafter based on successful completion of courses. For students who advance their studies to graduate at an earlier date, grade classification will be adjusted the last semester of their enrollment. A student's grade level classification will not change during the school year, except in the case of students who are graduating early (i.e., these students will be reclassified in January for graduation purposes).

## **ADVANCING IN SECONDARY CLASSES**

A secondary student may advance one grade level up in any class. To be eligible for advancement, a student must be in good academic standing (i.e., a GPA in core academic classes of 90.0 or above), must have completed the prerequisites for the course, and have permission from the Director of Academics. To achieve advanced placement in English, Science or Math, the student must pass the appropriate placement test for English, Science, or Math to advance to the desired grade level. Placement for social studies courses will be based on student performance in the previous course within the department and/or recommendation from the instructor. Placement for foreign language or computer courses will be determined by performance on appropriate department tests and approval by the instructor. All advanced placement is subject to approval by the academic supervisor. All diploma requirements (i.e., credit for required courses) must still be completed.

## **AUDITING OF CLASSES**

Faith Academy does not allow the auditing of classes. Any student enrolled in any class at Faith

Academy will receive a grade reflecting his level of achievement in the class. A student may not attend class or participate in class activities unless registered for that class.

### **ACCOMODATIONS TO STANDARD INSTRUCTIONAL/EVALUATION PRACTICES**

Faith Academy offers additional testing time on exams for students with documented learning disabilities or other diagnosed needs that affect learning. To receive this accommodation, the diagnostic documentation needs to be submitted to the counselor. Each school year, both parent and student will sign a form acknowledging the procedure for utilizing the additional testing time. All student work is assessed to a common standard rather than individualized standards developed in response to special needs. Being a University Model School, the one-on-one instruction with the parent is a valuable accommodation to students.

### **ELIGIBILITY REQUIREMENTS FOR CO-CURRICULAR ACTIVITIES**

All secondary students who desire to participate in co-curricular activities must meet the following requirements to remain eligible for participation. Participation in these activities requires additional time and effort. Students must be able to represent the school and their fellow students with excellence and not jeopardize academic preparation and success. Co-curricular activities do not, at any time, take precedence over the academic program.

#### **Performance Standards Related to Eligibility**

All secondary students who desire to participate in co-curricular activities during any given semester must maintain a grade of at least 70 in all credit bearing classes. Any student falling below 70 in any two courses will be suspended from co-curricular activity for a minimum of two weeks under the No Pass - No Play provisions. Athletes/Students will continue to practice only at the discretion and call of the Athletic Director at Faith Academy, but will not be permitted to participate in games/meets/tournaments until two weeks have passed and grades reflect acceptable averages of above 70. Students must also maintain acceptable student conduct, or the student may have the same limitations referenced above until such a time behavior problems have ceased. No refunds, partial or otherwise, may be given to students temporarily barred from participation in co-curricular activities due to academic or disciplinary problems. Students who are on academic or student conduct probation may be barred from participation in co-curricular activities or risk the loss of their scholarships. It is our hope that the possibility of non-participation will further motivate students to focus on the importance of their academic studies.

#### **Course Load Requirements – Academic, Fine Arts, & Athletic Competitions**

In order to participate in TAPPS competition (academic, fine arts, or athletics), high school students (grades 9-12) must be registered for at least four courses, excluding P.E., athletic, or fine arts courses, during the semester they wish to compete. Students participating in junior high sports (non-TAPPS schedule) are not required to enroll in a minimum number of classes.

#### **TAPPS/ACSI Academic Performance Standard**

If a student is failing two or more courses during any of the grade reporting periods during which the student desires to compete in TAPPS, the established TAPPS standard (non-participation for two weeks) will be applied, in compliance with existing TAPPS policy. Faith Academy applies this same standard for ACSI competition.

#### **Grade Level Classification for TAPPS/ACSI Eligibility**

Once beginning high school classification is achieved (*see "Beginning High School Classification"*), Faith Academy secondary students (9<sup>th</sup>-12<sup>th</sup>) will compete on each consecutive grade level for a total of four years of eligibility. Secondary students who enter Faith Academy from a public or private school must complete a form designating previous grade level (based on previous athletic competition or age) to



establish high school classification for TAPPS/ACSI eligibility. Once established, the grade level advances each consecutive calendar year. Students who turn 19 years of age by September 1 of their senior year are not eligible to participate in TAPPS or ACSI competitions (including academic, fine arts, and athletics).

### **Co-Curricular Event Conflicts**

Students participating in more than one co-curricular activity (e.g., dual sports or academic competitions) may have a conflict due to multiple events occurring on the same day. When this conflict occurs, the athletic director and high school academic supervisor will make the final decision about where these students will participate based on the necessity of their participation for a “team” activity and the student’s own desires when possible. If the practice or competition times conflict, the priority will be given to the “team” sport or activity, where the student’s lack of participation has an adverse effect on the entire team’s performance. The priority will be ensuring success for the team affected most, giving preference to district, regional, or state-qualifying competitions. It is our desire to encourage a spirit of cooperation among our staff to help students participate in different areas of interest.

# STUDENT CONDUCT

## CODE OF CONDUCT

*Even a child is known by his actions, but whether his conduct is pure and right (Pr. 20:11).* The purpose of this Code of Conduct is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among students. We want to ensure a safe, orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff. However, we fully expect the students of Faith Academy to follow these guidelines *on and off* campus, striving to represent a positive image at school, at home, at church, and in the community. Therefore, we have set the following guidelines regarding student behavior that should help to build the character qualities and work ethic of every student. The student should use every opportunity at Faith Academy to develop and strengthen these qualities.

### School Integrity

A fundamental expectation of those who are a part of the Faith Academy family is that all students, parents, and staff members will represent the cross and Biblical standards at all times, not just during school hours. It is critical that each person guard the reputation and public perception of the school and refrain from any activity that would cast a negative light on Faith Academy or cause someone to question the authenticity of the Savior we represent. Examples of such activities include but are not limited to any display of inappropriate content or any reference by name or disparaging remark about Faith Academy or anyone affiliated with Faith Academy on personal internet sites (public or private) or chat rooms, participation in any group or organization whose reputation is not above reproach (e.g., gangs, some fraternal organizations, etc), as well as behaving immorally, such as public intoxication, lewd behavior, or physical altercations with others. Individuals are not authorized to use the school name, logo, insignias, or reference themselves as being affiliated with Faith Academy on any public forum without prior permission from the school administrator. Faith Academy will guard the reputation of the school and individual persons affiliated with the school by implementing appropriate discipline for behavior in violation of this policy.

### School Climate (Culture)

It is incumbent upon Faith Academy of Marble Falls to provide its students with a safe, secure school climate, conducive to learning and free from distractions or disruptive occurrences. To maintain a proactive position, a strong effort will be made to minimize distractions and disruptive occurrences through the following actions: (1) encouraging/requiring/equipping students to comply with academic and behavioral expectations as delineated by the Student Code of Conduct, (2) helping parents to assist their students in complying with all expectations, and (3) by investigating, and if necessary, eliminating any cause(s) of distractions or disruptions that are affecting or have the potential to adversely affect the school climate or culture.

### Bullying

Gossip and bullying will NOT be tolerated at Faith Academy. Faith Academy is a Christian school where students are expected to obey the commandment from Jesus in **John 13:34**, where Jesus commanded that we are to *"...love one another."* Students engaged in gossiping and/or bullying other students may result in immediate expulsion.

Harassment of another student, or employee of Faith Academy, whether it be verbal, sexual or physical, may result in expulsion. This includes postings and comments made on the internet (e.g. Facebook, Twitter, Instagram, Snapchat etc.) and texting.

### Drugs, Alcohol, and Weapons

Tobacco products, vapors or E-Cigarettes, drugs (prescription and non-prescription), alcohol, and/or

weapons are **not allowed** on campus, school property, or at a Faith Academy-sponsored event. Possession and/or use of such items will result in disciplinary action and may lead to expulsion.

Factual information identifying a Faith Academy student, on or off campus, of providing, taking, using, or selling illegal drugs, or the abuse of legal drugs, including drinking alcohol, may result in expulsion of the student.

\*Faith Academy has a right to search student property while on campus, including all vehicles. Random searches and inspections by K-9 units will be conducted throughout the school year.

## **Classroom**

The Faith Academy classroom will be a place of learning where the teacher is able to teach and the student is able to learn. Teachers will strive for consistency and fairness for all students.

Conduct that disrupts teaching or learning will NOT be tolerated. Students should ALWAYS:

- come to class on time and be prepared with all required materials;
- conduct themselves in an orderly, respectful manner;
- make an effort to learn by participating in class activities and following teacher instructions;
- strive to stay on task the entire class period and not engage in activities such as social conversations, grooming, sleeping, or personal note-writing;
- obey all school rules and regulations (both written and verbal); and
- when in violation of these guidelines, comply with the resulting discipline.

## **Late Work**

Student conduct includes attention to timeliness of work submitted. When work is submitted late, it is more of a behavioral issue instead of an academic issue. As students become more self-directed in their learning, they have increasing responsibilities for their own work. To receive full credit, students must turn in work when it is requested. Listed below are the levels of deductions for work not turned in when requested.

Elementary: -20 points next school day, automatic 0 after late day extension

Junior High: -20 points next school day, automatic 0 after late day extension

High School: -20 points by 4:00 p.m. of the day work is due, automatic 0 after 4:00 p.m.

Students who turn in work to the front office must sign that they have turned the work in and must have someone in the office initial the work before putting it in the teacher's box.

***Students lose the late work privilege after the 3<sup>rd</sup> late submission per class.*** On the 3<sup>rd</sup> late submission, parents and student will meet with the teacher to develop a Growth Plan.

## **Courtesy**

Students have the responsibility to respect the rights and property of fellow students, teachers, administrators, and visitors. At all times, adults should be addressed with a title (Mr., Mrs., Coach, etc.). In the same manner, when a student is questioned by an adult, he should respond with either "Yes, Sir" or "No, Sir" or "Yes, Ma'am" or "No, Ma'am." Students should treat each other with respect, kindness, and compassion. Harassment or rude behavior by a student will not be tolerated. Faith Academy desires to encourage students to learn to edify one another.

## **Fighting**

Students are not allowed to fight physically or verbally. Fighting will not be tolerated. There should be no horseplay, running, or rough play during or between classes.

## **Gymnasium, pool, court, or playing field**

Students will follow the *Code of Conduct* when participating in a sport, both on and off the Faith Academy campus. Faith Academy students and supporters will comply with all guidelines and policies of the gymnasium, pool, court, or playing field.

## **Immoral or Illegal Behavior**

Students should refrain from any distribution or display of materials which are obscene, libelous, or which advocate the commission of unlawful actions. Students should not be involved in or create an impression of involvement in immoral activities. Tobacco products, vapors or E-Cigarettes, non-prescription drugs, alcohol, or weapons are **not allowed** on campus, school property, or at a Faith Academy-sponsored event. Possession and/or use of such items will result in disciplinary action and may lead to expulsion.

## **Language**

Improper or disrespectful speech (e.g., profanity, lying, back-talking, gossip, etc.) in the presence of classmates or staff will not be tolerated on campus during or between classes or while involved in a sport or other school-related activity. As Faith Academy representatives, students should strive to speak in a godly manner on and off campus. See *"Use of the Tongue"* on page 6.

## **Public Affection and Sexual Conduct**

Students are expected to exercise good judgment when interacting with boyfriends or girlfriends. Public displays of affection (PDA)(i.e., handholding, kissing, etc.) will **not** be permitted on campus, school property, or at any school-related activity.

Faith Academy expects its students to practice sexual integrity and sexual purity by abstaining from any sexual acts (fornication, adultery, homosexuality) outside of marriage as directed by the Word of God. This includes situations that could suggest or demonstrate an evil act or having an "appearance of evil." Students engaged in immoral activity, on or off campus, while attending Faith Academy may result in expulsion.

## **Stealing**

Stealing from another student, staff, or the school will not be tolerated. Committing or attempting to commit a theft is considered a serious offense.

## **Social Media**

Postings, pages, blogs, tweets, statuses, text messages, instant messages, internet accounts, etc. are monitored by school officials on a regular basis. As professing Christians, our conduct must be held accountable to God's Word. Any postings or behavior that would contradict the life of the believer according to the teaching of Scripture, will be brought to the attention of administration. Depending on the nature of concern will determine the course of action. 1 Peter 1:13-16

## **Sexting**

Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. Faith Academy considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the

notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

### **Use of Property and Buildings**

Students are responsible for being good stewards of the physical resources God provides for our use. Students should actively protect and take care of the school's property and assist the school staff in operating a school that is safe for everyone. Students should demonstrate consideration of others and school property by keeping the facility and grounds clean at all times and by refraining from any action that may cause property damage. Students should:

- Not eat or drink in the classroom or other areas not approved for this purpose,
- Not throw trash on the grounds or leave trash in the classrooms or lunch area,
- Not write or carve on tables, walls, or other property,
- Not sit or stand on tables or chairs,
- Not chew gum on campus.

### **STUDENT CONDUCT ENFORCEMENT**

Each teacher has the responsibility to enforce classroom and school rules, with assistance from Supervisors when needed. Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student's age, attitude, and the seriousness of the offense. We do not conduct corporal punishment. All disciplinary actions will be documented in RenWeb; therefore, parents may view individual student conduct records at any time.

### **Classroom and Campus Issues**

- 1<sup>st</sup> and 2<sup>nd</sup> offense: Verbal warning, documented in RenWeb, parents and supervisor notified
- 3<sup>rd</sup> offense: Documented in RenWeb, parents and student meet with supervisor to develop a Growth Plan
- Breach of Growth Plan: Documented in RenWeb and referral to Behavioral Management Team.

## **DISCIPLINE PROCEDURES**

In order to promote good discipline, Faith Academy will strive to enable students to feel loved and accepted, to know and accept the boundaries for behavior, and to understand how to avoid repeating wrong decisions or actions. The key to Faith Academy's discipline will be to give students support and direction, while working in harmony with the parents. Faith Academy staff will practice preventive discipline through the use of positive teaching techniques. If the need arises, the school may employ mild forms of reproof, rebuke, and correction. Faith Academy will not practice spanking or other forms

of corporal punishment. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. Faith Academy believes that the school staff is primarily responsible to utilize mild forms of discipline for the purpose of sound classroom management, and the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

## **GROWTH PLAN**

A growth plan is designed to positively redirect the student's behavior. It consists of expectations and consequences should the expectations not be met. It also creates a role for parents in supporting students to maintain positive behavior and a role for teachers to constructively keep the students on course.

## **BEHAVIORAL MANAGEMENT TEAM**

When a student has failed to meet the expectations of the growth plan, the Behavioral Management Team will look at all of the circumstances of the student's behavior and will determine what action is in the best interest of the school and the student. The Behavioral Management Team will be composed of the Director of Family Ministry, a member of the Board of Directors, and a member of the Administrative Staff.

## **STUDENT CONDUCT PROBATION**

A student may be placed on student conduct probation for repeated or severe student conduct violations in spite of a Growth Plan indicating a pattern of disobedience and an unwillingness to submit to authority. Additional violations may result in immediate expulsion, or the student may be blocked from registration the following semester. The administrator's recommendation and board approval is required for readmission into Faith Academy.

## **SUSPENSION POLICY**

Students and parents will meet with Head of School who will determine level of suspension.

### **Level I Suspension:**

- All classroom or at-home assignments assigned during the suspension period will receive a zero and cannot be made up. This includes quizzes.
- All major exams, tests, projects missed during the suspension period may be made up before suspension occurs.

### **Level II Suspension:**

- Any assignment that was assigned **prior** to suspension shall be turned in by the student on the day the assignment is due. Even if that due date is during the student's suspension. Any assignment not turned in by the due date will result in an automatic zero.
- All classroom or at-home assignments assigned during the suspension period will receive a zero and cannot be made up. This includes quizzes.
- All major exams, tests, projects missed during the suspension period can be made up but will receive an automatic 20 point reduction.
- After the suspension period is over, the student is responsible to turn in on-time all homework, papers, and/or projects that were assigned during the suspension period but due **after** the suspension period is over to receive full credit.

### **Level III Suspension:**

- Student is not allowed to participate in any school, athletic, or extracurricular activities during the suspension period.
- Any assignment that was assigned **prior** to suspension shall be turned in by the student on the

day the assignment is due. Even if that due date is during the student's suspension. Any assignment not turned in by the due date will result in an automatic zero.

- All classroom or at-home assignments assigned during the suspension period will receive a zero and cannot be made up. This includes quizzes.
- All major exams, tests, projects missed during the suspension period can be made up but will receive an automatic 20 point reduction.
- After the suspension period is over, the student is responsible to turn in on-time all homework, papers, and/or projects that were assigned during the suspension period but due **after** the suspension period is over to receive full credit.

## **OPEN CAMPUS & TRANSPORTATION POLICIES**

Because of its university class-scheduling format, Faith Academy students enter and leave campus at different times during the day. Many secondary students are responsible for their own transportation to and from school. Therefore, Faith Academy's secondary school operates under an open campus policy:

- Students are not required to check in or out when arriving at or leaving the Faith Academy campus on regularly-scheduled, secondary school days.
- Students must be in the class for which they are registered when on campus.
- Parents are responsible for guiding their students regarding their students' use of freedom to come and go from the campus without securing the permission of school personnel. Students who violate their parent's wishes regarding the use of the freedom are accountable to their parents, not to the school.

### **AUTOMOBILE & PARKING LOT**

Student drivers must park their vehicles in the designated parking lot. Student drivers should be cautious and keep their speed to a minimum when driving on the school grounds. The school bears no responsibility for vehicles parked on-campus. Cars must be parked correctly and should remain locked. Violation of these safety rules may result in the loss of privilege of bringing a vehicle to school, or the vehicle may be towed. Faith Academy reserves the right to search any vehicle on school property. Students must not loiter in the parking lot.

### **LUNCH PERIOD**

Weather permitting, students may eat lunch outside in designated areas. Students may not eat in classrooms or parking lot or cars. Any area not designated as an approved lunch area should be considered an "unsupervised" area; students are not permitted to be in that area. Disciplinary actions will result for students in unauthorized areas.

### **SCHOOL BUS & VAN**

All buses or vans used for co-curricular events or field trips will be scheduled by the school and driven by a licensed, safe, and responsible individual authorized by Faith Academy administration. All students are required to return to school on their assigned bus or van, unless the student's parents have made prior arrangements with a staff member. Any student not returning to campus with the school staff must have a parent or a previously approved adult who is not a student sign the student out with staff. Students returning with the staff must remain seated and seat belted once the bus is in motion.

### **STUDY HALL/OFF PERIODS**

Students who are not enrolled in a class have three options: 1) they must leave campus, 2) they must be enrolled in a study hall, or 3) they must have permission to use the Student Center during their off period. Students may opt to register for a study hall which offers a structured environment where students are expected to work on assignments. Although students are monitored by staff, staff does not tutor or offer instruction to aid students. To use the Student Center students and their parents must sign a contract that sets behavioral expectations. Any student who breaks the contract will lose the privilege of using the Student Center.

### **ENTRY GATE**

The entry gate will remain open during school hours and during on campus events. Students will not be permitted to be on campus without school personnel present. The gate will be closed/locked at



night, during weekends and holidays to help protect our campus. Parents and Students will need to coordinate with staff members for any vehicles left on campus.

## ELECTRONIC DEVICES

Tape recorders, digital recorders, tablets, and laptops may be used in the classroom for academic reasons with the permission of the teacher or chair. Appropriate volume control for music and videos is required at all times while on campus in your car or when traveling on a school trip or function. Teachers will take appropriate disciplinary measures for inappropriate use (e.g., playing games, viewing social media, etc.).

### MONITORING ELECTRONIC DEVICES POLICY

In order to protect our children and encourage godly, respectful behavior, Faith Academy requires all students to install a filtering program on all devices (cell phone, laptop, tablet, etc.) that will be brought to campus. Filtering programs must be approved by the Head of School.

Devices will be subject to random and/or periodical checks, and any device not in compliance will be taken up by staff and given to the Academic Assistant. The following penalties will be incurred:

- 1st offense: Parents must pick up any electronic device that has been taken and pay a \$50 retrieval fee. Before a student can bring the device back onto campus, the installation of a filtering program must be verified by the Head of School.
- 2nd offense: Students will be banned for the remainder of the year from bringing any electronic device to campus. Parents and students must meet with the Behavioral Management Team.
- 3rd offense: Student will be suspended from school. Parents and students must meet with the Behavioral Management Team.

### CELL PHONES AND SMART WATCHES

Students may carry cell phones and other such communication devices on campus. Students KP-5 may not use cell phones during school hours while on campus. Cell phones must be off and out of sight. Secondary students may carry cell phones and other communication devices on campus, but they must be turned off and placed in a designated container as soon as students enter the classroom. Cell phones may be used outside of any building except if the class or meeting is being held outside. If the cell phone rings, vibrates or is used inside a building or classroom, the cell phone will be taken up by the teacher and given to the Academic Assistant. Smart watches are considered a cell phone and are not allowed to be used in class. Smart watches must be taken off and put away during exams in class. If a cell phone or smart watch is discovered on a student during an exam, the student will receive a "0" for that exam. If used in class, smart watches will incur the same penalties as cell phones.

- **1<sup>st</sup> offense:** Students must pay a \$25 fee to retrieve any electronic device that has been taken up. Students must wait until the end of their school day to retrieve their item(s).
- **2<sup>nd</sup> offense:** Parents must pick up any electronic device that has been taken and pay a \$25 retrieval fee.
- **3<sup>rd</sup> and subsequent offenses:** Parents must pick up any electronic device that has been taken and pay a \$50 retrieval fee.

## VISITOR POLICY

To enhance both student safety and operational efficiency, Faith Academy will enforce the following guidelines governing the presence of visitors on campus during regular school hours. Parents are considered visitors and should follow the visitor policy except when dropping off or picking up students.

- All visitors must check in with the office upon arriving on campus to obtain permission from the office to remain on campus. They will have to sign in, show proper id, and receive a visitor's badge.
- Guests of students who attend a school-sponsored function will need to be registered in advance.
- Parents are allowed in the classroom only when invited by the teacher to do so, or when given permission by administration.
- All visitors must be willing to comply with the rules and regulations governing student and staff conduct, including appropriate dress regulations.
- Students or friends not attending Faith Academy who drive on campus for the purpose of giving a ride to a Faith Academy student may not loiter in the parking lot or enter the buildings, unless they obtain permission from the office.
- Visitors are not permitted on campus when the front gate is closed and locked.

Students and parents should make potential visitors aware of this policy.

## 2020-2021 UNIFORM POLICY

**Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—His good, pleasing and perfect will. Romans 12:2**

Faith Academy's uniform policy is intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self-identity or gaining attention or social status (Matt. 6:28-34; 1 Cor. 9:19-23; 1 Peter 3:2-4; 1 Tim. 2:9-10; James 2:1-5). The Faith Academy staff may determine the appropriateness of a student's clothing or hairstyle. The Head of School may grant exceptions to the dress code, if desired, for special dress days. Students attending any Faith Academy approved function must observe school guidelines for dress such as moderate clothing and covered tattoos.

**For school days, all elements of the dress code will be enforced. All uniform clothing must be approved items.** Students should wear school uniforms while on campus or in the classroom during their school day, 8:00 A.M. – 4:00 P.M. Students should seek to dress in a modest Christian manner that represents the school well, and considers others above themselves (Phil 2:3).

When on campus for a school event or on a day when the student is not attending school (e.g., students on campus on Monday or Thursday, for an athletic event, social function, etc.), students should be dressed in appropriate attire (excluding crop tops, short skirts or shorts, muscle shirts, tight-fitting clothes). Students attending any Faith Academy approved function (off campus) must observe school guidelines for dress such as moderate clothing and covered tattoos.

**Students attending tutoring and makeup testing on Monday/Thursdays are not required to wear a uniform. To encourage modesty, shoulders and mid drift must be covered, short shorts are not permitted and shorts or skirt must be worn over leggings.**

### Uniform Specifications

- Uniform pieces (shirts and bottoms) must be purchased from the Faith Academy Uniform Store. Prior purchases from Parker Uniforms are also approved.
- Uniform tops, bottoms and outerwear worn inside the classroom **must** have an embroidered or screen printed logo
- **Kinder-Prep students will not be required to wear the same uniform as K-12. Kinder-Prep students will wear a Faith Academy t-shirt (purchased through the Faith Academy Store) and any style shorts, skirts or pants (these are not required to be purchased through the Faith Academy Store).**
- Skirts need to be 2" above the knee or longer.
- Black leggings are required to be worn under the shorter style uniform skirt that was previously purchased through the Faith Academy Uniform Store. **EFFECTIVE OCTOBER 20, 2020, SHORTER SKIRTS WILL NOT BE ALLOWED EVEN WITH BLACK LEGGINGS UNDERNEATH.**
- Spirit wear is not considered part of the uniform for K-12th. These may only be worn on school days during a designated spirit dress down day.

### Elementary Girls (K-5<sup>th</sup> grades)

Tops	Dresses/Jumper	Bottoms
<ul style="list-style-type: none"> <li>● Uniform shirts purchased through the Faith Academy Store</li> <li>● Must have Faith Academy logo embroidered</li> <li>● Colors available include red, black and white</li> <li>● Uniform shirt must always be worn under a Faith Academy hoodie, fleece, jacket or sweatshirt</li> </ul>	<ul style="list-style-type: none"> <li>● Solid red polo dress, short sleeve</li> <li>● Khaki or black jumper (must be worn with approved uniform shirt underneath)</li> </ul>	<ul style="list-style-type: none"> <li>● Skirts- (must be 2" above the knee or longer)</li> <li>● Shorts, Skorts and Pants must be purchased through the Faith Academy Uniform Store</li> <li>● Bottoms must have FA logo embroidered on them</li> <li>● Colors include khaki and black</li> </ul>

**Secondary Girls (6-12<sup>th</sup> grades)**

Tops	Bottoms
<ul style="list-style-type: none"> <li>● Uniform shirts must be purchased through the Faith Academy Store</li> <li>● Must have Faith Academy logo embroidered</li> <li>● Colors available include red, black and white</li> <li>● Uniform shirt must always be worn under a Faith Academy hoodie, fleece, jacket or sweatshirt</li> </ul>	<ul style="list-style-type: none"> <li>● Skirts- (must be 2" above the knee or longer)</li> <li>● Shorts, skirts and pants must be purchased through the Faith Academy Store</li> <li>● Bottoms must have FA logo embroidered on them</li> <li>● Colors include khaki and black</li> </ul>

**Elementary & Secondary Boys (K-12<sup>th</sup> grades)**

Tops	Bottoms
<ul style="list-style-type: none"> <li>● Uniform shirts must be purchased through the Faith Academy Store</li> <li>● Must have Faith Academy logo embroidered</li> <li>● Colors available include red, black and white</li> <li>● Uniform shirt must always be worn under a Faith Academy hoodie, fleece, jacket or sweatshirt</li> </ul>	<ul style="list-style-type: none"> <li>● Shorts and pants must be purchased through the Faith Academy Store</li> <li>● Bottoms must have FA logo embroidered on them</li> </ul>

### Approved Outerwear & Winter Coats (all grades)

- Spirit items such as hoodies, sweatshirts and fleeces with FA logo
- Faith Academy letter jacket (any other letter jacket must have prior approval from Head of School)
- Winter coats & rain jackets: *may be purchased from other stores following these guidelines:*
  - Non-FA Logos must be smaller than two fingers
  - Colors: red, white, black, or gray; any combination of these colors OR solid brown
  - Uniform shirt MUST always be worn under outerwear and winter coats
  - May not be worn in the classroom unless embroidered with the FA logo.

### Shoes (all grades)

- Must be closed toe & heel
- Heel heights no higher than 1"
- Laces must be tied
- Unless boots, shoes must not be any higher than the top of the ankle

Boys	Girls
<ul style="list-style-type: none"> <li>● Styles: (leather or canvas)</li> <li>● Loafers, dress shoes, and athletic tennis shoes</li> <li>● Western boots allowed under pants only</li> <li>● Rain boots allowed on rainy days</li> </ul> <p>Colors:</p> <ul style="list-style-type: none"> <li>● All colors allowed for shoes excluding boots</li> <li>● Black or brown for boots</li> <li>● Rain boots any color/pattern</li> </ul>	<ul style="list-style-type: none"> <li>● Styles: (leather or canvas)</li> <li>● Flats, loafers, and athletic tennis shoes</li> <li>● Riding boots (leather) with skirts only</li> <li>● Western boots under pants only</li> <li>● Rain boots allowed on rainy days only</li> </ul> <p>Colors:</p> <ul style="list-style-type: none"> <li>● All colors allowed for shoes excluding boots</li> <li>● Black or brown for boots</li> <li>● Rain boots any color/pattern</li> </ul>

### Accessories (all grades)

- Belts
  - Black, brown, or khaki
  - Worn with bottoms that have belt loops if uniform shirt is tucked in
  - Leather, woven, web styles
  - Not required for grades K-2nd or if uniform shirt is not tucked in for 3rd-12th grades

- Socks
  - Not required
  - Colors allowed: red, black, white, or gray or a combination of these colors
  - Tights/Leggings allowed for girls in solid red, black, white, or gray (no patterns or embellishments/cut outs)
- Scarves
  - Solid or patterned in specific colors: red, black, white or gray
  - Must be taken off in the classroom
- Jewelry
  - Girls may have up to 2 ear piercings per ear
  - Simple modest jewelry can be worn
  - Boys are not allowed to show any piercings
- Makeup
  - Girls may wear modest, natural looking makeup
  - Boys may not wear makeup
  - No face painting
- Eyewear
  - Natural colored contacts allowed
  - Glasses should only be worn for vision purposes

**Hair (all grades)**

Boys	Girls
<ul style="list-style-type: none"> <li>● Groomed, clean</li> <li>● Natural colors only</li> <li>● No bizarre styles (including shaving, mohawks, spiking, dreadlocks, etc.)</li> <li>● No ponytails, buns, etc.</li> </ul> <p>Length:</p> <ul style="list-style-type: none"> <li>● Cannot touch shirt collar or below eyebrows</li> <li>● Sideburns no longer than ear lobe</li> </ul> <p>Facial hair:</p> <ul style="list-style-type: none"> <li>● Clean shaven, no facial hair allowed</li> </ul>	<ul style="list-style-type: none"> <li>● Groomed, clean</li> <li>● Natural colors only</li> <li>● No bizarre styles (including shaving, mohawks, spiking, dreadlocks, etc.)</li> </ul>

**Spirit Day Dress Guidelines**

- Bottoms: jeans or jean capris (no shorts), uniform pants, uniform skirts, uniform shorts (no athletic shorts)
- Nothing tight or form fitting or excessively baggy, nothing with holes
- Tops: Faith Academy t-shirt or uniform shirt purchased through the Faith Academy Store





**PARENTS AND STUDENTS HANDBOOK AGREEMENT**

**Parents: Please read the following statements carefully and sign below to indicate your agreement. This agreement must be signed and returned by the designated due date; otherwise, the student(s) will not be allowed in class.**

I hereby affirm that I have read the Faith Academy Parent/Student Handbook and discussed its policies with my 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 LORD and 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.

\_\_\_\_\_  
Signature of Mother

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father

\_\_\_\_\_  
Date

**All Students K-12: Please read the following statement carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Student Handbook. 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 this Handbook does not contractually bind Faith Academy and is subject to change without notice by decision of Faith Academy’s governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off camps, which is not consistent with the school’s standards could result in the loss of that privilege.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Grade