

FAITH ACADEMY

Success Starts with Faith

**Temporary COVID-19 Response Policies supersede any policies
stated in this handbook.**

STUDENT HANDBOOK 2020 - 2021

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General School Information

Philosophy

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

Bro. Dick Braswell, President of the Board of Trustees

Mr. Tim Skelton, Headmaster of Faith Academy

Bro. Scott Howard, Pastor of Life Church

Faith Academy Mission Statement

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

Faith Academy Vision Statement

Faith Academy endeavors to provide for our students' spiritual, artistic, athletic, social, and personal needs through our daily school programs and extracurricular activities. Our goal is to develop Christian young people who will impact and change the world around them for Christ.

Introduction

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

Faith Academy Admissions Policy

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

1. The parent of the applicant must apply online at www.faithacademy.us, set up a FACTS account, and pay all registration fees.
2. A record of the applicant's grades from the previous school must be obtained for review. The student must have an overall "C" average in the core subjects with no failures that would result in a deficiency of credits.
3. The student must pass the Faith Academy entrance exam. The student may take this test two times.
4. The parent and student participate in an interview with the Admissions Director.
5. Applicants who have been suspended or expelled from the previous school attended or who have documented discipline problems will not be accepted.

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

Tuition/Fees

Tuition/fees are payable on the first of each month and late payment is payable beginning on the 11th of the month. Accounts in arrears will lose ParentPlus privileges and your child may be asked to stay home until the account is redeemed. Report cards and transcripts will be held until accounts are current. Tuition/Fee Sheet can be found at faithacademy.us.

Open Door Policy

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

School Hours

School begins at 7:50 a.m. and is dismissed at 3:05 p.m. for all students. Students may arrive as early as 7:20 a.m. Elementary students remaining after 3:35 p.m. will be escorted to Life Church Child Development Center. All students in grades 7-12 must be picked up by 4:00 p.m. unless they are involved in supervised extracurricular activities or detention. School office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday.

Early Dismissals

Full day attendance is strongly encouraged. If your child must have an early dismissal, complete the online early dismissal request form, available at www.faithacademy.us. Early dismissals will not be permitted after 2:30 p.m. No student will be allowed to leave campus without parent verification.

Tardiness to School

Students who arrive late are instructed to come to the office and sign in for a green slip. See grade-specific policies in the high school and elementary sections.

Uniform Policy

Girls:

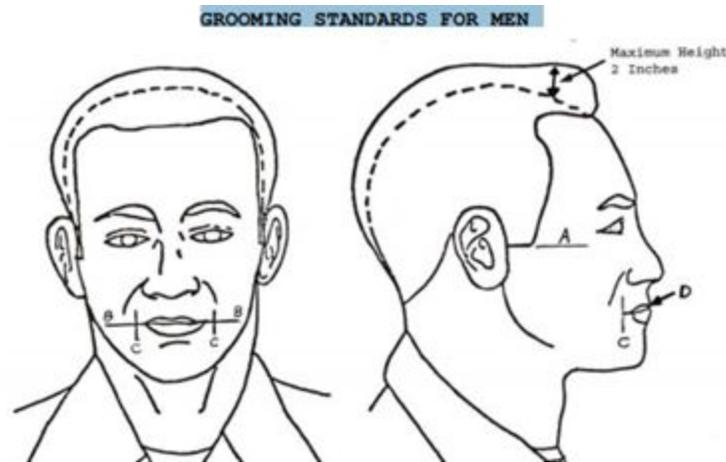
Girls are to dress in accordance with conservative, Christian standards. Girls in K3-K5 may wear a plaid burgundy dress or gray uniform pants/shorts with the Faith Academy logo shirt. Girls in grades 1-5 may wear a plaid v-neck jumper or gray uniform pants with the uniform shirt. Shorts may be worn up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

All hair styles must be in accordance with conservative standards as determined by the school administration. Hair color must be a natural color. Head wraps are not allowed. Girls may only have ear piercings-no gauges. Tattoos must be covered at all times. Deliberate defiance of this code will be grounds for disciplinary action.

Boys:

Boys are to dress in accordance with conservative, Christian standards. All age groups will wear gray uniform pants with the Faith Academy logo shirt. Boys in grades K3-grade 3 may also wear gray uniform shorts. Boys in K3-K5 are to wear gray uniform pants/shorts with elastic waist. Solid, black belts with a nondescript buckle should be worn by boys in grades 1-12. All age groups will wear black oxfords or loafers with black crew socks. **Please note:** Black tennis shoes are not permitted, with the exception of preschool. Only white, short-sleeved t-shirts should be worn under uniform shirts. Long-sleeved t-shirts, colored t-shirts, or turtlenecks are not permitted.

All hair styles must be in accordance with conservative standards as determined by the school administration. Mo-hawk, shaved lines, V-cuts, braids, and cornrows are not permitted. Sideburns below mid-ear, beards, mustaches, or artificial hair coloring are not permitted. Hair height cannot exceed 2 inches from the scalp. Hair must be above the eyebrows in the front, above the collar in the back, and above the ear on the sides. Boys may not have piercings, and tattoos must be covered at all times. Deliberate defiance of this code will be grounds for disciplinary action.



Uniform Outerwear/Monogramming Policy:

Only Faith Academy sweaters, jackets, and/or blazers will be allowed as outerwear and are available in the bookstore. Label all outerwear with the child's name. Monogramming is optional but must be on the front of the garment in school colors in a font no larger than one and a half inches.

Clothing Guidelines-Extracurricular Activities:

Slacks, jeans, or modest shorts will be accepted at extracurricular activities (excluding field trips). Shirts/blouses/tops worn at any school function must be neat and befitting to Christian modesty.

Clothing Guidelines-Jean Days

Students are allowed to wear jeans/pants and any Faith Academy shirt. Jeans/pants must be modest and have no holes, rips, or tears. No jeggings/leggings/tights may be worn as pants. Shoes must have a back.

Bookstore/Textbooks

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

Lost and Found

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

Library Services

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

Physical Education

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

Assemblies/Chapels

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

Newsletters

During the year, notes concerning school activities and other information will be updated on the website and other media sites.

School Phone Usage

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

Sickness/Injury

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

Medication

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

Parents must give all needed medications to the child's teacher in K3-grade 5 and to the office for students in grades 6-12. No medication can be dispensed without the completed medication request forms, which are available in the office. Medications should be delivered in the proper prescription container. Medication will not be given more than ½ an hour before or after the assigned time.

School Insurance

School accident insurance is provided for all students in K3-grade 12. Further information is available in the school office.

Safety and Security

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

School Closure

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

Severe Weather Policy

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

Fire, Tornado and Intruder Drills

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

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

Firearms

Firearms are not permitted on campus. Anyone possessing a firearm will be asked to leave campus and could be subject to further action by local law enforcement.

Electronic Resource Acceptable Use Policy

Program Development:

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

Internet Rules:

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

The following is not permitted:

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

Consequences:

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

Handbook for Grades K – 6

Policies and Procedures

Arrival and Dismissal

Arrival:

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

Dismissal:

Teachers will bring K3-5th grade classes to the pick-up line at 3:05 p.m. 6th grade students will be at carline by 3:10 p.m. Parents may park and walk to pick up their child or drive through the car line. Yellow pick up signs (given out at orientation) are to be hung from the rear view mirror. To pick up children on rainy days or extremely cold days, parents are to park and come to the room. Students not picked up by 3:35 p.m. in the afternoon will be taken to Life Church Child Development Center next door.

Absences

If a child is absent from school, a note should be sent within 2 days after the child has returned. If the child has been sick and has seen a doctor, a note from the doctor is preferred. It is not necessary for parents of elementary students to call the office to report the absence.

Students in grades 1-6 are permitted to miss no more than 20 days per school year. Parent excuses are acceptable, but if a student's absences exceed 20 days, a doctor's excuse is required. If a student's absences exceed 20 days without doctor's excuses, the child will be retained. In K3-grade 6, attendance will be taken by each teacher. Students who arrive after 11:30 a.m. or leave before 11:30 a.m. will be counted absent for that day.

Names of students with excessive absences will be turned in to a truancy officer working through the Mobile County District Attorney's office.

Tardiness to School

Tardiness is very disruptive to the school day. All efforts should be made for students to arrive for school on time. There will be a consequence for students in grades 4-6 for excessive tardies to school. The student will be assigned a 15 minute detention after the first three unexcused tardies, a 30 minute detention will be assigned after 6 unexcused tardies, and Saturday school will be assigned after 9 unexcused tardies.

Cafeteria Policies and Procedure:

Students may bring a lunch from home or order from the cafeteria. Microwaves are available for students' use in grades 3-6. We use "My School Account"--an online service that will allow you to monitor your children's purchases, order lunch and snack, and make deposits directly into their meal accounts. The only way your student can order lunch is through this online system. Orders must be placed by 8:00 a.m. each day. If a child forgets to pre-order online or forgets his/her lunch box, the child's account will be charged for a hamburger or corn dog and milk or juice. Powerade and ice cream are available beginning in the third grade, and soft drinks are only available grades 4 and up.

Assertive Discipline

Plan Overview

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

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

Academics

Homework

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

Help Class

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

Grading Scale

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

<i>For some subjects students will receive:</i>	
S	Satisfactory
FA	Fair
NI	Needs Improvement
U	Unsatisfactory

Elementary Promotion and Retention Guidelines

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

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

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

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

Academic Promotion and Retention Guidelines by Grade Level

K5 Retention Guidelines:

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

Grades 1 and 2 Retention Guidelines:

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

Grades 3-6 Retention Guidelines:

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

Progress Reports and Report Cards

Student work is sent home daily in kindergarten. Progress reports are sent home weekly in grades 1-3. All progress reports are to be signed and returned to the teacher by Friday. Grades are available weekly through ParentPlus in grades 2-12.

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

Elementary Athletic/Extracurricular Eligibility Requirements

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

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

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

Conferences

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

Other Helpful Information

Cell Phone and Technological Devices

Use of electronic devices (cellphones, earbuds, smart watches, headphones, etc.) is prohibited on school campus before 4:00 p.m. Sixth grade students will be required to use Yondr cases. More information can be found in Appendix B. This policy is set in order to eliminate distractions and promote the best learning environment. Consequences for noncompliance are as follows: the first offense will result in a one hour after-school detention and the second offense will result in Saturday School. We highly recommend that parents use monitoring software on their child's devices.

Chapel Services

Chapel is held every other week on Tuesday. Chapel for students in K3-grade 2 is at 8:15 a.m., and grades 3-6 is 9:15 a.m. Occasionally our schedule is interrupted by holidays. Parents are always welcome.

Parties

There are 2 parties each year: Christmas and End of the Year. Special snacks are usually shared at Easter, and valentines are exchanged on Valentine's Day. We celebrate Christmas as the birth of Christ and Easter as the resurrection. No mention is made of Halloween, Santa Claus, Mardi Gras or the Easter Bunny.

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

Field Trips

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

Handbook for Grades 7 – 12

Policies and Procedures

Absences

Students are expected to be in school except in cases of emergencies or for reasons as explained in the code below.

1. Personal illness – a doctor's excuse will be required for any absence exceeding allotted absences
2. Death in the family
3. Quarantine of the home – must be notarized by the proper health officials
4. Observance of a religious holiday
5. Any other reason must be excused by the school PRIOR to the absence

Students in grades 7 and 8 cannot miss more than 20 days per year in each class without a doctor's excuse. Students in grades 9-12 cannot be absent more than 10 days per semester in each class without a written excuse from a physician. A student will not receive credit for their classes if they have more than 10 day's absence per semester without a doctor's excuse. Failure to provide such documentation will result in the repeating of the grade level or individual class.

Names of students with excessive absences will be turned in to a truancy officer working through the Mobile County District Attorney's office.

Tardies

Tardiness is extremely disruptive to the classroom environment. For the first 3 unexcused tardies that a student has, they will serve 1 hour of after school detention. After 6 unexcused tardies, the student will serve Saturday school. After 9 unexcused tardies the student will be suspended for 1 day of school. Continued excessive tardiness could result in expulsion.

Early Dismissal

Once a student arrives on campus he or she must immediately go to designated areas and they are not permitted to leave the campus for any reason without school and parent approval. Full day attendance is strongly encouraged. If your child must have an early dismissal, complete the online early dismissal request form, available at www.faiithacademy.us. Early dismissals will not be permitted after 2:30 p.m. No student will be allowed to leave campus without parent verification. When a student returns to campus, they are to check back in through the office and then report immediately to class. The student will be counted absent in all of the classes they miss. **As a reminder, students in grades 7-12 are counted absent by the class period as well as by the day.**

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

Make-Up Work

Students who are absent due to excused reasons are required to make up all missed work in each class. Work missed due to an excused absence that is not made up will result in a "0". If the student missed 1 day they have 1 day to make up work, if the student missed 2 days they have 2 days to make up work and so on up to three days. If a student needs an extension due a lengthy absence,

this must be requested through the individual teachers. An unexcused absence will result in zeros for all missed work.

If a student is going to be out due to a school-sponsored event, it is the students' responsibility to get all assignments before leaving. All make-up work will be due on the day they return from the trip. The student is not counted absent on a school-sponsored trip; therefore, their work is due when the other students' work is due. In all cases, the students are responsible for initiating and following through on plans to make up work due to any excused absence. If a student is present for part of the day but leaves during the day, it is the responsibility of the student to turn in any due work to their teachers before leaving.

Turning in Late Assignments

The procedure for turning in late assignments is as follows:

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

Make-Up Tests

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

Cafeteria Policies and Procedures

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students who are ordering need to do so using their online cafeteria account. All lunches must be pre-ordered by 8:00 a.m. each day. During lunch each student will go through the cafeteria line and key in his or her PIN. Any student who does not order will be given the option to buy a corn dog or hamburger. Students are to remain in the cafeteria until they are instructed to return to class. At no time are students allowed to take food or drink outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch time. No excessive noise or boisterous behavior will be tolerated.

Visitors on Campus

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

Halls

Students should be in the halls only at the beginning and end of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class must have passes. Students are asked to be courteous and quiet at all times, to keep to the right when moving in the halls, be considerate of others in the halls and

classrooms, discard trash in the containers provided, and keep the school clean by picking up paper off the floors. Running and shouting in the halls is never permitted.

Storage Areas/Lockers

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

Care of School Property

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

Student Conduct

Assertive Discipline

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

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

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

If a student chooses to break a rule:

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

Gum Chewing

Students are not permitted to chew gum at any time while on the Faith Academy campus. Chewing gum on campus is an automatic 30-minute detention.

Cheating

Cheating is expressly forbidden at Faith Academy. Any student caught cheating will be given a “0” and the parent will be called. Cheating includes copying homework, classwork, or tests (in whole or in part), collaborating on work for which collaboration is not permitted, sharing information about test content, etc. If a student cheats a second time, he or she will be suspended. The same standards apply both inside and outside the classroom.

Student Vehicles

All vehicles on the campus of Faith Academy must be operated by licensed drivers and have a current school year Faith Academy parking decal. Vehicles without a parking decal will be ticketed. Music played inside a vehicle should not be heard outside of the vehicle. Students are only allowed to park in legal parking spaces and within designated student parking areas.

If a student fails to abide by the guidelines, they are subject to a fine, ticket, or further discipline. Reckless driving or speeding will result in a minimum of a 2 week driving suspension. A second offense will result in permanent suspension from driving on campus.

Student Expectations

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

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

Rules Concerning Student Conduct

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

Cell Phones and Electronic Devices

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

- 1st offense: 1-hour detention after school
- 2nd offense: Saturday School
- 3rd offense: 1 day suspension with zeros on all work

Drug Testing and Alcohol Prevention Policy

Faith Academy recognizes the detrimental effects that drugs and alcohol have on our society. In an effort to maintain a drug and alcohol-free campus, we instated a drug testing policy for students in grades 7-12. The testing is random, and not all students will be tested. All parents must sign a release form for testing. No student may attend Faith Academy without this form. If a student tests positive for drugs or alcohol, the parents will be notified immediately. At this time the student will be suspended for 5 days and required to go to mandatory drug counseling through a certified counselor. If the parent chooses to forego this process, their only other option is to withdraw their child from Faith Academy. After a student initially tests positive, they will be tested at every other drug test for the remainder of their stay at Faith Academy. If they test positive on any other occasion, the student will be permanently expelled from Faith Academy.

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

Married and/or Pregnant Students

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

Academics

Curriculum Requirements (grades 9-12)

Listed below are the minimum curriculum requirements for graduation:

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

Honors, Advanced Placement, and Dual Enrollment Policy Statement

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

Criteria for Advanced Placement

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

Criteria for the Honors Program

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

Criteria for Dual Enrollment

- Must make a 19 or higher on the ACT
- Must have maintained a GPA of 3.0 or higher
- Must meet with the counselor
- Must pay additional fees

Schedule Changes

Students will have three weeks at the beginning of each semester to change their schedules. All changes must be made through the counseling office with parent and principal permission.

Homework Policy

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

Parents should establish a learning environment in the home by:

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

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

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

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

Help Classes

Help classes are available to all students who need additional instruction. Help classes are scheduled Monday afternoon through Friday morning from 7:20 a.m. to 7:45 a.m. and 3:10 p.m. to 3:45 p.m. There is no charge for this service.

Conferences

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

Reporting Student Progress

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

1. A report card is issued each nine weeks, which must be signed and returned immediately.
2. One or two parent/teacher fellowships are held to review progress and goals.

3. Annual standardized testing is conducted for certain grade levels.
4. Parent/teacher conferences are available upon request through the teacher.
5. Student progress, assignments, and projects may also be accessed on our school website through ParentPlus at www.faihtacademy.us. All parents/students will receive a ParentPlus activation code within the first month of school.

Grading System and Report Cards

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

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

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

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

Please Note the Following Scale for Honors and AP Programs

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

Promotion and Retention Guidelines

No student can be promoted to the next grade level who has missed more than twenty days of school per year in grades 7-8 or more than ten days of school per semester in grades 9-12. A doctor's statement will be accepted as an excused absence for absences over the allotted days.

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

Grades 7-8 Guidelines:

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

Grades 9-12 Guidelines:

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

Senior Information

Graduation Requirements

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

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

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

Information Concerning Valedictorian and Salutatorian

In order to be considered for valedictorian or salutatorian, a student must be in the Honors Program. Judgments will be based on weighted GPA. The GPA calculated for valedictorian and salutatorian are based on their four advanced core classes and one advanced elective per year (grades 10-12). In the case of a tie, the ACT will make the final determination. The student must have attended Faith Academy since their junior year. Home school grades will not be considered as part of the student's cumulative GPA.

Note change in effect beginning with the 2019-2020 freshman class:

In order to be considered for valedictorian or salutatorian, a student must be in the Honors Program. Judgments will be based solely on numerical GPA. **The student with the highest numerical GPA will be the valedictorian.** The GPA calculated for valedictorian and salutatorian are based on their four advanced core classes and one advanced elective per year (grades 10-12). The student must have attended Faith Academy since their junior year. Home school grades will not be considered as part of the student's cumulative GPA.

Senior Exam Exemption

All seniors will take exams during the first semester. In order for a senior to be deemed exempt from their second semester exam, they must have an overall "C" average for the second semester with no more than 10 absences in that class.

Transcript of School Records

The school will send 3 official transcripts by mail to the student's colleges of their choice. A fee will be charged for additional transcripts sent in the mail. Any future requests are to be made through www.parchment.com.

Extracurricular

Athletic or Extracurricular Eligibility Requirements

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

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

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

Student Government

Your student government provides student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the Student Government are your representatives and have direct access to the school administration.

Faith Academy Graduation Requirements

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

<u>Standard Diploma</u>	<u>College Preparatory with Advanced Academic Endorsement</u>	<u>College Preparatory Career with Advanced/Technical Endorsement</u>																																																																																																																																																																																																				
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<p>* All four required credits in Social Studies will comply with the current Alabama Course of Study.</p> <p>** May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff. The designated one-half credit will then be added to the objective credits.</p> <p>***Students completing Algebra II and not advancing to Advanced Geometry will be required to take Geometry and Statistics.</p>	<p>* All four required credits in Social Studies will comply with the current Alabama Course of Study.</p> <p>** May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff. The designated one-half credit will then be added to the objective credits.</p> <p>***Students earning the diploma with the advanced academic endorsement shall successfully complete two credits in the same foreign language.</p> <p>****To be eligible for the Advanced Academic Endorsement students must complete Pre-Calculus.</p>	<p>* All four required credits in Social Studies will comply with the current Alabama Course of Study.</p> <p>** May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff. The designated one-half credit will then be added to the objective credits.</p> <p>***To be eligible for the Advanced Career/Technical Endorsement students must successfully complete Pre-Calculus.</p>																																																																																																																																																																																																				

Appendix A-Faith Academy Health Policy (2020-2021)

Faith is following CDC recommendations which include:

- Having alcohol-based hand sanitizers accessible that contain at least 60% alcohol.
- Routinely cleaning frequently-touched surfaces and objects.
- Displaying visual alerts/reminders about respiratory hygiene and cough etiquette.

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

- Stay home when you are sick with respiratory disease symptoms.
- Cover coughs and sneezes with a tissue, then dispose of it in the trash receptacle.
- Wash hands often with soap and water for at least 20 seconds; especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with 60%-95% alcohol.
- No handshakes.
- Clean phones, iPads, and computer keyboards at home each night.

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

1. **FEVER-** Your child should stay home if they have a temperature of 100 degrees orally or higher. If your child presents with a fever at school they will be required to put on a mask until they can be picked up from school. They need to be fever/symptom-free for 24 hours without medication before returning to school.
2. **COVID-19 AND RESPIRATORY INFECTIONS-** If your child does not have fever but is exhibiting flu-like symptoms (body aches, chills, cough etc.), please keep your child at home to recover until they are symptom-free for 24 hours. If a child or member of the child's household tests positive for COVID-19, the child will need to remain home until they are symptom-free and have proof of a negative COVID test/permission from the school nurse before they will be allowed to return to the classroom.
3. **VOMITING AND DIARRHEA-**Your child should stay home if he/she has vomited or has had diarrhea (more than 2 or 3 loose stools) within the last 24 hours. They should remain at home for 24 hours after vomiting and diarrhea has ended. If 1 or 2 loose stools are present with vomiting or fever, the child should also remain at home until they are symptom-free for 24 hours. If diarrhea continues for longer than 48 hours, you will need a doctor's written statement to return to school.
4. **PINK EYE-** Conjunctivitis can be very contagious. If the white part of your child's eye is red and there is yellow/green discharge from the eye, you need to keep your child at home and see a doctor. Drainage due to allergies is usually clear and will involve both eyes. Pink eye can

involve one eye or both eyes. Kids with pink eye may be light-sensitive, complain of itching and burning in eye(s), have swollen eyes or eyelids, and have dried discharge in eyes upon waking.

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

Remember:

- **Please keep emergency numbers in the school office current.**
- **Always get a doctor's note, when possible.**
- **A medication administration form must accompany any medication that needs to be given at school. The medication must be in the prescription bottle labeled with the child's name and all over-the-counter medications must be in the original container.**

Appendix B-Yondr Policy

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

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

All students in grades 6-12 with a cell phone are required to Yondr their cell phones/devices during school hours. Each student is assigned a numbered case and is responsible for returning that numbered case to his/her homeroom teacher at dismissal. **Yondr cases are school property and failure to return a case and/or damage will result in the student being responsible for the cost of the Yondr.** Students who violate this policy will face disciplinary action. We thank you for your cooperation and participation to help us create a safe and secure educational environment, so our students can develop the necessary social and learning skills to be engaged, positive contributing members of our community.

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

Students in grades 6-12 with a cell phone will place his/her phone inside of a Yondr case and lock it in front of his/her homeroom teacher. Each student is assigned a numbered case and is responsible for returning that numbered case to his/her homeroom teacher at dismissal. If a student needs to leave school early, unlocking bases will be in the office to allow for a quick dismissal.

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

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



FAITH ACADEMY

Student Handbook Agreement to Comply

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

I have read, understand, and agree to comply with the procedures and policies as listed in the Faith Academy Student Handbook.

Student Name (Please Print)

Student's Signature

Parent Name (Please Print)

Parent's Signature