



FAITH ACADEMY
OF FREESTONE

Family Handbook

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” Matthew 19:14

Head of School: Robert Arrington

rarrington@fafreestone.org

Dean of School: Monica Franklin

mfranklinfaf@gmail.com

Dean of Academic: Krista Sanders

kristasandersfaf@gmail.com

Dean of Students: Mary Keathley

mkeathleyfaf@gmail.com

Phone: 903.389.2662

Cell: 281.844.1369

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Welcome to Faith Academy of Freestone!

Mission Statement

Our Mission: To partner with parents/guardians to provide a quality Christ-centered education to students while developing the whole child: mind, body, and spirit.

Our Motto: We exist to **LOVE GOD, SERVE OTHERS,** and **SHINE OUR LIGHT.**

Statement of Faith: (What we believe)

LOVE GOD: At Faith Academy of Freestone, our desire is for our students to build a strong foundation in God's word developing an intimate relationship with Him.
(*Matthew 22:37*)

SERVE OTHERS: We strive to nurture a servant's heart in our students through positive reinforcement in class and service mission opportunities. (*1 Peter 4:10*)

SHINE OUR LIGHT: It is our purpose to send out Christ-like, responsible citizens who live out their faith in a manner that positively impacts the world around them and reveals God's love. (*Matthew 28:19-20, 1 Kings 2:1-4*)

ABOUT GOD: God is the Creator and Ruler of the Universe. He has eternally existed in three persons: the Father, the Son and the Holy Spirit. These three are co-equal and are one God. (*Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14*)

ABOUT JESUS CHRIST: Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of kings, and Lord of lords. (*Matthew 1:22,23; Isaiah 9:6; John 1:1-5, John 14:10-30; Hebrews 4:14,15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13*)

ABOUT THE HOLY SPIRIT: The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily. (*2 Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:1*)

ABOUT MAN: Man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called "sin." This attitude separates man from God. (*Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1,2*)

ABOUT ETERNITY: Man was created to exist forever. He will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence. (*John 3:16; John 2:25; John 5:11-13; Romans 6:23; Revelation 20:15; 1 John 5:11-12; Matthew 25:31-46*)

ABOUT SALVATION: Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith. (*Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1*)

ABOUT ETERNAL SECURITY: Because God gives man eternal life through Jesus Christ, the believer is secure in salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives this security. (*John 10:29; 2 Timothy 1:12; Hebrews 7:25; 10:10,14; 1 Peter 1:3-5*)

ABOUT THE BIBLE: The Bible is God's Word to all men. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error. (*2 Timothy 3:16; 2 Peter 1:20,21; 2 Timothy 1:13; Psalm 119:105, & 160, 12:6; Proverbs 30:5*)

ABOUT MARRIAGE: Marriage is a biblical institution established by God as described by Scripture. We believe biblical marriage can only occur between one man and one woman. We believe that God's intent for sexual expression is to occur only in the covenant of marriage. This school recognizes that marriage is the uniting of one man and one woman in covenant commitment. (*Genesis 2: 22-24, Proverbs 18:22, Matthew 19:3-9, Mark 10:6-12, 1 Corinthians 7:1-16, Ephesians 5:22-33, Colossians 3:18-19, Hebrews 13: 4-7*).

CORE VALUES

The Bible is our standard of truth. Our policies and principles are all founded on , and are a direct reflection of God’s Word. There will be no variation or compromise from this Biblical standard for our staff or our students.

Faith Academy will hold and enforce a high standard of behavior and academics. We believe that a safe and nurturing learning environment is essential as we strive to help each student reach his or her full learning potential. We are committed to protecting that environment from disruptive or disrespectful behavior.

Every family at Faith Academy is equally valued and will be treated with respect and dignity. We strive to demonstrate Christ-like love in all our daily interactions.

Our teachers and staff must possess an “attitude of ministry”. At Faith Academy of Freestone, we understand the incredible privilege and responsibility of the discipleship of children. We seek to employ teachers and staff members who believe that serving and ministering to students is their calling.

NON-DISCRIMINATION POLICY OF FAITH ACADEMY of FREESTONE:

A Texas Nonprofit Corporation

Faith Academy is committed to providing an environment for students that is free from discrimination based on race, color, nationality, ethnic origin, or disability. In addition, Faith Academy does not discriminate in its administration of educational policies or any other school programs.

It is the policy of Faith Academy to:

- Accept students of any race, color, nationality, ethnic origin, or disability to all the rights, privileges, programs, and activities generally accorded to its students.
- Make reasonable accommodations wherever necessary for all students with disabilities, provided that the individual can safely function in the classroom and provided that any accommodations made do not require significant difficulty or expense.
- Thoroughly investigate instances of alleged discrimination and take corrective action, if warranted.
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

Attendance Policies

Absences and Attendance Requirements

Students are required to attend 80% of the days offered during the school year to receive credit for a grade level. If students miss more than 20% of the total number of days during a school year, they cannot be promoted to the next grade. This policy includes both excused and unexcused absences.

Excused Absence

An excused absence is recorded if a student misses school due to illness, doctor or dentist appointment, or serious family emergency. Student absences are recorded at 9:00 AM each morning. Call or Email the school office administrator by 9:00 am if your child will be absent for all or part of the day. A student will be counted absent if he/she is not present in the classroom for the first hour of the school day. A written note should be sent to school following an excused absence so that your child's absence is recorded as excused.

All assignments missed due to absence can be requested by the student or parent/guardian. If a student's absence is expected to be prolonged, a parent/guardian may request for work to be left at the front desk. Please note that since our teachers are in class all day, these assignments may only be picked up at the end of the school day. It is the parent's/guardian's responsibility to pick up all missed class work in these cases. Students have one class day for each day of an excused absence to make up missed work. Special arrangements will be made in the event of long-term illness or other extenuating circumstances. Once your child has completed the work from their absence, please place the work in their homework folder and return it to their teacher.

Unexcused Absence

An unexcused absence is recorded if a student misses school for reasons other than those listed above. Work that is missed during an unexcused absence must be made up. **Credit for missed assignments during an unexcused absence is given at the teacher's discretion. A planned family vacation is an unexcused absence.** Students are responsible for making up any missed work during an excused or unexcused absence.

Tardy Policy

Instruction begins promptly at 8:00AM. A student is counted **absent** when she/he is not present in the classroom by 9:00AM. A student is **tardy** when she/he is not in the classroom at the time class is scheduled to begin. **Because valuable instruction is missed and disruption is caused by late arrivals, parents/guardians will be asked to conference after 6 tardies within a trimester. An action plan will be put into**

place at this time. If the problem persists, a student may be denied re-enrollment.

If a student has missed work or is behind in their classwork he or she may be required to attend on Friday. It is up to the teacher to decide whether or not a student is required to attend on Fridays.

Parents will be notified in advance if their student is required to attend on Friday.

Academic Policies

Program Information

Faith Academy teachers are responsible for organizing instruction that includes a partnership with parents/guardians. Teachers facilitate this partnership through effective communication, leadership, and instruction in the classroom. **All parents/guardians are required to have the Faith Academy App. This will be the MAIN source of communication for Faith Academy.**

The Faith Academy academic program will maintain high academic standards, emphasizing a strong student work ethic. Our academic standards will meet or exceed the local and state laws that govern education.

Faith Academy teachers are not able to offer *significant* modifications or provide individualized instruction. All students are expected to complete course requirements and to function independently in the classroom.

Academic Dishonesty

Academic dishonesty is a serious offense and is not tolerated at Faith Academy. Refer to the Student Code of Conduct for disciplinary consequences. Parents/guardians will be contacted immediately if their child is involved in any of the following situations:

- Lying or giving false information about an assignment.
- Copying another student's work.
- Using answer keys or teacher editions to finish assignments without permission.
- Obtaining copies of quizzes or tests without permission to practice the test.
- Plagiarizing an assignment without crediting the source.
- Altering a graded paper or assignment to change the grade.

- Talking to another student during a test or quiz without permission.
- Giving or receiving information during a quiz or test (copying)

Assessments

Teachers use a variety of authentic assessments to determine students' understanding of the course material. These assessments include individual and group projects, interviews, presentations, demonstrations, and traditional tests as well as the criteria listed in the grading policies. Faith Academy also conducts the Iowa Assessments standardized test for all subjects every April to assess student achievement and curriculum.

Grading, Evaluation, and Feedback Philosophy

After extensive research, Faith Academy has chosen to use a standards-based learning approach to instruction and grading in an effort to strive for excellence in academics. Standards-based learning is a progressive approach which we believe will allow us to better identify our students' individual learning needs, drive instruction to meet those needs, and provide a more accurate picture of your child's mastery of grade level skills.

At Faith Academy, grades serve five basic purposes:

- to help us teach, correct, and train;
- to provide us with a measurable and legitimate means of helping students achieve mastery of the grade level standards;
- to encourage a strong work ethic;
- to provide us with an ongoing means of communicating a student's progress and achievement to his parents/guardians;
- to help us in the on-going placement of students at a level responsive to their needs, background, and abilities.

We will establish measurable and objective standards based on valid grade level expectations. 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).

Students will be graded by assessing their level of mastery of grade level standards. Students will receive scores based upon what they have (or have not) done relative to a common standard, rather than upon individual considerations (such as learning disabilities).

The ultimate purposes of these standards will be to define the learning goal, to provide valid and meaningful feedback, to encourage disciplined academic study, and to encourage student progress in both learning and achievement.

A successful school experience requires a cooperative effort among students, parents/guardians and teachers, with each party playing a crucial role.

- Students are responsible for completing all assignments, consistently putting forth their best effort, bringing all required materials to class, participating in discussions and daily activities and taking personal responsibility for making up work missed during an absence, and for turning this work into the teacher.
- Parents/guardians are responsible for monitoring their child's homework, for helping their child locate resources and for providing the necessary support to complete assignments (going to the library, buying a poster board, finding a plant). Parents/guardians also need to provide adequate uninterrupted study time and the necessary materials to complete their assignments.
- Teachers monitor student progress in achieving the learning objectives outlined for each course. Although some allowances are made for individual differences, students are expected to complete all course requirements. Teachers are responsible for identifying objectives and clearly communicating expectations, choosing relevant assignments, grading formal assessments promptly and returning papers and tests to students in a timely manner.

Academic Standing / Academic Probation

Students must achieve a score of 70 or above each trimester in attendance at Faith Academy on each learning objective in the core academic classes to remain in good academic standing. A student whose score falls below 70 on a learning objective in the core academic classes at the end of the school year can be blocked from future registration at Faith Academy.

At the discretion of the Board and Administrator, a student may be given the opportunity to regain good academic standing by being placed on academic probation for the following trimester. This decision will be based on the student's attitude, participation, and effort. A learning contract between Faith Academy, the student, and the parents/guardians may be put into place to outline the learning gaps and identify strategies to close those gaps.

A student placed on academic probation must earn a score of at least 70 on each learning objective in the core academic classes during each grading period of the following semester to return to good academic standing. If the student does not

maintain the minimum score and cooperate with the terms of the learning contract (if applicable), he or she may be blocked from future enrollment at Faith Academy. If the student maintains the minimum score or higher for the entire trimester, he or she will be removed from academic probation. The Administrator and the Board have the final authority to make decisions about registration for students on Academic Probation.

Non-Denominational Policy

Faith Academy is first and foremost a Christian school, with a non-denominational Statement of Faith, which both parents/guardians and teachers are asked to sign. Within the Christian faith, individual expression of this faith may take different forms of expression, such as policies on baptism, gifts from the Holy Spirit and eschatology. Occasionally, these controversial subjects arise during class discussions. For the purposes of classroom instruction, teachers will present different viewpoints in a neutral manner, without making personal judgments about which views are “better” or “right”. Teachers will always refer students to their parents/guardians about sensitive topics.

Progress Reports; Progress reports will be available in FACTS SIS halfway through each grading period.

Report Cards; Report cards will be available in FACTS SIS at the end of each trimester.

Promotion; Students are promoted to the next grade level when they successfully master all standards of the previous grade level with a passing average of 70 or above in every subject.

Admission Procedures

Parent/guardian and Student Responsibilities

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

- Parents/guardians must submit a completed online application form for each child applying for admission, including academic records, health forms, and other information as specified in the application packet. Students will not be admitted without complete records.
- All families must undergo a family interview with school administration.

- Parents/guardians and students must be willing to abide by the school's rules, regulations, and statements of faith as expressed in our handbook or by the Administrator.
- Parents/guardians are responsible for providing regular structure for completing home assignments, checking take home folders, and helping the student as needed.
- Each student must be willing to adhere to Faith Academy's Student Code of Conduct, Dress Code Policy, and all other policies.

Review All Faith Academy Material and Pray

Please carefully go over each handout given at the information meeting/tour as well as our Family Handbooks online. If you have any questions, please contact us. Pray about this important decision.

Complete the Online Admissions Application

Once you have decided to enroll, parents/guardians must complete an online application for each child, and submit all required forms, relevant fees (\$40 application fee per application) and copies of academic records, health forms, immunization records and any other relative medical records. All immunizations must be current and in compliance with the state of Texas. If your family has opted not to take immunizations, a waiver from the state of Texas must be submitted instead. You can access the waiver at <https://co-request.dshs.texas.gov/> . Please bring a copy to the school once it is completed.

Enrollment

Once the student has been accepted and the above step has taken place, an offer letter will be sent to the Enrollment Responsible family member via email. The family can then complete the online enrollment packet and select a tuition payment plan. The non-refundable Registration Fee of \$150 is due at the time of submission of the Enrollment Packet.

Parents/guardians must sign a form stating their agreement with Faith Academy's Statement of Faith. By signing this form, parents/guardians acknowledge their understanding that all of the curriculum is taught from a biblical perspective. Parents/guardians must be willing to adhere to the policies and procedures of Faith Academy as outlined in this Family Handbook.

Campus Procedures

Arrival

Students may arrive between 7:30am and 7:50 am. Please drop students off through the covered breezeway located at the Christian Community Life Center of First Baptist Church's main entrance. Students that drive will need to park in the back of the building and walk through the front entrance.

Dismissal

All students will be dismissed at 3:30pm.

Students may be released only at the end of the scheduled class time at the end of the school day. If a student is leaving school before the end of the day, the parent/guardian must sign the child out at the front desk. Office personnel will notify staff that the student is leaving.

For the safety of all students, parents are asked to pick up their children in the car rider line at the end of the day or in the designated pickup area at the back of the building. Staff members will supervise waiting students and safely escort your child to the car.

Visiting the Classroom

Parents/guardians are always welcome at Faith Academy! We encourage all parents/guardians to participate in class time and activities within the school. In order for parents/guardians to participate and volunteer we will need a completed and approved background check on file. All parents/guardians will need to check in at the front office.

In order to visit the child's classroom, the parent/guardian must have an appointment with the student's teacher. Appointments can be made at the front office with Ms. Dixon.

Further information regarding these classroom visits will be provided at the parent/guardian meeting.

Behavioral Expectations of this School

Code of Conduct

Students at Faith Academy are expected to exhibit a high standard of morals and values in their thoughts, attitudes, and behavior. They are encouraged to always strive to do their best and to encourage others in a courteous and respectful manner. In this way students can experience a positive and supportive educational environment that fosters learning and achievement, while enjoying positive social interaction with like-minded peers.

Classroom

The classroom is a place of learning where the teacher's focus is teaching, and the student's job is to learn. Teachers strive to provide a positive and supportive learning environment for all students and thus, conduct that disrupts teaching or learning is not tolerated. At Faith Academy of Freestone, students are expected to observe the following expectations:

1. We obey our Lord Jesus Christ and we live to share His word by loving, honoring, and praying for one another.
2. We tell the truth.
3. We speak quietly and respectfully with one another while also treating them kindly, so that we do not hurt them with unkind words or deeds.
4. When someone needs correction, we correct him in love.
5. When someone is sorry, we forgive him.
6. When someone is sad, we comfort him.
7. When someone is happy, we rejoice with him.
8. When we have something nice to share, we share it.
9. When we have work to do, we do it well prepared, on time, and without complaining.
10. We take good care of everything God has given us.
11. We do not create unnecessary work for others.
12. When we do not know what to do, we ask.
13. When we go out, we act just as if we were in this school.
14. When we disobey or forget any of the expectations of this school we accept discipline and instruction.

Discipline Procedures

LEVEL 1:

Student has chosen to disobey one or more of the Expectations.

Examples of this level: anything that contradicts any of the Expectations of this School.

Consequences:

This is a situation between the student and the teacher. Parent/Guardian contact will be made based on the discretion of the teacher. Options for consequences given from the teacher will be.....heart to heart discussion in private, parent/guardian contact, copy work (younger grades) or essays (older grades). If none of these consequences present success after 3 attempts then the student will move to a level 2.

A brief email will be sent to the Dean of School for each incident.

LEVEL 2:

Students have repeatedly chosen to disobey one or more of the Expectations. The teacher has already attempted the level one consequences with no success.

*Immediate level 2 : Use of profanity, academic dishonesty, defacing or damaging school or church property, anything else the teacher or school staff documents within this level.

Consequences:

This situation will now be between the teacher and the Dean of School. The Dean of school will proceed with parent/guardian contact and student counseling regarding behavior will begin. Possible disciplinary actions will be a repeat of copy work or essay, lunch detention, in person meeting with parents/guardians with the student present, community service within the school,

LEVEL 3:

The student has repeatedly chosen to disobey the Expectations of this School and multiple attempts have been made to correct the behavior. All Level 1 and 2 protocols have been completed. Parent/guardian teacher conferences have been completed and at least one conference with the Dean of School present has occurred. The Dean of School has made attempts with parents/guardians and the teacher to lead the student to self governance of his or her choices and behavior modification.

*Immediate level 3—Fighting, bringing weapons, drugs, alcohol or any other prohibited substance or item to school, threatening another student or teacher, anything the Dean of School or Administrator documents within this level.

Consequences:

A meeting with the Headmaster and the student’s parents/guardians will be scheduled immediately. A meeting with the Headmaster, parents/guardians, and the student will also occur. These meetings could result in immediate 1-3 day suspension from school permanent student expulsion.

Levels Defined

Level 1	Level 2	Level 3
Violation of School expectations (3 violations after teacher consequences go to Level 2)	3 violations of School Expectations after teacher consequences with no success Use of profanity, academic dishonesty, defacing or damaging of school property, anything else the teachers or staff documents within this level	The student continues to violate the School Expectations and the Dean of School refers it to the Headmaster. Fighting, bringing weapons, drugs, alcohol or any other prohibited substance or item to school Anything the Dean of School and/or Headmaster documents within this level

Communication (Parent/Guardian and Teacher)

Frequent and open communication with parents/guardians is essential to the successful operation of a school. There are several tools at Faith Academy to keep you informed about your child’s progress.

Parental/Guardian Communication

The majority of communication between parent/guardian and school takes place via the Faith Academy App.

Dress Code

Four navy polos with our logo and one spirit shirt will be provided this school year.

All shorts and skirts are required to have a minimum 7 inch inseam.

Neutral colored tights or leggings that coordinate well with the uniform are allowed under skirts.

All bottoms on boys and girls will need to be a shade of khaki in color.

All bottoms will need to be a khaki dress material.

Navy, tan, or gray cardigans may be worn. There will be pullovers with our school logo for sale through the school office when the school year begins. Only pullovers with the school logo may be worn over the school polos.

Jackets may be worn as needed, but they will be placed in lockers before class begins.

Shoes will need to be neutral in color with a closed toe and a closed heel.

Girls are allowed ear piercings. All other ear piercings are not allowed on campus; covered with bandages or filled in with spacers is prohibited.

Hair should be clean and neatly styled, with no extreme hairstyles (for example: mohawk) or unnatural hair colors.

Hair must be out of eyes (for both boys and girls).

Caps, hats, and bandanas may not be worn in the classroom.

Athletic wear:

Athletic shirts and shorts will need to be brought from home for grades 6-11.

Athletic shorts will need to have a 7in inseam and be solid navy blue or dark gray in color.

Athletic shirts will need to be solid blue or gray.

Tights are required to be worn under the athletic shorts every day for both boys and girls. Tights should be mid-thigh or longer.

The athletic coach will make arrangements for additional clothing changes if the weather requires it.

Athletic shoes will need to be worn during all athletic activities.

Administration has the authority to make final decisions about dress code.

Financial Policies

Tuition

Tuition is \$5,000 per year plus fees of \$760. Payment Options are available and can be chosen through FACTS and with the Administrator's Office.

All payments, tuition and fees are to be made to Faith Academy through FACTS Tuition Management System or at the office. Payments are due on your Service Agreement date and considered late after the 5 days after. A Service Fee or Returned Payment Fee will be charged where applicable through FACTS or the office. Administration will handle and work with families in regards to overdue or delinquent accounts and may result in withdrawal of student(s). Parents/guardians will manage and use the FACTS System accounts created at the beginning of registration.

A 10% sibling discount will be applied to the total amount of tuition if more than one student is enrolled.

Students may not begin classes at Faith Academy until all tuition payments and fees have been paid for the previous school year. In the event of withdrawal from Faith Academy or transfer to another school, student records, including report cards and permanent files, are held until all financial obligations have been cleared.

Fees

The following additional fees are assessed in addition to tuition and fees for the current year must be paid before a student begins classes.

- **Application Fee:** A one-time non-refundable fee of \$40 must be submitted with the initial online application. Applications will not be processed without payment of this fee.
- **Enrollment Fee:** A \$150 non-refundable enrollment fee is required when the online enrollment packet is submitted to hold a place for the following school year.

Financial Aid

Families may apply for financial scholarships, once enrolled, by completing the scholarship application packet and submitting financial documents. Once the application and documents are verified, Faith Academy's Committee and Administrator will review the application's data. (All applications are anonymous) Awards are made on a case by case basis, depending on class size and available funds. Awards are for one school year only and are not guaranteed beyond the awarded school year.

School Supplies

A list of supplies students are required to bring will be provided on the Faith Academy Website for the upcoming school year. Having all the required materials is part of the student's responsibility. You will be notified when supplies (pencils, erasers, paper, etc.) need to be replaced.

PLEASE NOTE: Parents/guardians are responsible for replacing damaged or lost school items (books, computers etc.) Any school items on loan to a student from Faith Academy will need to be returned before final report cards are released.

Grievance Procedures

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. Matthew 18:15-17

Parents/Guardians

If you have a conflict with another parent/guardian, please remember that all families are coming to Faith Academy with different backgrounds and experiences. If you hear or see another parent/guardian say or do something that is in conflict with the way you would handle the situation, please contact the parent/guardian privately as soon as possible to discuss your concern. Often minor misunderstandings can be solved through effective communication.

If you have a concern about another child in the class, please speak to the teacher rather than the parent/guardian of the other child or the child.

Teachers

If you have a concern about your child in the classroom, please contact the teacher directly to discuss your concern.

Office Staff and Administrators

If you have a concern that goes beyond the classroom teacher please see Mrs. Dixon in the front office and she will schedule a meeting with the staff member/members that will need to be involved.

NOTE: Although there may be times you do not agree with a situation, with a teacher, or with the school, it is important that the children see a unified front. Please be supportive of the school and the teacher.

Appeals Process

An appeals process has been established for any parent/guardian or employee of Faith Academy. Any concerned party that feels their issues have not been addressed by the administration to their satisfaction should request an Appeals Form from the Faith Academy office. This form must be filled out and submitted to the Administrator. The Administrator will pass it on to the Vice President of the Board of Directors who will determine the appropriate action needed. The concerned party may be asked to appear before the committee or the Board for a hearing for a specified amount of time.

Homework Policies

Homework

Faith Academy is dedicated to placing importance on time at home with family. Therefore, homework will be limited to only what is truly needed for reinforcement or practice. Reading at home each day and practicing math facts is vital to building an academic foundation. No homework for grammar grade levels. Incomplete work is not homework, it is Friday work.

For Logic and Rhetoric grade levels:

- A. Teachers will give clear directions to students about when homework is due, how to complete it, and why it is required. **Students will also be required to enter homework information in their student planner.**
- B. Only homework that will be graded, relates closely to class work, and can be completed independently (with at least 90% mastery) will be given. Homework is not to be used to teach new concepts.
- C. Teachers will provide checkpoints of accountability for longer projects and/or assignments.
- D. Students will be reminded of homework by announcing it early in the class and posting it on the board and/or requiring students to write in their agendas/assignment books.

General Policies

Electronic Devices

All student cell phones, smart watches, tablets and any other personal electronic devices must be kept at home or turned off and kept at the front office during the day. If a student uses a personal electronic device during the school day without permission the device will be confiscated until the student leaves school at the end of the day and a parent/guardian will be notified. Other disciplinary actions may be taken as well.

PLEASE NOTE: *Faith Academy is not responsible for lost or damaged electronic devices.*

Field Trips

Field trips will be taken whenever possible to supplement our curriculum and provide hands-on learning. Field trip dates are posted on FACTS Family Portal's calendar. Each student must turn in a signed permission slip to participate in each field trip.

Emergencies

If you need to contact your child's teacher or another staff member during the school day, please call (903) 389-2662.

Parents will be contacted immediately if their child is injured or has an accident at school. In an emergency situation, 911 will be called if that is deemed necessary. Please ensure that your contact information is always current.

Illness

Please keep your child home if they have any of the following symptoms the night before a school day or in the morning before school starts:

- Fever of 100.4 or greater.
- Suspected contagious illness (such as flu, unidentified rash, strep throat)
- Contagious condition (such as head lice, pinkeye, or impetigo).
- Vomiting or diarrhea.
- Severe stomachache or stomach cramps.
- Severe headache, sinus infection, or earache.

- Streaming cold or persistent cough.

If students become ill during class, a staff member will call the parents/guardians. In the event parents/guardians can't be reached, the school will contact other people who have been authorized to pick up your child. Please ensure that the information in your child's file is current and notify the school of any changes in contact information.

PLEASE NOTE: Your child must be free from fever or symptoms for 24 hours before returning to school.

Medication

If a student requires medication during school hours and a Medication Authorization Form has not been turned in, we will call the parent/guardian before dispensing any medication. If medication is dispensed it will be recorded in a medication log and logged in FACTS SIS.

Students are not allowed to carry medications to and from school or with them throughout the day (including vitamins and cough drops). Students with chronic medical conditions that require them to have medication in their possession must have a release form on file.

All medication must be in the original container. Prescription medication must have the student's name, dosage, and directions for administration on the label. Over-the-counter medications must be within the expiration date and contain the correct dosage for the student. Please put the student's name on the medication container.

Parking

Please park in the back church parking lot on the street side away from the church office. The car rider line will form around the perimeter of the parking area. Please do not park in the car rider line.

School Supplies

A list of school supplies is available on the school's website at <https://www.fafreestone.org/academics> .

Lunches

The student is required to bring their own lunch each day. A microwave will be available to heat lunches. Due to mild or life threatening peanut allergies, students will not be allowed to share or "swap" lunch items. Please make sure your child understands that they are only to eat the food brought from their home.

If you will be bringing treats for an entire class, please contact your child's teacher to discuss possible food allergies.

Pizza Hut pizza will be served each Friday. This option includes the entree only. Sides and drinks should still be brought from home. Please be sure to return your form with pizza selection and payment so that your child will not be without lunch.

Special Events

Special Events are posted on the School Calendar and through the Faith Academy App.

Student Files

Student files are kept in our database. All information in these files is considered highly confidential. Parents/guardians may have access to the contents of their child's file, but all information in the files are the property of Faith Academy as long as the child is a student at the school.

Student files include:

- Application forms
- Attendance record
- Copy of records from previous schools
- Emergency contact information
- Medical records
- Medical authorization form
- Immunization records
- Progress report
- Report cards
- Copy of disciplinary forms and behavioral contracts (if applicable).
- Copy of child's birth certificate.

Student Health and Safety

The safety of Faith Academy students is always of utmost importance. Students are under the supervision of teachers or staff members at all times during school hours.

The Administrative staff is in communication with local law enforcement on a regular basis. This communication is in place so that we can have a secure and safe environment both inside and outside our facility.

If a student becomes ill during class, he/she will be sent to the office so that the parents/guardians may be called. If there is an emergency within our school we will contact families as quickly as we can.

Please ensure that you have the FACTS app downloaded. Any unexpected emergency plans will be sent out as quickly as possible through this app.

Parent Volunteers

Parents are encouraged to take an active role in their child's education here at Faith Academy. Volunteers are a vital part of the success of this school. A total of 10 volunteer hours are required for all families at Faith Academy. Communication will be sent out on the Faith Academy App regarding volunteer opportunities.

Faith Academy Board of Directors

Julie Steward	President	jsteward@fafreestone.org
Tony Adkins	Member	tadkins@fafreestone.org
Leon Thomas	Vice President	lthomas@fafreestone.org
Tamara Myers	Secretary	tmyers@fafreestone.org
Andy Keathley III	Treasurer	akeathley@fafreestone.org
Robert McAdams	Member	rmcadams@fafreestone.org



FAITH
ACADEMY OF FREESTONE

CONFIDENTIAL

Background Check Authorization for Volunteers/Chaperones

Print Name:

(First) (Middle) (Last)

Former Name(s) and Dates Used:

Current Address Since: _____ (Mo/Yr)

(Street) (City) (Zip/State)

Previous Address Since: _____ (Mo/Yr)

(Street) (City) (Zip/State)

Previous Address Since: _____ (Mo/Yr)

(Street) (City) (Zip/State)

Social Security Number: _____

Date of Birth: _____

Telephone Number(s): _____

Driver's License Number/State: _____

Volunteer/Chaperone Signature: _____

Faith Academy Administrator Signature: _____

Date approved: _____



FAITH

ACADEMY OF FREESTONE

Dear Parents/Guardians,

Please read through the Faith Academy Family Handbook entirely with your student. After reading, please sign this form, and initial each statement agreed to below, and return it to your Student's teacher *no later than Monday August 21, 2023*.

_____ Yes, I have read the Faith Academy Family Handbook for 2023-2024. I understand, accept, and agree to abide by the policies of Faith Academy as described in this Handbook.

_____ I agree to actively support and participate in the education of my student(s) through the service opportunities afforded by the Faith Academy with my involvement in school activities.

_____ I agree to have my student(s) picture in Faith Academy's yearbook.

_____ I agree to notify the school if ***DO NOT*** want my students' picture or information on social media/websites.

_____ I agree to place priority on attending all parent/guardian meetings and Parent/guardian-Teacher Conferences to better understand my role in a parent/guardian-based school.

Parent/Guardian Print

Date

Parent/Guardian Signature

Date

Student Signature

Date