



FAITHFUL ACADEMY

2022- 2023 Family/Student Handbook

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ACADEMIC POLICY

At Faithful Academy students are legally homeschooled, therefore, we will not be taking *official* grades/report cards for any academic levels. (Semester reports will be emailed at the end of each semester for parents.)

Upon entry into FA, students will be assessed to evaluate their current academic level of ability and placed in a tribe of their level. At Faithful grade levels are organized as tribes of the Bible that followed Jesus as we feel we are growing disciples here at Faithful Academy. Tribes: Benjamin is considered Elementary. The tribe of Levi is considered Intermediate. The tribe of Simeon and Judah are Middle school level. Reuben is High school.

We accommodate each child's academic learning needs and it is our mission to help your child understand each concept taught before moving on, therefore, our students are required to correct all of their daily work; this ensures they will have a 100 for all daily assignments. During testing, each student is required to make an 90% or above in order to move on, otherwise they will be retaught and retested on the objective in tutorials and then schedule to retest. Again, this is all in place to help our students maximize their learning potential. Quizzes, mid-terms and finals will not be retested. These will be used as assessments of learning.

FA does teach core subjects that are required by the State of Texas, however, FA may not have subjects such as Physical Education, Foreign Language, and other electives; parents/guardians are responsible for ensuring that their students earn the credits outside of FA and is the reason we do not school on Fridays. This gives the family time to decide on extracurricular activities.

In these lower levels, Faithful focuses on quality over quantity in our classes and minimal homework will be assigned. All students also have a enrichment period to complete independent assigned work where they have access to a teacher aids help and may not need to complete at home. However, if a child chooses to not use their time wisely, morning tutorials may be assigned to finish any unfinished work. Morning tutorials is also used for reteaching and gaining understanding of objectives taught. Students are to take advantage of morning tutorials offered by all their core Mentors every morning before school. Morning tutorials is considered our first period class. All students assigned to tutorials need to be in class by 7:50 am.

Students will be held accountable for all assignments and tasks required by Mentors, including but not limited to gathering project materials outside of the class, finishing incomplete assignments sent home, community service assigned to different grade levels, etc. It may sound like a lot but it's not. Remember its quality over quantity at Faithful.

At Faithful Academy, again, students are legally homeschooled, FA is not responsible for creating and maintaining high school transcripts; this is the responsibility of the

students' parents/guardian. We will provide a workshop and assist parents as needed.

ATTENDANCE POLICY

Faithful students are legally homeschooled, ultimately it is the parent or guardian's responsibility to ensure their child is attending class, as missed class time = missed learning. However, due to limited class size and our mission to help students maximize their full learning potential, we require children to attend their classes on a regular basis. Drop off time for students will start at 7:45 a.m. Monday-Thursday and pick-up time will be at 3:45.

If a child arrives at school late it is very possible they may miss ordering lunch on Monday or Thursday. ALL lunches need to be ordered by 8:15 am. Please be prepared by making sure your child has lunch.

Please do your very best to make sure your child is at school by 8:15. We start chapel at 8:20am. If you drop off your child after 8:20 you will need to go to the front doors and ring the doorbell for someone to let your child in.

If your child should miss school or any class they are to see Google Classroom and make up the work.

In the case of extreme excessive absences, Faithful Academy retains the right to terminate any and all contracts of enrollment at any time upon the discretion of the Director and Disciplinary Committee.

ABSENCE/ ILLNESS

IF your child is running even a slight fever do not send them to school. We will send them home. We work very hard to keep the school sanitized and students well so that we don't spread sickness in our small and close setting. Please respect this.

IF YOUR CHILD will be absent, please send a message to the Attendance clerk no later than 8:20 am so that all Mentors can be informed and send any messages through the Class Tag system during the day so that your child may be informed of classwork.

1. If your child will be out sick or on a trip/vacation, please inform the director through dojo messaging so that all Mentors will be aware.
2. IF your child is ill and contagious such as flu, stomach virus, covid please inform the director immediately so that students that were around your child can be informed and watch for symptoms.
3. LICE- If your child gets Lice (sadly most contract this from other children at least once in their life because it spreads easily and quickly) please inform the school director immediately! Because of our close quarters and homeschool setting we will need to sanitize all chairs, pillows etc as well as check other classmates'. There are also procedures in place before your child is allowed to come back to

school because the eggs hatch and students must be treated a second time before coming back to school. Please message the director for more information.

DRESS CODE/ HYGIENE

1. As a Christian school we ask that your child dresses in a modest and conservative manner. Students should wear comfortable clothes that can be worn for fun activities.
2. Dress your student appropriately for the weather. Students like to go out on the patio during morning break and lunch.
3. All students need to wear clean comfortable shoes to school. Almost anything besides house shoes are allowed. Keep in mind heavy, hard sole or pointed toe shoes/boots may cause injury to others.
4. Shorts/skirts must be fingertip length on girls and tunic style shirts over leggings to cover the hind side. If wearing a skirt please wear shorts underneath.
5. No spaghetti strap tops, muscle shirts or thin athletic shorts/pants.
6. Students are not to wear an excess of makeup on their face.
8. Clothing that has suggestive, offensive or inappropriate writing is not allowed.
9. Temperatures vary from classroom to classroom, students are responsible to dress accordingly in order to be comfortable in each class. (Bring a sweater/ take off a sweatshirt, etc)
10. Students are to purchase and wear a FA "SWAG" t-shirt on days we do community service.
11. Students are to purchase and wear a FA "PURPOSE" t-shirt for any and all field trips we take.
12. HAIR STYLES & COLOR: males and females can have hair any length as long as it is clean and maintained and it is pulled back so they are able to see. We are also semi-flexible in color as we want students to be individuals and express their creativity. However, saying that, students cannot have their hair colored or styled in a manner that brings an excessive amount of attention to them therefore distracting other students in class. Typical hair coloring is allowed, anything out of the norm, please consult the director before or else you could possibly be sent home.
13. PERSONAL HYGIENE: Please make sure your child follows all hygiene expectations of someone their age. This includes bathing daily, clean clothes, smoke free clothes/jackets, DEODORANT, clean/treated acne, hair clean and BRUSHED. Body spray/cologne and perfume are allowed but NOT excessive as some students are sensitive to smells and our classrooms are small.

DISCIPLINARY POLICY AND PROCEDURES

We strive to teach our children to live their life for the Lord and want to ensure our academy is a safe environment. Therefore, we hold our students to a high standard of expected behavior. Each Mentor may provide students with additional classroom

behavioral responsibilities; however, all students are always required to follow the Faithful-wide expectations.

Expectations in Behavior

1. Students should arrive to class on time and come fully prepared with any classroom materials needed for that class, including bringing and keeping their iPad/ computer charged to use in class.
2. Proper respect should be shown to all other students and all adults throughout the day. This includes not interrupting when someone else is speaking, respecting others property, keeping their hands to themselves, the use of inappropriate language, gossiping, eye rolling, etc.
3. Students should direct their focus to the lesson at hand always. Our teachers will plan out their lessons to maximize class and learning time.
4. Students are expected to obey directions given by the Mentor and /or another adult authoritative figure at Faithful. Students are expected to show respect to staff, students, and volunteers at Faithful. "Yes ma'am" and "No ma'am" are required when addressing all adults.
5. No food or drink in the classroom other than water bottles.
6. There will be no foul language or derogatory hand signs tolerated - such behavior will result in the student being sent home for the day and/or suspended.
7. There will be no inappropriate conversations amongst students such as discussing content of a sexual nature - inappropriate conversations will result but is not limited to suspension of the student, and the assignment of tutorials. The exception to discussion over certain topics will pertain to Bible class or if a child comes to a Mentor in private to discuss something serious. However, under these circumstances, conversations must remain mature and appropriate according to age level.
8. Students at Faithful are expected to respect the equipment, materials and supplies, as well as, each other's personal property. Stealing includes not only taking someone else's personal property, but also borrowing either Faithful property or some else's personal property without permission. Stealing will result in immediate suspension. Anything stolen or broken will be asked to be replaced by student or parent.

Failure to comply with Faithful Academy's behavior expectations will result in immediate disciplinary action - which will be based on the severity of the offense. Disciplinary actions include but are not limited to:

- Disciplinary report write up
- Parent conference
- Loss of break, Lunch detention
- Sent home for remainder of the day
- Suspension (length based on the offense) plus tutorials assignment
- Expulsion

As we strive to help children build their relationship with Christ, most, if not all of the

expectations will be the natural result of their developing relationship. However, we encourage parents to hold their children to similar expectations at home, as this will develop consistency in their child's life and our teachings will be rendered more effectively into each child's character, ethic, and overall sense of self. If we hold students to a certain standard in class, but guardians do not support these standards in their own homes, it makes it harder for students to personally grow and mature within themselves and within their relationship with Christ.

CHEATING/ PLAGIARISM

Any form of academic cheating or dishonesty on any assignments will not be permitted. Instances of cheating or plagiarism will result in the assignment being reworked or reassigned at the discretion of the Mentor. In all cases, discipline report will be filed, the Director will be notified, and additional disciplinary consequences may be assigned.

ZERO TOLERANCE BULLYING / HARASSMENT POLICY

Harassment of a student by other student(s) or by employees of Faithful is contrary to Biblical teaching and violates federal law. Harassment is defined as speech or conduct which is severe or pervasive enough to create a hostile, intimidating, or abusive environment and will not be tolerated. Harassment encompasses a broad range of verbal or physical behavior that can include but is not limited to the following:

- Physical or mental abuse
- Bullying, hazing, shunning
- Direct or indirect threats, intimidation assault
- Racial or religious insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching (not including legitimate non-sexual physical contact such as the physical restraint of a student or a Mentor's consoling hug).
- Sexual comment or sexual jokes

TECHNOLOGY POLICY

We require each student to bring an iPad (K-8) or laptop (high school) to Faithful for educational purposes. Students are not allowed to use any non-approved app, website, blog, or social media sites during schooling hours. Certain situations may result in additional disciplinary consequences by the Director.

CELL PHONE POLICY

K-8 – cell phones are prohibited and must be placed in a backpack turned off during Faithful hours. Should a student need to contact a parent, the main office phone will be available to use with permission from a Mentor. High school is allowed to have their phone on them but not taken out during class.

Protocol for violations are as follows:

- 1st offense- phone is taken up until the end of school day and then a parent must pick up from the front office.
- 2nd offense- no phone at school for 2 weeks.

3rd offense- student loses phone privileges for the remainder of the school year and the phone must stay at home.

High school – cell phones are allowed during free time only. This would include before classes, break and lunch times and not near younger students. Students may not use their cell phones inappropriately. No pictures are allowed without authorization by a Mentor or Director. Protocols for violations are as stated above.

SUSPENSION/EXPULSION POLICY

Reasons for possible suspension and /or expulsion:

1. Any infractions for behavior mentioned above depending on severity
2. Threatening a Mentor, student, or staff member in any manner and/or engaging in fighting or other violence
3. Harassment (physical, verbal or sexual).
4. Student possession of Vape or cigarettes at the facility, under the influence of alcohol and/or drugs. Possession and/or distribution of alcohol products, drugs, or drug paraphernalia.
5. Possession of weapons, including but not limited to guns, knives, swords, etc. or items which resemble weapons except those being used for a legitimate Faithful project, and then only with the approval of a Mentor or the Director.
6. If a child receives the disciplinary action of suspension, your child will be assigned work to do during their time at home as this is not a time for them to relax and we do not want them to miss out on education or get behind on their work. Additional writing assignment will be assigned to understand consequences.
7. Upon returning to school, students are required to submit all work they have received during their suspension period.
8. If a child is expelled from the facility, students can retrieve personal items at a time approved by the Director.
9. During the time of suspension or after expulsion, students are not permitted in the facility unless they obtain prior approval by the Director.

In all disciplinary action, the student is usually advised of the problem before discipline is administered. The student shall be given a reasonable opportunity to present his side of the matter. In most disciplinary actions, the Mentor and/or Director will make a final decision after informing the student of the problem and considering the student's explanation. In disciplinary matters where the student's actions may merit suspension or expulsion, after ensuring the student has had a fair opportunity to present his side of the matter, the Director will decide a plan of action.

PARENT-MENTOR COMMUNICATION

Besides our general email system, Class tag serves as the primary communication

system between parents and Faithful Academy, the Mentor is the primary contact between parents and Faithful regarding specific concerns. This said, please check the email you have provided on a regular basis to keep up with important updates, monthly newsletters, and financial invoices. Parents will be held responsible for any knowledge pertaining to Faithful activities, field trips, etc. that has been distributed to them via email or Class Tag. If we do not have an updated email address, you may provide one to info@FaithfulAcademy.com

Please contact your child's Mentor for any concerns that you have about your child. Parents should feel free to solicit the Mentor's perspective on how their child is doing and, when necessary, set up a conference, for more detailed communication. Good communication will head off a host of problems and help ensure Faithful Academy best serves your child's academic and environmental needs. Faithful encourages parents to take a proactive approach and try to avoid problems rather than waiting until a problem has developed.

IF AT ANY TIME YOU HAVE A CONCERN OR A COMPLAINT the following is the protocol steps. Please follow.

We recognize that, as with all things of this world, questions or conflicts may arise that need to be addressed. Knowing whom to go to with these questions and conflicts helps facilitate _resolution.

Should an issue arise, please:

1. Parent is to contact the Teacher/Mentor by Class Tag for a conference and meet and discuss in person to facilitate a resolution. Ms Rhonda will not get involved until the parent and Mentor have tried to resolve the issue first.
2. If a satisfactory solution is not found, then the parents can request a second meeting with the Director, Rhonda Sparks. The Director will not meet or discuss issues with the parents without the first meeting having with the Mentor.

*Note the proper order for resolution of questions and conflicts in the following areas:

Curriculum: Mentor first, then Curriculum Director: Rhonda Sparks
Student performance: Mentor, then Director of school: Rhonda Sparks
Discipline: Mentor, then Director, Michelle Miller
Daily operations of Faithful: Director

FIELD TRIP POLICY

Field trips will be announced via email to parents and permission slips to attend will be required by parents. Details for all field trips including times of departure/arrival, location, etc. will be communicated via our email system, Class Tag. We generally carpool to each field trip and request the help of our parents to help in our carpool system and to chaperone. Students must wear school trip shirts.

Since our field trips are educational and planned for a specific purpose, they count as a regular teaching day and in the case of an absence for a field trip, students will be counted as absent and will be required to make up the learning adventure with an assigned report by the Mentor that is appropriate. A lot of planning goes into planning field trips, please honor this as part of your child's curriculum and make sure they attend and participate.

In the case of a field trip being to a water park/physical venue, we require parents or guardians to attend these trips if their personal students have any physical limitations and will require direct supervision. This includes but is not limited to young students or the poor ability to swim.

Parents are almost always welcome to attend field trips! Please let us know if you will be attending on the permission slip that is sent home with each field trip.

FOOD POLICY

Students may bring water bottles into class.

Students are allowed to order snacks and drinks from the snack bar at these times: before school, during morning break, lunch, and afternoon break.

Lunch: WE have several microwaves and students can bring their lunch daily and have use of microwaves. Food is ordered out on Monday – Chick-fil-a and Thursday – Pizza.

CLASS TAG

To help our parents have efficient communication about how their child is behaving in class, we use a system called Class Tag to help keep students accountable to classroom rules and behavior expectations.

HANDBOOK UPDATES/REVISIONS

Any updates/revisions may be made to the Faithful Academy Family-Student Handbook at any time at the discretion of the Director upon approval of the Board of Directors. All updates will be deemed effective immediately upon revision and a downloadable copy of our handbook will be kept up-to-date on our website at all times.