



FAITH ACADEMY OF WICHITA
Whatsoever Things Are True

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STUDENT-FAMILY HANDBOOK

A helpful history of versions to this handbook:

- The first published version of this handbook was dated **12-20-2014**.
- The first revised version of this handbook is dated **01-04-2015**. The only changes to this version from the previous one are in section 1.05, B1 and B2.
- **Revision dated 01-07-2015:** A new section at 1.48 has been added to the handbook. This section deals with student usage of cell phones and iPad's during the school day. Section 1.49 is a new policy/reminder for the use of social media, even in the home. Section 150 is the new location for the school calendar.
- **Revision dated 01-26-2015:** Part C has been added to section 105. This section deals with late enrollment policy.
- **Revision dated 02-05-2015:** no new content; merely formatting and pagination issues.
- **Revision dated 02-06-2015:** Added "The Tools of Learning" to section 1.04
- **Revision dated 06-10-2015:** In section 1.07, the hours in which the school office is open each school day was changed to 7:45 a.m. until 3:30 p.m. Name or title changes for various school staff were made in sections 1.12; 1.19; 1.29; 1.33; 1.43.
- **Revision dated 07-29-2015:** Policies 1.03, 1.04, and 1.50 were amended.
- **Revision date 02-23-2016:** Policy 1.10; 1.11; 1.24; 1.30; 1.31 were amended.
- **Revision date 04-11-16:** Policy 1.10 was amended.
- **Revision date 05-06-16:** Policy 1.02; 1.07; 1.12; 1.19; 1.22; 1.31; 1.35; 1.46; 1.50 were amended.
- **Revision date 01-28-17:** Policy 1.07; 1.10; 1.11; 1.15; 1.21; 1.31; 1.35; 1.38; 1.48; 1.51.
- **Revision date 01-14-19:** Policy 1.07 B & C; 1.10; 1.24; 1.48 were amended.
- **Revision date 01-27-20:** Policy 1.10 was amended.

FAITH ACADEMY OF WICHTA

Student-Family Handbook

1.01 AN EXECUTIVE SUMMARY OF FAITH ACADEMY

Faith Academy has incorporated with state and federal government as a private school offering grades kindergarten through twelve to families and students who share our mission. We believe the mission to include distinctives and emphases that set us apart from other educational opportunities in the area.

The curriculum and the manner in which it is taught will strongly prepare a student for long-term academic success. We believe colleges and the business community will find our graduates well prepared. Faith Academy students will learn to think carefully and logically, to read at high levels of comprehension, to write and speak winsomely and persuasively, to scientifically appreciate the Created Order, and to solve problems mathematically, as appropriate.

Our curriculum is enthusiastically Christian. We emphasize the beneficial role of the Church in societies and cultures since its formation two millennia ago. Church history is a frequent topic in our classrooms. Many of the books and stories that we use encourage God-honoring character and behavior. This is not to say our students are overly sheltered; however, vigorous reading in Christian apologetics will fortify the faith of children and teens against a wide range of skepticism they might encounter.

We do not shy away from appreciating the American experience, generally – its foundational principles of government, economics, civic duty, and good will. Though we do not neglect fault and weakness in this country (past and current), we do celebrate its relatively shining example and, frankly, its blessedness.

We believe the kingdom of God has been advancing ever since Christ came and purchased a people in whom the Spirit of God lives, i.e., the Church. The hope is that Faith Academy will develop a vanguard of Christ-like, educated young men and women able to move confidently and influentially into the larger culture, full of grace and truth.

1.02 STATEMENT OF FAITH

The statement of faith adopted by the Faith Academy Board of Directors is limited to primary Christian doctrine, which is considered to be central to all Christian denominations and which sets Protestant Christianity apart from other faiths.

A. The Apostle's Creed: We believe in God the Father Almighty, Maker of heaven and earth; and in Jesus Christ His only Son, our Lord, who was conceived by the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hades, and on the third day He rose from the dead. He ascended into Heaven, where He sits at the right hand of God the Father Almighty, from whence He will come to judge the living and the dead. We believe in the Holy Spirit, the communion of the saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

B. Statement of Faith

1. We believe the Bible to be the only inerrant Word of God. It is our only authoritative rule for faith and practice.
2. We believe that there is one God, eternally existent in three Persons; Father, Son and Holy Spirit. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of everything that has been made.

3. We believe in the true deity and full humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that because of Adam's sin all mankind is naturally in rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone, and that faith without works is dead.
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.
8. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

1.03 AFFIRMATIONS OF FAITH AND PRACTICE

A. **Scripture**

Scripture, the revealed written Word of God, is without error in all that it affirms. As the truth of God, it is the final authority in matters of faith and practice. Consequently, Scripture is an indispensable tool of scholarship for integrating the Christian faith with all academic disciplines.

B. **Origins**

In keeping with Genesis, Chapters 1 and 2, we affirm that, "in the beginning God created the heavens and the earth," and that the creation of human beings was a special creative act of God. We do not believe naturalistic or theistic evolution to be the mechanism by which God ordered His creation.

C. **Gender**

God created the two genders, male and female, in His own image. While different in some roles, men and women are equal in dignity as bearers of that image. Headship, and all authority, is to be modeled on Christ's sacrificial service for the Church. We are to refer God as we are taught in the Scripture. Jesus was himself a male, and He teaches us to refer to God as "our Father."

D. **Sexuality**

The Biblical standard for expressing sexual behavior is heterosexual marriage. Scripture explicitly rules out pre-marital and extra-marital heterosexual or homosexual sexual activity. While Christians must exhibit compassion to those whose sexual behavior the Bible describes as sinful, they are not to support any public policy or view that legitimizes such sinful behavior as an appropriate life style.

E. **Sanctity of Life**

Scripture forbids murder; it is sin. We believe that the intentional killing of an unborn child is a violation of God's command (Sixth Commandment) and authority. God, as the righteous and Holy Judge, will not permit sin to be justified by human "situations." God, in His Word, speaks of the unborn child as a person and treats him as such, and so must we.

F. **All People Created in God's Image**

Human enslavement (past, present, and future) is wrong and is not compatible with a Biblical worldview. Each person is made in God's image and is equal in God's sight and therefore must be esteemed equal by all mankind.

G. **Compassion**

Christians are to exhibit compassion informed by a social conscience in which there is Biblical concern for the economically, socially, and politically disadvantaged, (e.g., the poor, widows, orphans, and aliens). Strategies for expressing this concern should emphasize personal responsibility.

H. Cultural Diversity

Diversity and unity are both manifested in God's person and His creation. Cultural and ethnic distinctions that properly reflect such diversity and unity are deserving of respect. The truth of Christ, which transcends such distinctions, is the standard for judging all cultural and ethnic expressions and values. Believers of all races and cultures enjoy unity in Christ, which enhances their personal and ethnic identity.

1.04 STATEMENT ON MARRIAGE, SEXUALITY, AND GENDER IDENTITY

The following statements are intended to expand upon the "Affirmation of Faith and Practice" in sections 1.03 C, D, and G:

- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policy of this school. (Ephesians 4:29-32)
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological gender is a rejection of the image of God within that person.
- We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:24; Mark 10:6-8; Ephesians 5:25-33)
- We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has prohibited intimate sexual activity outside of a marriage between a man and a woman. (1 Corinthians 6:18-20)
- We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) or advocacy of sexual immorality is sinful and is therefore offensive to God. (Deuteronomy 22:5; 1 Thessalonians 4:1-12)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (1 John 1:5-10)

1.05 OUR PHILOSOPHY OF CHRISTIAN EDUCATION

Christian education is the intentional effort of teachers and students through relationship and curricula to increase the measure to which the student favorably bears the image of God. The holiness of God establishes standards for our thoughts, feelings, attitudes, and behavior.

We know the will of God/ the mind of Christ because He has given us His Word, written and incarnated. The Bible is always the final authority, the necessary filter to determine when human pursuit of knowledge has discovered truth. If scientists announce that the cosmos is the product of time and chance, we will never concur. When others deny human guilt and responsibility, they are wrong. When pundits proclaim the lack of hope, we will correct them. Reality is anchored in God's infallible revelation. He is the ultimate political theorist, historical interpreter, literary guide, lifestyle counselor, public speaker, natural scientist, and ethicist. All truth is indeed God's.

Education should lead to obeying Jesus Christ who is positioned in authority over heaven and earth "that He might have the pre-eminence in all things." Greek idealism sought learning merely to accumulate knowledge. American pragmatism declares knowledge to be valuable if it has practical employability; however, for Christians, learning leads to worship and bold proclamation of Him "in whom we live and move and have our being." The power of intellect is marvelous; the will to excel is useful; however, without wisdom from above, academics only serve the way of selfish ambition. This is unacceptable to God.

Thirty-four hundred years ago, a mighty world leader told the adults that they could go aside and worship their God, but leave the children. (Did Moses then remember that God used forty years of tending sheep on the backside of the desert to get "Egypt" out of him?) The children of Christian parents should not be given to the world to educate because a Christian education readies the child for service to the King as the plan unfolds "to make the kingdom of this world the Kingdom of the Lord and His Christ" (Revelation 11:15). Our children do not go to Christian school primarily for safe haven, drug-free zones, or even academic rigor. They go to school to be better prepared to serve God, who is actively building and restoring. The ghettoization of His people is not His plan, but ambassadors and soldiers must be trained, nurtured, informed, and encouraged before being sent and deployed. Each discipline of the curricula offers truth that the disciple uses to be "salt and light." If the world has "exchanged the truth of God for a lie," the church must continue to be "the pillar and ground of the truth."

Convictions formed during childhood and adolescence are very strong and become the basis for future decision-making. Students interact with what they are taught and with those who teach them. These data and experiences become the "nutrients" that build values, beliefs, habits, and associations.

Parents, whom do you want reinforcing in your children the responses to such questions as "Who am I? What is my purpose, even duty? Do I have a destiny?" Only teachers with the following attributes are appointed to Faith Academy of Wichita: a personal relationship with Jesus Christ; a well-developed philosophy of Christian education; a commitment to professional growth; and a passion/calling to teach young people. Be aware that a school is a "confirmatory," and "when a student is fully trained, he will be like his teacher."

1.06 THE TOOLS OF LEARNING AND OUR EDUCATIONAL METHODOLOGY

Faith Academy's classroom/pedagogical emphasis will be tools of learning, more than knowledge of subjects. Of course, students must have a grammar of essential, foundational knowledge in many subjects in order to be prepared for post-secondary education and/or employment opportunities. However, we want to equip the student with the tools needed for life-long learning, evaluating, problem solving, and decision making. Gathering information is not difficult in today's world. Information is ubiquitous. But a follower of Christ, who can see the kingdom of God, who can apply the tools of learning to the mountains of knowledge, old and new, is someone who can move influentially into the larger culture, full of grace and truth.

Here are listed the tools of learning that we hope to provide Faith Academy students:

1. Appreciating that we are image-bearers of God, having dominion in our hearts and a mandate to rule well and to God's glory!
2. Appreciating God's Created Order and the laws operating within it.
3. Understanding the role of the scientific method in discovering and applying the laws of the Created Order, in having dominion and bearing God's image.
4. Believing that truth can be sought, found, and applied, thereby living in the freedom God prescribes and promises.
5. Understanding the Bible, the intentions of its authors and Author, the historical context of the language – so that one filters information through a well-developed systematic theology (a compendium of doctrine related to soteriology, Christology, ecclesiology, etc.) and Biblical theology (a sense of The Story from Beginning to End) in order that he or she might better judge what is good, true, and beautiful.
6. Seeing that all knowledge can be integrated under God's telos, His end game, if you will – seeing that it all/the whole of it makes sense.
7. Staying in touch with the thinking, writing, and speaking of apologists and scientists and mathematicians and theologians and philosophers and historians who have done the hard work of pursuing truth and left a repository for us to draw upon.
8. Being able to discern good from evil.
9. Being able to examine our own life, closely interrogate ourselves, and make adjustments.
10. Having self-control and self-discipline.
11. Understanding the presuppositions and worldviews that shape cultures - Christ-honoring and

otherwise.

12. Understanding how knowledge is influenced by social network, cultural particularity, and individual sin – then finding the wisdom to pursue “whatsoever is true.”
13. Knowing the history of righteousness and blessing and success and the history of unrighteousness and curse and failure - that we might increase the former and avoid the latter.
14. Having an attitude seasoned by a hopeful sense of destiny and purpose.
15. Having a fortified defense against well-presented, cogent, anti-Christian worldviews and philosophies.
16. Being able to evaluate the moral vision of commentary by important thinkers and writers, historic and contemporary.
17. Being able to separate what is being said from who is saying it.
18. Having a basic cultural literacy or common knowledge that well-educated people have locally, nationally and internationally.
19. Knowing relationships between the many grammars of subject and predicate (people doing things): the interplay of political, economic, psychological, sociological, theological, philosophical, literary, and cultural forces and factors, people and events – and “talking through” those relationships to better understand the human experience, historically and at present.
20. Understanding the text/words, key points, and themes of what one reads.
21. Determining the etymology of words so that words might be better understood and used rightly.
22. Possessing an ever-expanding vocabulary that can be spoken and written with increasing facility.
23. Understanding the process of honest, independent inquiry.
24. Being able to recognize logical fallacies, thereby recognizing falsehood and deceit.
25. Accurately determining cause and effect relationships, then solutions as needed.
26. Distinguishing strong and weak inductive arguments.
27. Distinguishing valid and invalid deductive arguments.
28. Weighing the reliability of sources.
29. Listening carefully and accurately to what others are saying.
30. Realizing that understanding can be a difficult, laborious task.
31. Approaching learning with humility and openness to new understanding.
32. Resolving to not miss out on answers from failure to ask good questions.

Related skills

1. Speaking publicly with poise and confidence.
2. Transferring thoughts to written text and to spoken language in increasingly fluent, articulate, persuasive, winsome ways.
3. Understanding the syntactical strategies and writing tips that produce stories, poems, and personal essays that compel the reader to keep reading.
4. Writing clear, well-reasoned, and persuasive academic essays.
5. Holding together faith and reason.

Some affection for the classical education model guides curriculum organization and teaching methodology at Faith Academy. Though there are ideas worthy of our studied consideration and understanding among the writings of the Ancients, our classrooms will not be overrun by ideas and philosophies contrary to the truths of Holy Scripture. However, an understanding of the trivium has value. The trivium is grammar, logic, and rhetoric. Through the fifth and sixth grades (or ages 11 and 12), the grammar or the fundamental rules, facts, and language of the various subjects is emphasized.

The young teen becomes more capable of analyzing the abstract. This age group likes to spot mistakes, argue, and wants things “proven.” Therefore, logic and dialectics are introduced into the curriculum. The student is taught to construct logical arguments, spot fallacious ones, debate, compare and contrast, and search for cause and effect relationships in all of his subjects.

Also, the study of Latin, the “dead language,” is begun during this stage. More than one-half of all English words are of Latin origin, and those of Greek origin make up much of what remains. Serious discourse in law, medicine, and religion are founded on the vocabulary and syntax of these two languages.

In the high-school years, a yearning for self-expression heightens within the student; therefore, opportunities to write and speak persuasively, eloquently, concisely, and clearly are emphasized.

Research projects -- fueled by the student's desire to imaginatively explore -- word-smithing and oration are enjoyed in this poetic, rhetoric stage.

The Western tradition of belief in an ordered creation, in the God-given dignity and inalienable rights of the individual, and in the social responsibilities of every person under God has been instrumental in forming national communities that are the desired models of the world. If we want the continued advantages of this culture, students need instruction in the languages, literature, and ideas that have historically shaped Western Civilization. And the Bible will be used to filter truth from falsehood.

1.07 ADMISSIONS

A. Admission decisions for every student applicant are made by the Head of School. The Head of School must meet with every student candidate and his parents/legal guardians before admission to the school can occur. An official interview of the candidate will occur using the following criteria to govern the evaluation of suitability:

1. The willingness and enthusiasm of the prospective student's parents or legal guardians to submit the child to classroom environments that emphasize the infallible authority of the Bible and the exclusivity of salvation through faith in Jesus Christ alone.
2. The academic readiness of the child for the grade into which entrance is sought. The academic records from previous schools must be available to the Head of School before an interview can be scheduled. The parents/legal guardians are responsible to ensure that student records are received by the Head of School.
3. The relative absence of misbehavior in previous schools. A copy of all such records from previous schools must also be available to the Head of School.
4. The signed pledge of the parent(s)/legal guardian(s) to abide by the dictates of the Student/Family Handbook and to help ensure the same from the student.
5. The student's firm expression of desire to attend school at Faith Academy. (This especially applies to students in grades 7-12.)
6. A reference letter from the student's pastor in grades 7-12.
7. A reference letter from the family's pastor of church attending.

B. Additional policies affecting admissions decisions:

1. An interview with the Head of School will not be scheduled until **all** application/registration forms and materials have been completed and received in the school office, though not necessarily including the academic and behavior records from previous schools. The records from previous, and certainly the most recent school attended, will ultimately need to be received by the Head of School before a final decision can be made.
2. The parents/guardians will be informed of the Head of School decision within 48 hours of the interview and receipt of all school records.
3. The number of students enrolled will not exceed 18 in a classroom, except perhaps in choir, band, or an athletic team.
4. Once a maximum number has been enrolled in any particular class or grade, a waiting list for interviewing will be started on a first-come, first-served basis.
5. Home-school students are welcome to seek admission as part-time students pursuant to the school's admission policy.
6. Faith Academy does not admit married students.
7. Interviews with international students may be conducted by telephone, email, or letter.

C. Admission Deadlines

1. The application deadline for regular admission is June 30. Families who meet this deadline will be notified of acceptance no later than July 1st. Tuition obligations will follow those specified in Section 1.10.

2. The enrollment fee for late admission is \$500 per student after July 1st. Tuition obligations will follow those specified in Section 1.10.

3. Families who relocate after the start the school year will be considered by the Head of School on a case-by-case basis. An appropriate tuition schedule will be determined at that time.

1.08 NON-DISCRIMINATORY POLICY

Every individual is unique, created as an image-bearer of the personal God; therefore, Faith Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its personnel, admissions, athletic, financial assistance, and educational policies or any other school-administered program.

1.09 SCHOOL AND OFFICE HOURS

The school day runs from 8 a.m. until 3 p.m. The school will be open from 7:45 a.m. until 3:30 p.m. each school day.

1.10 TUITION COSTS AND FINANCIAL OBLIGATION POLICY (All fees available upon request.)

Registration Fee (for new students only):

This fee applies to all new students who wish to attend Faith Academy. This is a one-time, non-refundable fee that must be paid prior to the prospective student being tested and evaluated for admission.

Annual Enrollment Fee (required for all returning students):

Early enrollment prior to March 01
Enrollment fee after March 01

Tuition fee due in full by July 1.

(This is required for all students prior to attending class and is not prorated for early withdrawal. After July 1st, student may not have space in class and will be considered late enrollment).

Includes all curriculums the student will need for attending class for the entire school year. At this time scholarship funds are not available to students seeking admission to Faith Academy.

Kindergarten: ½ day session and full-time available.

Grammar School (1st-6th)

Logic School (7th-8th)

Upper School (9th-12th)

Deductions and Credits available;

- Early enrollment (prior to March 01).
- Tuition Paid in full (prior to July 01).
- Tuition reduction for Multiple students.
- Active Parent Organization member.
- Parent Teacher Organization Officer.
- New family referral.

Late enrollment fee (enrolled after July 1)

Any student whose account is 30 days delinquent may not be allowed to attend Faith Academy until such time as the account is paid in full and up-to date. Should payment of tuition still not be received within 60 days of the original due date, an expulsion notice will be sent by certified mail to the students' parents or responsible party. All records, report cards, and diplomas will be withheld until all tuition costs and other school fees are paid.

1.11 HOMEWORK POLICY

School days at Faith Academy will be vigorous, on-task, and academically challenging. Younger elementary students will, for the most part, complete their work at school, although there will be various occasions when homework is assigned to be completed at home. Older elementary students most likely will have homework assignments, projects or papers to work on at home. All core courses in grades 7-12 will warrant homework. Some days your child will have more homework than other days. Student's abilities will vary and some will need to do more homework to gain the same grade as a peer to whom the work comes more easily.

Faith Academy places great emphasis on the academic achievement of its scholars. Each family must determine how they will balance the academic workload with energetic participation in extracurricular activities and other obligations. We believe that if extracurricular activities or other obligations interfere with homework, then homework should be placed as the higher priority.

1.12 VISITORS TO CAMPUS

Parents and grandparents are always welcome at Faith Academy; however, classroom visitations during the school day or conferences with a teacher should be scheduled, if possible, in advance through the school office. All visitors must give to the school office immediate notice of entering the building. The Head of School must receive at least overnight notice of student visitors. Student visitors must respect the dress code through their own modest, neat attire. Faith Academy students may not bring unannounced student visitors. Parents who want to conference with a teacher may schedule that through the school office or speak with the teacher after the students have been dismissed for the day.

1.13 NON-CUSTODIAL PARENTS

The school seeks and encourages the involvement of parents. The exception to this is a court order or legal document restricting a parent's involvement. The school accepts consent for student participation in extracurricular activities or field trips only from parents or others with legal custody. The school refuses to be put in a position of favoring or "choosing sides" between divorced or separated parents.

1.14 COMMUNICATION WITH THE HOME

Please give close attention to the regular news bulletins which come from the school office via email or as a hard copy handed to the student each week to take home. Ask your child each day if there is any communication from the school.

1.15 PARENT TEACHER ORGANIZATION

The Parent Teacher Organization promotes relationships between parents, and is a formal organization composed of parents, teachers, and staffs that are intended to facilitate parental participation in a school.

1.16 STUDENT RECORDS

The permanent record of grade reports, standardized tests, medical records, behavioral reports, and transcripts for each student is kept in the school office. Release of information is only to parents with legal custody or in response to a directive from a legal document. Parents or legal guardians who wish to review or copy these records should do so through an appointment with the school office.

1.17 COURSE CREDIT

For the purposes of a high school transcript, one-half unit of credit is equal to at least 200 minutes of class-time per week for each semester in which a course is completed. The school calendar includes approximately 85-90 full days per semester. In the high school, credit is given at each semester. A course taken for the entire school year will receive one credit at one-half unit of credit per semester. For classes that meet less than 200 minutes per week, credit will be pro-rated.

1.18 GRADUATION REQUIREMENTS

The number of course credits required for graduation is 24, accumulated in grades 9 through 12. Each school year, the high-school student will take 6 courses: Mathematics, English, Science, Social Studies, Foreign Language, and Bible/Theology. In the junior and senior years, course credit may be earned through college courses (online or off-campus or through Faith Academy).

Faith Academy strongly encourages students to pursue a myriad of extra-curricular courses and will help link students with opportunities and instructors (in art, music, drama, robotics, athletics, computer graphics, etc.), though the student and family are free to pursue whatever their extra-curricular interests, of course.

Faith Academy will enable a robust extra-curricular program for our students by ensuring that most of our educational goals are achieved at school, during the school day.

1.19 GRADE REPORTS/GRADING SCALE

Grades are reported four times during the school year, essentially once every quarter. During each quarter, a mid-quarter report will be mailed to the parents of those students manifesting deficiencies and difficulties of concern to the teacher. Parent-teacher meetings are scheduled after the first and third quarters. Parents may request meetings at other times if deemed necessary. Grades are cumulative from the beginning of each semester until the end of the semester.

The following grading scale will be used at Faith Academy:

A = 90 – 100 = 4.0

B = 80 -- 89 = 3.0

C = 70 -- 79 = 2.0 (Refer to 1.20)

D = 60 -- 69 = 1.0 (Refer to 1.20)

F = below 60 = 0.0 = insufficient mastery for credit to be awarded

P = Passing grade earned and credit given, but not figured into the GPA.

Final exams are given in the high school at the conclusion of each semester. The final exam grade will constitute, at the discretion of the teacher, 10% or 15% of the final semester grade.

1.20 ACADEMIC RETENTION

In grades kindergarten through eighth, it may not be assumed that the student will pass forward to the next higher grade – though every effort will be made to ensure that students are able to pass forward.

In grades kindergarten through six, a 70% mastery level on the final grade report in mathematics and reading (grammar/literature/composition) is recommended in order to pass forward to the next grade level. A student whose mastery is below 70% will be the subject of parent-teacher-leadership discussions as to what is best for the child.

In grades 7 and 8, a second semester grade report with two or more failing grades in mathematics, English, science, or social studies will preclude the student from passing forward to the next grade.

In the high school, a student with a failing grade (below 70) in two or more classes at the end of any semester will come under review by the Principal.

1.21 NATIONAL ASSESSMENTS

The ability to measure the effectiveness of curriculum and faculty is important to you and to the Head of School. One way to evaluate is through progress that students make on national achievement assessments. We want our students to frequently and regularly take nationally standardized tests and college preparatory exams, and we will be diligent to apprise students and their parents of the dates and places whereby the examinations needed for college entrance are offered.

The CTP 4 (formulated by the Educational Testing Service in Princeton, NJ) is an age-graded test given in April of every school year, and designed to measure achievement and knowledge in a complete battery of school subjects. One of these tests will be administered to each student by the faculty. A copy of the results will be given to the student and family, of course. The cost of materials and scoring for this test is included in the tuition and will be paid by Faith Academy.

The PSAT/NMSQT is given at area schools on the date prescribed by the College Board and National Merit Scholarship Corporation. It produces scholarship opportunities for college-bound juniors and is further preparation for taking the SAT test. The fee for this test is paid by the family, not the school. Freshman and sophomores are encouraged to take the PSAT in order to score higher when taking it as a junior. Information will be given regarding details soon after the beginning of each school year of where students can register to take these specific tests until Faith Academy is registered to conduct them.

1.22 COLLEGE ENTRANCE

Registration materials for the ACT and SAT (college entrance exams) will be given to juniors and seniors in a timely way. If Faith Academy is not available to provide the ACT or SAT tests on site, then they will provide the opportunity at a location near by. The Head of School and Principal will help the student/family in their understanding of the college admissions process, will help with applications, make telephone calls, and write letters on behalf of the student applicant, as requested. Financial aid materials (FAFSA) and private scholarship information will be distributed by the school office to seniors in a timely manner by request.

1.23 ACCREDITATION

If the Head of School believes that accreditation with a national agency will further the mission of Faith Academy, we will seek accreditation with the Association of Christian Schools International, headquartered in Colorado Springs.

1.24 CLASS ATTENDANCE AND ABSENCES

Every school day is vital. Every class period is planned and presented by teachers in expectation of student attendance. It is not possible to replicate on a subsequent day the particulars of a day missed. Absences are at the discretion of the parent, of course, but excessive absences may adversely affect the student's academic performance. Any absence for whatever reason places a strain on the student.

On the day of a student's absence, the parent should notify the office by phone before 9 AM. If no call is received in the school office by that time, the office secretary will attempt to determine the parent's knowledge of the student's absence. Students requiring dismissal during the school day for an appointment are asked to present an explanatory note from the parent to the school office upon arrival that day.

A daily attendance record will be kept by the classroom teacher and in the school office. Absences will include in the quarterly grade reports.

Regarding tardiness: Teachers make careful plans for the opening of each school day so that it flows smoothly and begins with order. When students arrive late, both flow and instructional effectiveness are affected.

Please make every effort to be on time. ***More than seven tardies per semester may consequence in detention during lunch or after school.***

1.25 TEXTBOOKS

Texts required for classes are purchased by Faith Academy and remain the property thereof. Some books used in the classroom will be consumable or otherwise given to the student, without need of return. The classroom teacher will clearly apprise the students as to which books/ materials are of this nature. Experience tells us that students need some external motivation to take good care of texts; therefore, students who excessively abuse a text (in the judgment of the DCI) may be charged the cost of a replacement text.

1.26 CLASSROOM MATERIALS

Each student must have a daily assignment book in which he records the work due in each class. In addition, spiral notebooks are ideal for note-taking; however pages from a spiral notebook may not be torn out and turned in for grading. Loose-leaf pages or those with perforated edges only may be used for assignments to be turned in to the teacher (unless printed on computer paper, of course).

Supply lists, detailing classroom supplies needed to be brought as the school year begins, will be available and mailed to the home before the school year begins.

1.27 FIELD TRIPS

Field trips provide learning experiences unavailable in the classroom. There may be financial costs to the student/family for such trips. Parents must sign permission slips. It is the teacher's responsibility to secure sufficient chaperones.

1.28 DRESS CODE

In the interest of Christian modesty, dignity, functionality, and sound educational practice, uniforms will be worn. While recognizing that true Christianity is a matter of the heart and not the outward appearance (1 Samuel 16:7), it is nonetheless true that our outward appearance can be preoccupying. We want to help remove pressures to be noticed and valued for outward appearance. We want students to focus on their character and their studies, not how they look.

Uniforms must be purchased in their entirety from the designated sources. This ensures satisfaction of the dress code. Part-time students must also be in proper uniform. The administrative staff reserves the right to make decisions of suitability and meeting code. Uniforms are to be kept clean, in good repair, and fit properly. Occasionally, there will be pre-announced opportunities to "dress-up" or "dress-down."

If a student is drawing undue attention to himself/herself through hair style or hair color, clothing accessories or make-up, the student will be asked to correct the situation in as timely a manner as possible. Distraction from the learning process is unnecessary.

Uniform instructions for both boys and girls: Undershirts worn by boys or girls must be without logos that can be seen through the school uniform. The undershirt is not to extend or be displayed beyond the sleeve length of the shirt, as manufactured. Hats or caps may not be worn by boys or girls in the school building, unless part of a class/gym activity. The shirt is to be tucked-in at all times. The top button of the shirt is the only button that may be left unbuttoned. Girls' skirts are to be knee-length or longer.

1.29 CONVERSATION AND CONDUCT EXPECTATIONS, INCLUDING BULLYING

We guide our students towards excellence in academic achievements and in Christian character. We understand that this is a maturing process and these guidelines provide a framework from which each parent, teacher, and student may assess growth. The school wants to cooperate with the home in forming positive habits of cheerful obedience to authority, integrity and honesty in every environment, responsibility for completing assigned tasks, and respect for the time, dignity, and property of others.

The following 8-point code of conduct will be used by teachers to determine conversation and conduct worthy of being disciplined. The student will:

1. Obey promptly. Hebrews 13:17. "Obey your leaders and submit to them, for they keep watch over your souls as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you." Students should have a respectful attitude and make attentive eye contact with the person giving directions.

2. Obey completely. Deuteronomy 4:2. "Do not add to what I command you and do not subtract from it, but keep the commands of the Lord that I give you." It is expected that students will not obey "half-way" nor re-interpret a command given by the teacher.

3. Obey cheerfully. Philippians 2:14-15. "Do everything without complaining or arguing so that you may become blameless and pure, children of God without fault in a crooked and depraved generation in which you shine like stars in the universe...." It is expected that students will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, and non-verbal complaining will be addressed.

4. Exercise diligence in work. Colossians 3:23. "Whatever you do, work at it with all your heart, as working for the Lord, not for men." It is expected that students will be hard workers. Their work should give evidence of neatness, precision, and strong effort. Assignments should be complete.

5. Display consideration, kindness and compassion. Ephesians 4:29, 32. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen... Be kind to one another, tenderhearted, forgiving one another, just as God in Christ has forgiven you." Students will treat everyone with kindness in action and in speech. Harsh words and harmful behavior will be addressed.

6. Speak with honesty and edification. Ephesians 4:25. "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." It is expected that students will speak honestly without rationalization and excuse. Gossip, slander, and "tattle-telling" will be addressed. Students will be encouraged to speak directly with the person with whom they have a concern and to model the Biblical principle in Matthew 18:15-17.

7. Exercise self-control. Proverbs 25: 28. "Whoever has no rule over his own spirit is like a city broken down, without walls." It is expected that children will control their tongues and actions. Children will be encouraged to speak at appropriate times and to control their bodies.

8. Display order. I Corinthians 14:40. "Everything should be done in a fitting and orderly way." It is expected that children will take an active part in maintaining their personal belongings (for example, desks) and the school's appearance.

School bullying has become a serious issue in the United States in the last ten years, especially with the advance of social media and cell phones. Research shows that bullying reaches its height in middle school.

However, students do not always know that their behavior might be classified as bullying. Definition: Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools: The Hidden Curriculum" [2003])

The following actions in an ongoing form may be forms of bullying:

- Physical aggression, including hitting, punching, kicking (Galatians 5:15)
- Teasing or verbal abuse, including putdowns, insults, name-calling or racial/sexual remarks (Proverbs 13:2-3)
- Intentional exclusion from activities or friendship groups (Luke 6:31)
- The setting up of humiliating experiences (Proverbs 17:17)
- Damaging a person's property/possessions or taking them without permission (Luke 10:27)
- Threatening gestures, actions or words (Ephesians 4:32)
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering (1 Corinthians 15:33)
- Cyberbullying through Facebook or other electronic means (1 John 3:23)

If a student is experiencing any of the actions above by another student(s), he or she should tell the classroom teacher and/or the school office. Attention will be quickly given to resolve the situation.

Applicable Biblical instruction:

Luke 6:31 -- "And as you wish that others would do to you, do so to them."

Romans 12:10 -- "Love one another with brotherly affection. Outdo one another in showing honor."

Ephesians 4:29 -32 -- "Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear."

Colossians 3:12-14 -- "Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony."

1.30 CONFLICT RESOLUTION

Matthew 18:15-16 - "If another believer sins against you go privately and point out the offense. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses." (NLT)

Process to Resolve a Personal Concern/Complaint:

- Pray God will resolve the conflict for His glory and the improvement of Faith Academy.
- Discuss concern with individual involved first.
- Express concerns clearly.
- Keep the matter confidential. Proverbs 10:19 says, "When words are many, sin is not absent, but he who holds his tongue is wise."

If another person has a concern or complaint regarding Faith Academy, they should be directed to the above process, allowing all to fulfill Paul's exhortation in Philippians 2:14-16.

Do everything without grumbling or arguing, so that you may become blameless and pure, "children of God without fault in a warped and crooked generation." Then you will shine among them like stars in the sky as you hold firmly to the word of life.

1.31 DISCIPLINE/DISCIPLESHIP

The goal of discipline at Faith Academy is to help students grow in faith, increasing in righteousness, using Scripture as their foundation. God says to discipline with love and truth. "Train up a child in the way he should go," (Proverbs 22:6) means we want to mold our students' character directing them through life's trials, and pointing them in the right direction.

Faith Academy will teach our students what is expected, and they will feel a sense of security in knowing and following the basic school policies and procedures. When it becomes necessary, a student will receive correction and it will be carried out prayerfully, lovingly, fairly, firmly and swiftly.

Under no circumstance is a parent ever to approach a child not his/her own to question him/her about a situation or correct him/her concerning a disciplinary issue. This may only be considered if that parent has received consent from the student's parent or the other parent is present and has agreed to allow the conversation to take place. Even though a parent may feel it is necessary, we do not allow this interaction. The Head of School and teachers are the only ones with permission to investigate and administer such correction. An exception in this circumstance would be that of a chaperone, and even in these cases, chaperones are to use discretion in discipline and bring it to the attention of the teacher. If the teacher is not present, then the Head of School will assist in solving the problem or issue.

At times, students may be suspended from school for significant disciplinary infractions. For example, students may be sent to the office immediately on a first offense and suspended for any acts of intentional, physical aggression or foul language. (Depending on the situation, students in all grade levels are subject to suspension). Suspension is defined as a warning that a student's privilege to remain enrolled at the school is in danger if future behavior does not improve significantly.

Suspensions are typically issued on an incremental basis. The first suspension is usually for one day. If a student is suspended, he/she will automatically be placed on a probationary period for nine weeks (maybe subjected to a longer period of time depending on the Head of School discretion). During this probationary period, the student will be watched closely. If disciplinary infractions occur while on probation, more serious consequences will be enforced. Probation will extend up to nine weeks any time a disciplinary action occurs during the probationary period. If an offense occurs during the student's probationary period, the student will be suspended for three and then for five days, subsequently. If after a student returns from a 5-day suspension and commits another serious infraction, he or she will be referred to the Head of School for further review and possible expulsion. Upon review, the child will most likely be removed from the school. Throughout this process, it is hopeful that the parents and the students will show action to improve and find success at the school.

A. DISCIPLINE (Defined Actions)

While not all offenses resulting in discipline can be defined or listed, the administration at Faith Academy has the right to discipline behavior according to its own unique circumstance. Disciplinary action as a result of behavior will always be prayerfully considered by the administration at Faith Academy.

Discipline matrix for Faith Academy:

First offense: Warning

Second offense: Contact parents and loss of privilege

Third offense: Meeting with parents and loss of privilege

Fourth offense: In-school suspension with disciplinary action issued

Fifth offense: Out-of-school suspension

B. ADMINISTRATION

1. Minor Infractions

At times students require correction for minor offenses. When administering discipline for minor infractions, the goal is to improve behavior that will enable students to function effectively, productively, and in a Christ-like manner.

Minor infractions include, but are not limited to:

- Talking or disturbing class.
- Textbooks improperly treated.
- Tardiness to class.
- Eating food in class without permission from the teacher.
- Chewing gum.
- Using cosmetics during class.
- Dress code violations.
- Misconduct in chapel.
- Public displays of affection (hugging, kissing, holding hands).

A student sent to the office for repetitive minor infractions will be assigned after-school detention deemed appropriate by the Head of School. Continued violations may result in suspension by the Head of School based on the severity of behavior.

Determination of degree of infraction lies with the Head of School.

2. Major Infractions

Students who exhibit an intentional attitude of misbehavior resulting in violation of major school rules will be suspended from school for a period of one, two, or three days. Depending on the severity of violation according to school policies, students may face expulsion dependent on the review of the Head of School. Typical major infractions include, but are not limited to:

- Cheating/Plagiarism/copying of another student's work.
- Behaving in a dangerous or irresponsible manner that may cause injury or damage.
- Leaving school grounds/school events without permission.
- Using profanity, vulgar language, or obscene gestures toward other students, staff, volunteers or church staff.
- Failure to comply with school, staff direction or school policies, rules and regulations based on the 8-code conduct of Faith Academy Student Handbook.
- Playing with matches, fire, or committing arson.
- Committing an act of theft or robbery.
- Vandalizing or damaging school property, or property owned by students, school employees or church staff.
- Fighting, committing or threatening physical abuse towards anyone on school property.
- Committing extortion, coercion, or blackmail, that is, obtaining money or other object of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Engaging in inappropriate physical or sexual contact disruptive to other students or the school environment.
- Engaging in offensive conduct of sexual nature; verbal or physical, that may include requests for sending, posting, or sharing inappropriate pictures of a sexual nature, sexual favors or other intimidating sexual conduct directed toward another individual.
- Engaging in disrespectful conduct during chapel.
- Using of social media to slander, or demean the school staff or families of Faith Academy.

Determination of what is a major infraction is at the discretion of the Head of School. At times the Board of Directors may be approached by the Head of School to review a major infraction that has taken place in order to carry out proper disciplinary action.

3. Behavioral Probation

A student who displays disruptive behavior and continues to do so despite repeated measures to correct his/her behavior will be placed on probation. Amount of probation time will be determined by the Head of School. During this time, the student will be given the opportunity to correct behavior. Violation of this probation will result in a recommendation for expulsion.

4. Expulsion

The Head of School will notify to the Board of Directors about a disciplinary response up to and including possible expulsion of any student who, in the judgment of the Head of School, does not conform either to the stated regulations, principles, policies, or programs, both expressed and implied, which govern student conduct. The Head of School at any point in the disciplinary process, reserve the privilege to address disciplinary issues based on all contexts relevant and present in the situation.

Expulsion is recommended for, but not limited to the following behaviors:

1. Possessing, using, transmitting or being under the influence of any narcotic, drug, hallucinogen, amphetamine, marijuana, alcoholic beverage, or over-the-counter drugs.
2. Possessing an object that could be considered as a weapon on school property, or at a school sponsored event.

3. Verbal or written statements in which there is intent to do bodily harm to individual or property.

4. Parental Concerns: Faith Academy policy dictates that concerns be directed to the staff member most directly involved at the time of the incident. If an incident occurs in the classroom, the teacher is to be consulted. Issues outside the classroom may be directed to the Head of School.

1.32 VANDALISM

Any damage to school property that is intentional or the result of misbehavior/indifference will be repaired at the expense of those causing the damage. (This includes writing on desks.)

1.33 CLOSED CAMPUS POLICY

Without parental request, no student leaves the school building or grounds before school is dismissed each day.

1.34 EMPLOYED STUDENTS

Students will be allowed to leave school in order to work at outside jobs. Parental permission in writing must be registered in the school office. Such notice must include the time of departure and return, if applicable.

1.35 STUDENT DRIVERS

Automobiles driven by students to school must be parked in the campus lot. Upon arriving in the morning, the student is to proceed immediately into the building. Students are not to be in the parking lot during the school day without specific approval of the Head of School. Only junior and senior students may leave for lunch with a hand-written permission on file. Jaywalking is not permitted, and students will be written up for breaking this rule immediately. Leaving for lunch will be a lost privilege for remainder of school year. Faith Academy is responsible for every student and we take his or her safety very serious.

Faith Academy is not responsible for the safety or contents of vehicles parked in the campus lot.

1.36 SEVERE WEATHER

In the event of extreme weather and/or dangerous driving conditions, notice of school closing will be made through a personal telephone call to your home as soon as possible after a decision to close has been made by the Head of School. School closings will also be posted through area television stations. Faith Academy always defers to parent's judgment regarding driving conditions on any particular day.

1.37 EMERGENCY EVACUATION

Specific procedures to ensure student safety in the event of a fire or severe weather are addressed to every student on the first day of school. Periodic drills will help to properly inform and train the student.

1.38 LUNCH AND SNACKS

Food and drink are to be consumed only in the designated areas. Students will bring their lunch each day from home or purchase lunch at school, if it is offered. Only clear drinking containers or water bottles are allowed. No color liquids or soda is allowed in school, unless authorized by administration.

1.39 LOST AND FOUND

Misplaced articles turned in to the school office or collected by the school staff will be placed in a designated box and kept for at least 10 school days. Unclaimed items are periodically donated to charity. Announcements are regularly made to students reminding them to check the "lost and found."

1.40 TELEPHONE

Any use of the school phone by students should be requested only for school-related business. If you need to inform your son or daughter, never hesitate to call the school office. In emergencies, your child will be brought to the telephone immediately. In other situations, we will give them the message to return your call as soon as a class period is over. Students cannot access the office telephone for securing parental approval of social arrangements (sleep-overs, parties) with other students.

1.41 DISPENSING MEDICINES

Prescription medicines will be administered only by the school office staff, and only if a notice with the parent's signature accompanies the medicine and describes name of medicine, dosage, and times to be taken. Aspirin-free Tylenol will be given for headache, etc. upon student request. If this is unacceptable to you as the parent, please state your policy in writing and send to the office secretary. No student is at any time to give or sell his/her medication to another student.

1.42 ILLNESS DURING THE SCHOOL DAY

The parent will be immediately contacted whenever significant health issues arise. Until the parent/guardian arrives, a student will be asked to rest quietly and will be overseen by office staff. First aid treatment will be administered to stop bleeding, restore breathing, and treat shock. In the event that emergency assistance is needed, such personnel will be called to the school site. Every attempt will be made to contact parents as soon as possible. It is absolutely required that parents/guardians provide current medical information for student files in the school office.

1.43 MEDICAL RECORDS

A current record of immunizations is necessary for each student file. A physical examination for sports participation is required every 2 years and is to be on file in the school office.

1.44 COMMUNICABLE CHILDHOOD DISEASES

A student must have written consent from either a physician or a state health agent to return to school immediately after having chicken pox, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, or pink eye.

1.45 SERIOUS DISEASES

Serious diseases are potentially life-threatening or can cause permanent bodily damage and can be communicated from one person to another (rather than genetically). Spinal (or viral) meningitis, AIDS, and pneumonia are examples of serious disease. Common colds, influenza (mild forms), chickenpox, strep throat, etc., though unpleasant, and contagious, are not to be considered serious diseases.

Faith Academy will take every precaution to reduce the risk of infection of any student or teacher by any known diseases, serious or otherwise. Faith Academy cannot be held responsible for the communication of any disease that was introduced at school without the Head of School's knowledge.

Upon receiving reliable information that a student or teacher at Faith Academy has contracted, or has been in contact with, a serious disease, the Head of School will immediately contact local health officials (by phone) and the Faith Academy membership (by email).

1.46 FUNDRAISING

Designated gifts will be used for the designated purpose only. Gifts solicited for a specific purpose will be considered designated for that purpose. The use of any donor's gift will be explained to the donor at his request. All gifts will be receipted and acknowledged within two business days. Direct solicitation for funds from parents for an in-class purpose is forbidden. Fund-raisers that provide a service, e.g. a carwash or bake sale, may be allowed,

subject to prior permission from the Head of School.

1.47 PICKING UP STUDENTS AT THE END OF THE SCHOOL DAY

Students will be picked up promptly at dismissal. If extenuating circumstances prevent compliance, please notify the school office.

1.48 AFTER-SCHOOL, EXTRA-CURRICULAR OPPORTUNITIES

Faith Academy intends to link with and provide space for instructors who want to offer after-school programs in art, music, robotics, drama, etc. These extra-curricular programs, which are directly contracted with instructors, would also serve as de facto after-school care.

1.49 CELL PHONES, IPODS, ETC.

If students bring cell phones, i-pods, i-pads, watches or other internet/social media electronics to school, these must be checked into the school office upon arrival – and will be returned to the student at the end of the regular school day. If parents need to communicate with or leave a message for their child during the school day, they need only call the school office to do so.

If a device is heard or seen it will be immediately confiscated and taken to the school office, from which the student's parent may retrieve the phone at the end of the school day. If phone confiscation occurs again, further disciplinary action will ensue, in accordance with section 1.31 of this handbook.

1.50 PARENTS AND STUDENTS AND SOCIAL MEDIA

Though Faith Academy certainly understands that the parents establish their own home rules for their children's use of social media, we do offer this reminder: Our reputations and public personas can be so easily and quickly damaged by impulsive comments and images. Be circumspect. If at any time this becomes a negative outcome or conflicted issue for the school, the Head of School will be contacted immediately. A conference with the individual(s) will then take place with the Head of School and possible further action depending on the situation at hand.